

**Collings Lakes Civic Association
General Meeting Minutes
Monday, March 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 Woulfe, 2nd Vice President; Henry Burhenne, Treasurer; Anna Marie Larocca, Secretary to the treasurer; George Protopapas, representative; and Shauna Schneeman, Secretary.

Reading of Minutes from Last Meeting

Annamarie made a motion to accept the minutes as they were posted on the website to save time for discussion, Steven Naegele seconded the motion. All Board members were in favor.

Accounts Receivable Report

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

2020 Special Assessment	\$20.00
Association Fee	\$48.00
Late Fees	\$1,529
Legal Fees Collected	\$4,917.39
New Resident Set-Up Fee	\$250.00
Tier 2 Association Fee	\$5,953.82
Tier 3 Association Fee	\$599.56
Tier 1 Association Fee	1,876.75
Tier 1 Dam Fee	\$8,122.75
Tier 2 Dam Fee	\$23,446.03
Tier 3 Dam Fee	\$2,285.82
Prepayments	\$434.50
Total Income	\$49,454.91

Treasurer's Report/ Bills for Approval

Henry Burhene provided these expenses that were paid in the month of February 2022:

Pennoni	\$722.25	Engineer
Passarella Smarra CPA	\$100.00	Accounting Services
Office Supplies	\$175.91	Return Ad Stamp, Envelopes, Ink
QuickBooks	\$50.00	Bookkeeping Program
Verizon	\$11,000.00	Relocation of lines for Dams
Highlighting Construction	\$1074.78	Basketball Court Lights Upgrade of lights
State of NJ	\$66.00	Permit for Basketball Court Lights
USPS	\$58.00	Stamps
	Total	\$13,246.94

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

Petty Cash	\$1,537.65
Checking (LibertyBell)	\$166,411.67
Dams	\$428,468.62
Money Market	\$80,132.07
Games of Chance	\$2,752.05
Total	\$679,302.06

Shauna Schneeman made the motion to approve, Nell Woulfe seconded the motion. All were in favor.

Henry did not have any bills for approval. Henry did note that there was a \$100 games of chance fee that needed to be paid in the Month of March, however it was already approved by the board.

Dams Update

Henry Burhenne provided there is not much to update on this as we are still working on the easements to obtain the permits.

Donna Sutts provided that she was in discussion with Frank Raso of Hammonton. He is a land use lawyer and was happy to provide advice on going forward with looking into the easements. His current advice was to do title search to see if there was an easement in place that we may have missed before proceeding with obtaining the easements.

Beth Grasso, the engineer, came on to give an update. She noted she had reached out to Frank directly, but was waiting on a response. Donna provided that Frank was having issues looking at the plans as they came up very small, and the woman doing the title search for us is currently on a vacation.

Donna asked Beth about the easements for the Verizon company as we were looking for. Beth noted she was not able to find a current easement, but has reached out to Verizon. She has not received a response from them for a few days so she noted that she plans to reach out again to see if they have a copy.

Shauna asked where this puts the Board with Verizon. Beth noted that without an easement she believes the relocation should be their responsibility as far as payment. Greg Shivers, our lawyer, also came on suggesting that he believes that is true as well.

Annamarie asked Beth who the verizon engineer is for this part of the project as she worked with verizon for many years. She said she would provide that once she checks her email. (later she found that it was Bob Exius)

Donna asked where we are at in the project based on this information. Beth provided that once we obtain the easements it will go back to the pinelands office for review to get approval. Beth also notes she is still working with the DEP for their approval.

Committee Reports

Grounds

George Protopapas came on to give a full report on the current status of the beaches. George notes he is in contact with signage companies to go over pricing for replacement on the signs.

George also noted that the bench on the first beach is deteriorating and he is looking into replacing or removing. At this time he is pricing out the lumber to have an idea on what replacement would be. George wanted to make a suggestion on offering engraved wood planks to residents to honor family members or add their own family name in which we can use to replace the bench. This idea would bring in enough profit to replace the bench and it would become more of a community project. This suggestion will be looked into more once the lumber company responds with pricing.

George noted that the LifeGuard stands will need to be stripped and repainted. He noted that the board can get by this season with this fix, but notes the board will want to look into new lifeguard stands in the future.

George also discussed the grills on the first beach, he made those in the meeting aware that there are two grills, one is just a post that will need to be removed. The other grill is in deplorable condition. He offered to look into new ones as an option.

Katherine Nodolski asked about the timeline of the painting and bench replacement. George noted his goal is to have it completed by the Earth day event. He asked if anyone from the community would like to help and he plans to go down the weekend of March 19th.

Welcoming Committee

Katherine Nodolski came on. She didn't have any updates as the board has not been doing door-to-door welcomes. However the plan is to get back into this when it gets warm.

Katherine Nodolski brought up a yoga instructor from the area who is looking to offer yoga classes at first beach. Shauna Schneeman noted she also had heard of this woman looking to do these yoga classes and thought it would be a great idea. Shauna noted from the information she got on this it would be a \$5 charge for residents. Donna brought up insurance may or may not allow this. Annamarie offered to ask the insurance company while she was talking to them this week about if that would be allowed or if the instructor would also need additional insurance. A few officers came on to share they thought this was a great idea if we can make it happen.

