

**Collings Lakes Civic Association
General Meeting Minutes
Monday, February 7 , 2022**

Call to Order

The meeting was called to order by President, Donna Sutts, at 7 p.m. She asked all in attendance to join the Board in reciting the Pledge of Allegiance to the Flag. It was noted that, due to COVID-19, this meeting was held via Zoom.

Roll Call of Officers & Committee Chairpersons

President, Donna Sutts addressed the roll call with the following Board Members being present: Donna Sutts, President; Stephen Naegele, 1st Vice President; Nell Wolfe, 2nd Vice President; Henry Burhenne, Treasurer, Anna Marie Larocca, Secretary to the treasurer, and Shauna Schneeman, Secretary.

Reading of Minutes from Last Meeting

Shauna Schneeman read the minutes from the January 3, 2022. Steve Neagle made the motion to accept the minutes, Anna Marie seconded the motion. All were in favor.

*To allow Beth Grasso and Steve Zeuli the opportunity to give their updates without having to stay on the call we rearranged the meeting to let them go first. You can see their update below under Dam's Update.

Donna addressed that at this time we had an opening for the Tier 2 position and asked if there were any nominations. Shauna Schneeman nominated George Protopapas. George accepted the nomination. Donna asked if there were any other nominations. The board had a roll call. All were in favor.

Prior to the oath for George. Tier 3 resident Gabrielle Veneziaie apologized for interrupting, but questioned if there was a requirement of how long a resident

should own property prior to being able to be on the board. She noted that in 2017 when she purchased her home she was unable to join the board due said requirement.

Donna asked for clarification. Shauna Schneeman provided that she had spoke to our lawyer Greg to get the details on what the requirements are for the representatives as the by laws did not make this information clear. Greg provided that the resident just had to be in good standing with Dues in order to be voted onto the board.

Donna asked Gabrielle to clarify where she had heard of this requirement. Gabrielle noted that it was in 2017 at the Collings Lakes school cafeteria. Donna let her know that it was a completely different board at which time was abiding by the bylaws. However since the court order we now abide by the court order's laws which is what could have provided that change. Donna thanked her for asking.

George Protopapas was sworn in and inducted onto the board.

Accounts Receivable Report

The Accounts Receivable Report was presented by Annamarie who stated, through January 2022, the reports are as follows:

2020 Special Assessment	\$42.85
Late Fees	\$3,701.36
Legal Fees Collected	\$11,223.60
New Resident Set-Up Fee	\$150.00
Tier 2 Association Fee	\$28,227.33
Tier 3 Association Fee	\$3,705.55
Tier 1 Association Fee	\$5,652.03
Tier 1 Dam Fee	\$23,811.76
Tier 2 Dam Fee	\$109,294.65
Tier 3 Dam Fee	\$14,355.88
Prepayments	\$2,138.83
Total Income	\$203,210.16

Treasurer’s Report/ Bills for Approval

Henry Burhene did not have the report of expenses prepared for the meeting, as he is still learning his new role as treasurer, this report was provided after the meeting to be added to the minutes

Pennoni	\$722.25	Engineer
Passarella Smarra CPA	\$100.00	Accounting Services
Office Supplies	\$271.71	Ink, Envelopes, Stamps
QuickBooks	\$50.00	Bookkeeping Program
Zoom	\$15.98	Zoom Meeting
	Total	\$1,159.94

Henry Burhene had these bills for approval which was provided at the public meeting.

Passarella-Samara, Our accountant \$100 for preparing the 1099 and 1096.
Penoni 745.22 for Geo Technical service.

Donna asked if there was a dollar amount that was required for asking for approval. Steve, Lynn, and Donna all answered that they weren’t sure what the amount was that didn’t need approval. Henry asked if we could vote on these and within the next month find out what was voted on as the amount that would not need approval.

Henry put in the motion, Steve Neagele seconded. A roll call vote was performed and all were in favor.

Henry presented the Treasurer’s Report as of the date of the meeting. The account balances were as follows:

Petty Cash	\$1,201.24
Checking (LibertyBell)	\$184,672.96
Dams	\$379,152.45
Money Market	\$80,125
Games of Chance	\$2,752.05
Total	\$647,904.63

Dams Update

Beth came on to give an update. She notes that her and Henry were available for a meeting with Verizon to discuss the relocation of the Verizon lines at the Dam. The goal was to keep the cost as low as possible. She notes that she was organizing the efforts of the contractor and Verizon to discuss options for the relocation. She said she will have an update for us in a few days on the progress of that.

She notes that the current plan is to move the poles and the lines to the upstream side of the dam. There is the concern that with the lines being moved they would be laid onto the ground within a pole. So they are looking further into this option and they are being very careful as it is the only connection that Collings Lakes has to Verizon service.

Donna asked if the payment was accepted. Henry and Beth noted that Verizon is in receipt of the check for the pole movement.

Donna then asked if this process is holding the contractor up. Beth noted that the contractor is being held up by the permitting process, which is what she was going to be giving us an update on next.

Beth went on to discuss the easements that are required to get the permits. She noted she is working with a surveyor to get the survey and easement process hopefully done at no cost. Beth did note that the association has the rights to certain property based on waterline. She was noting that her interpretation for this information should not be held the same as a lawyers she is just providing the information. She noted that the original plans did have a Robin's lake that was never built. She notes the area was never converted. She goes on to say that the dams were established prior to the subdivision so she would like to have us talk with a lawyer on what the rights are.

She notes that in the worst case scenario we will have to get a construction and maintenance easement from the homeowners for those properties to which we have plans to place an articulated block. She believes that it will be necessary for us to get these easements.

Donna then asked what the next step would be. It was noted that Greg, our lawyer, would be our next step to get the easement process started. Beth let us know she would contact Greg on our behalf for this.

Beth explained again that these easements are holding up the construction at this time. They are working with Dams Safety and Pinelands permits on this

Steve Zeuli came on to provide that his long lead items are awaiting a delivery date.

Annamarie came on to ask if the lines for Verizon can be lifted up instead of laid down. The answer was that there was not enough slack so this would require splicing which was what they were trying to avoid to cut cost.

Resident Barbara Hehre came on to ask if the easements were not obtained what would be the outcome. Beth noted that it would be a matter of updating the design. Beth assured Barbara that there has yet to be an issue regarding these permissions as we have not asked the home owners yet about this. Henry noted that he believes the E. Collings Dr. home we are referring to may be bank owned. Barbara just noted she hasn't had a lake in a long time and she is frustrated that there are already issues. Beth explained that there was some due diligence so far before getting to this which is why it is now a conversation. Barbara noted she was happy with the answers.

Lynn Venezia came on to note that the E. Collings Dr. house was sold on sheriff sale in November and the home is being renovated. She notes that this property is not on the lake, it is on the other side of the dam which is a stream. She wanted to correct that previous statement that it was bank owned. She then noted that with sheriff sales the deed takes much longer to be posted then with a traditional sale so it will likely not be uploaded yet to the public records. Henry thanks Lynn for this information.

Committee Reports

Grounds

Larry Adair who offered to take on the basketball court lights. Larry updated that the lights will be fixed by February 9th. Larry also provided the information for the event for a man named George who is turning 101 and is a WWII veteran. There is a group hoping to acknowledge George with a birthday drive by while he sits in his front yard. This event is taking place in hammonton. The event will be February 19th at 12pm. He noted that the event will start on Mt. Carmel parking lot. Larry hopes he can get some volunteers out to be a part of the event. Steven Neagle offered to get this information posted on our website and facebook page.

Shauna Schneeman, who had taken on the grounds committee, nominated George Protopapas to take over the grounds as she felt he would be better suited for the position. She also noted he needed a job now that he was on the board.

Welcoming Committee

Katherine Nodolski came on. She didn't have any updates as we are not going to be doing any door-to-door welcomes until March. Due to Covid and Weather. Katherine would like to volunteer for the Earth day event.

Fundraising/Elections

AnnaMarie LaRocca provided an update that she is working on some fundraising for the Earth day event and for another Custard stand event come spring time. She asked that she would love volunteers to help.

Donna asked what the flower sale would look like since April 30th is after Easter which is our usual flower sale time. Annamarie said she was going to be looking more into the options we will have from local garden centers and go from there.

President's Report

Donna noted that she previously discussed the Green Day event on April 30th.

Donna also let the board know there would be a meeting with our lawyer, Greg on April 18th.

She noted it was a busy month working on the easements.

Old Business

No Old Business to discuss

New Business

Donna Sutt provided that Folsom would like to use the first beach for a community day. They already have looked into Pineland Adventures for Canoe rides. ACUA will be coming to discuss rainwater collections, Ducks unlimited and Food Trucks.

Donna noted she is awaiting a response from Pineland Adventures regarding their insurances, she also asked that someone reach out to our insurance about the boat rides. She also wanted to talk about having a lifeguard on duty for this event.

10-3 April 30, 2022, Folsom plans on doing all the advertising for the event. She said that other environmental services would be welcome to join the event.

Donna opened the floor for questions.

Donna and Annamarie discussed food truck options. Annamarie also brought up having the plant sale and the 50/50 on the day of the event.

Tier one resident Kyle Smith came on to suggest checking insurance and if there were going to be permits required. Donna noted that Greg, the folsom mayor, plans on taking on the permits if they are needed. Kyle also suggested portable toilets for the event.

Donna asked if there was a motion to approve. Nell made a motion to approve. Steve Neagle seconded the motion. A roll call vote was performed and all were in favor.

Donna asked George if the lifeguard stands could be painted for the event. George said he would work on it.