Katherine's husband noted that years ago there were swimming lessons offered at the second beach. With this he believes that this would be possible. Donna noted the board will just check because that was a long time ago and unfortunately times and rules have possibly changed.

Katherine also brought up having Zumba classes at the beach as well if the yoga checks out. Donna at this time noted that there may also be permits required that the board can look into.

Our lawyer, Greg Shivers, came on to offer advice on this topic. He provided that we can have an agreement created to release liability if the instructor wanted to go this route as well.

Fundraising/Elections

Anna Marie provided that her and Donna are going to be looking into the flowers and setting a date for the flower sale.

George came on to ask if the board always got the flowers from Mr. Green Jeans as he has a friend over there and he would be able to talk to them about it

Donna let everyone know that in the past for flower sales the board has purchased about \$300 worth of flowers and were able to make a \$300 profit off of the sale.

President's Report

Donna announced that the Folsom Mayor is coordinating an earth day event at first beach on April 30th. She notes that they are seeking more vendors for the event. She notes that anyone who is interested can reach out to Annamarie.

Donna notes that they are reaching out to the elementary schools to do a coloring contest.

Donna notes at this time there is one food truck, she has hesitations on getting additional trucks as she wouldn't want to get more trucks since she doesn't know what the turn out of the event will be.

Donna reiterated that Frank Raso, a land use lawyer in Hammonton and a local title company have been contacted to help us with the easements. Donna explained that Hill Wallack was still our lawyer; this was not necessarily in his realm for why we hired him. She notes the lawyer, Greg Shivers, ensures we are compliant and handles our collections accounts.

Donna notes her hope for the approvals and easements can be announced at the next meeting. She then asked for Beth's input on this timeline. Beth felt more

confident in saying two to three months. She has hesitations with Pinelands and DEP's turn around time. Donna was pleased to give an answer of any type to our residents as we are all anticipating the start of the project.

Donna also noted that for anyone questioning the loan the board received that the board does not currently owe anything on the loan as we have not used any of the funds yet.

Old Business

No Old Business to discuss

New Business

Donna brought up the first beach opening. She notes that water testing, lifeguards, and portable toilets will need to be discussed. She notes the previous lifeguard supplier is no longer in business. So the board will need to look into this more.

Annamarie came on to ask if we are allowed to open it at a swim at your own risk. Shauna suggested we would be better to have a lifeguard on duty to ensure those using the lake had their beach tags. Nell agreed that the board should be finding lifeguards.

Shauna offered to look into lifeguards and portable toilets for us to discuss at our next meeting.

Greg Shivers came on to let the board know what the rules are as far as toilet requirements. He also noted the lifeguard companies were having staffing issues in previous years. He offered to provide some companies the board can reach out to regarding this.

Donna provided that after talking to someone regarding the Hammonton lake that since the lake is a private lake the board shouldn't need to look into changing areas like what is required with public lake areas.

Trustee Reports

- Stephen Naegele - Nothing to report.
- Shauna Schneeman - Nothing to report.
- Nell Woulfe - Nothing to report.
- Anna Marie Lorocca -Nothing to report.
- Henry Burhenne - Nothing to report.
- George Protopapas - At this time George noted that he has been unable to take the trash out because he doesn't have the keys. He notes we have tried a few keys, but none of them have been working. Steven Naegele noted he has more keys we can try. However George offered to replace the locks if this didn't work.

George also provided the color he would like to suggest for painting the Storage containers and possibly the poles. He provided it as Historical Hunter Green by Sherman Williams.

Anna Marie offered to donate a box of roof shingles for the welcome to Collings lakes sign.

George also noted he would like to shape up the Collings Lakes sign soon as well.

Open Floor to Members Questions / Comments / Issues.

Katherine Nodolski asked who was in charge of the trash. George answered her question and let her know that this week he will absolutely be working on it this week whether by a key if it can be found or by replacing the locks.

Larry Adair - Came on to comment that he knows the owners of Pro-Signs and he plans to talk to him about possibly lowering the price.

A resident asked through the chat box if the containers would be removed from the beaches. Shauna answered that to avoid the additional cost George has offered to donate his time and paint the containers to make them look more appealing for now.

Lynn Veneziele- Came on to ask what the Staples expenses were. Annamarie offered an answer that these expenses were the purchase of envelopes, ink, and a rubber stamp for return address. Lynn provided she would like to have these explanations within the expenses report.

Lynn also asked if there were legal expenses for the past two months. Henry and Annamarie answered that there were no legal fees paid for January and February. Greg Shivers, the lawyer, noted that he was looking over those invoices and was holding them up for review, but they would be sent soon.

Lynn then asked about the petty cash account. Board members took turns explaining that this account was attached to the debit card and the expenses for office supplies and other small ticket items were being paid with this account to which the account becomes replenished to maintain the \$1500 each month with funds from the checking account. It was also explained that these expenses were provided in the expense report just the same as it was previously prior to the establishment of the petty cash account and the debit card.

Lynn then asked Donna if Mr. Shivers (the lawyer) had seen the response letter she had received from the division of community affairs in regard to a complaint she filed. Mr. Shivers and Donna provided that it has been checked in on. Donna provided that she spoke with the woman within the DCA that wrote the letter to get more clarification on the complaint and the response. She noted that she was concerned the previous governor's name was on the letterhead. Donna then provided that after reviewing the complaints with Maryanne there was nothing to suggest the board was not compliant. Maryanne also noted she was surprised that the complaint letter was not provided to the board with the response letter. Mr. Shivers responded that the letter noted that Collings Lakes was not a registered community like those of a developer. He noted his confident opinion is that Collings Lakes falls under the rules and regulations of the planned real estate development act. He provides that this act provides that the board act in a way that is transparent and fair to all the members. He provides that a court would follow the Radburn Act if there was a complaint brought to court. He reiterated that Maryanne's opinion that the community doesn't fall into the registered community category does not mean the Planned Real Estate Developer disclosure act does not apply to the CLCA.

Lynn then asked if she were to enter another complaint if she would get the same response. Greg Shivers Responded that he can't be sure what the DCA would reply with; he also noted that the DCA has limited powers.

Lynn then provided that her complaint is not regarding the fees as she didn't understand which department to file complaints.

Greg said he cannot speak for the DCA. He then notes again that he uses the regulations of the Planned Real Estate Development act to consult the board. As he feels confident this act would be what the association would be held to in a court.

Lynn questioned if residents have no protections because of how the DCA offices are handling their complaints.

Greg notes he cannot speak for the government. He notes that it is his job to consult and protect the civic association with the correct regulations and guidelines set to protect the community and the residents. Greg notes that even if the association was not subject to the standard of this act, that he would still advise it because it is simply the right thing to do.

Donna made Lynn aware that Maryanne at DCA made her aware of the complaints and went over each complaint with her and was able to ensure that the board was not doing anything wrong regarding those complaints that were submitted. Donna then asked Lynn if there were additional complaints Lynn would like for the board and the lawyer to hear during the meeting.

Lynn asked Donna what the complaints are. Donna responded that Lynn's complaints can be provided by Lynn if she wanted them heard during the meeting. Lynn suggested if they were known complaints and they were discussed, she would like them brought up by Donna during the meeting. Henry Burhenne asked if Lynn would provide the letter that was sent into the DCA.

Lynn advised that it was not a letter that was sent in. She notes that she used an online form to make the complaint. She notes the form allows a write in area for the complaint.

Donna suggested that Maryanne's comment regarding the letter was likely just the write-in area.

Greg Shivers came on to note that if there are complaints to the DCA that the DCA would want to investigate the DCA would reach out to the board . To which the board and Mr. Shivers would respond accordingly. He feels that there is no need to discuss complaints if they weren't forwarded to us from the DCA during a membership meeting.

Lynn notes that she feels Donna has been compliant on some of the things that were in her complaint to the DCA. She notes the video recordings have been uploaded to the website.

Mr. Shivers suggested that the correct way to make a complaint is by sending a letter to the board. If the complaint is regarding something legal it can be forwarded to him to determine if there is a compliance issue that is not being handled correctly he can assist in fixing it.

Lynn then asks if the CLCA is grandfathered into the court order. Greg responded that he believes the CLCA is considered a planned real estate development under the broad interpretation of the act.

Lynn thanked Greg.

Barbara Hehre came on to say she felt that question was answered and was happy to move on with the meeting. She let the board know she feels like they are doing a great job and wants to move forward.

Donna agreed and said she was ready to move forward with discussions about the Dam instead of using our time for what the board should or shouldn't do.

Tom Veneziale came on to ask what the update was on the basketball lights. Annamarie noted that there was a permit and an inspection completed. Annamarie provided that she is waiting on the electric company to respond to move forward with getting that fixed. Larry Adair came on to explain the cut card was what delayed the project as that wasn't something he thought was required. Larry thanked Tom for getting the job rolling.

Donna welcomes Larry and Tom to come out and help with grounds again as the board would appreciate their help like they have provided in the past.

Adjournment

President Donna Sutts noted the next meeting would take place Monday, April 4, 2022 at 7 p.m. At this time the goal is to hold this meeting in person at Folsom Borough Hall. This will be determined once we get their permission. Donna notes that Steve is planning to set up a way for those who would like to attend by zoom to still attend from home. Steve came on to suggest doing a recording of the meeting if we cannot get the zoom figured out. There being no further business to discuss, Nell made a motion to adjourn, and Steve seconded. All were in favor. The meeting was adjourned at 8:12pm

Please be advised these are provided for period Ending 2/28/22 - Report above was given for balances as of the date of the meeting. Our treasurer is new to the board and there was a miscommunication. Note the report in the minutes and the images below will be off by 7 days.

Date ▼	Description	Amount	