Trustee Reports

- Stephen Naegele - Provided that the website is up to date. He noted that the shop on the website has been pulled. He also provided he will get George an email within the next two days so he has a Collings Lakes email. Steve updated that Annamarie and Henry were also granted online bank access so they can perform their duties.
- Shauna Schneeman - Shauna asked what the update was on the flag for the first beach. Nell noted it was ordered but it is on backorder.

Shauna also nominated George for grounds, Annamarie seconded the nomination. George took on the grounds at this time. (this information was also noted in the grounds report)

- Donna Sutts - nothing to report.
- Nell Woulfe - Nothing to report.
- Anna Marie Lorocca - Wanted to discuss the storage bins on the beaches. She felt these are not aesthetically pleasing and thought we could discuss options to clean them up to make our community look better. It was noted we weren't sure if the board owned them. The discussion going forward included ideas around moving the storage containers or removing them. It was decided that we would move the discussion after we get more information.

Resident Babara Herera was concerned that vandalism would be an issue if they were moved to the basketball courts.

Rene Simon came on to suggest that we don't spend money on something that is free. She noted that a previous board was supposed to paint them, but it didn't happen.

George Protopapas offered to paint them as a donation to try and make them look better.

The board decided to have more of a discussion later about this.

During this discussion Donna also reminded the board we will need to look into beach tags and lifeguards soon for opening the beaches. Donna did provide that she would look into beach tag companies. She also noted that the previous life guard company used is no longer in business. Donna suggested next month we will discuss this and the days that the lake will be open at the next meeting.

- Henry Burhenne - nothing to report.
- George Protopapas - Donna welcomed George onto the board. George noted he was excited to get the beaches ready.

Open Floor to Members Questions / Comments / Issues.

-Tier 3 resident Gabrielle Venezia came on to ask the plans for the home that was taken to sheriff sale in December. Gabrielle noted that this information was in the public records at this time that the CLCA obtained the property. Donna noted she was not aware of this. Gabrielle noted that Nick Ninfa was listed on this public document. Donna reiterated she was unaware. Shauna came on to note that she did remember seeing an email regarding this from Ashley (law office) she notes it was in the midst of board transition and believed it was being handled, but wasn't sure who was handling it. She notes that we should have a conversation with Ashley regarding this.

Annamarie suggested getting in touch with Nick Ninfa as he was listed on this document as a community manager for the sale.

Nell came on to ask Lynn Venezia who was the previous book keeper if she had any knowledge on this. Lynn noted she knew everything about it. Lynn gave the

history with this resident and noted there was a legal proceeding and the resident was non responsive to each document that was provided to try and make a settlement. She notes this ended in a Sheriff sale and since there was no bid on the property it went back to the CLCA. Lynn explained that it would not have been able to go to sheriff sale with a mortgage when Nell questioned if the CLCA would be responsible.

Henry thanked Gabrielle for bringing this up so we can look into it since the new board was not aware this took place.

Gabrielle asked what the ownership would be.

Henry and Shauna both suggested that we need to discuss this with the law office as they were heading this process with members of the previous board that are no longer able to handle what needs to be addressed.

Donna thanked Gabrielle Veneziale and Lynn Veneziale for bringing this to our attention.

Lynn Veneziale then asked if there was still a 2 signature process for checks. Steve Neagle answered that yes we still have the same parameters set with the bank. Anything above \$999 needed two signatures on a paper check. Lynn Veneziale suggested that the previous treasurer did checks online so she wanted to make sure.

Henry Burhenne noted he has been in a month and he plans on learning the role more as treasurer.

During adjournment Shauna provided the information sent from a chat from a resident, Kevin and Tammy. They questioned what we were referring to when we discussed the first and second beach as they are new residents. They also agreed the storage containers were an eye soar. She also asked if CLCA did a summer program. Shauna answered these questions for the resident.

Adjournment

President Donna Sutts noted the next meeting would take place Monday, March 7, 2022 at 7 p.m., via Zoom. Donna brought up moving in person, Shauna reminded the board we discussed reevaluating this March. She notes that our discussion of March was because we had very high covid numbers in January. She feels that the numbers are much different so it will be a much different discussion in March. There being no further business to discuss, Annamarie made a motion to adjourn, and Shauna seconded. All were in favor. The meeting was adjourned at 8:20pm

Checking - \$184,672.96

Games of Chance - \$2,752.05

Petty Cash - \$1,201.24

Dams \$379,152.45

Money Market - \$80,125.93

▼ Income	
2020 SPECIAL ASSESSMENT	42.85
ASSOCIATION FEE	960.00
LATE FEES	3,701.36
LEGAL FEES COLLECTED	11,223.60
NEW RESIDENT SET UP FEE	96.32
TIER 1 ASSOCIATION FEE	5,652.03
TIER 1 DAM FEE	23,811.76
TIER 2 ASSOCIATION FEE	28,227.33
TIER 2 DAM FEE	109,294.65
TIER 3 ASSOCIATION FEE	3,705.55
TIER 3 DAM FEE	14,355.88
Unapplied Cash Payment Income	2,138.83
Total Income	\$203,210.16

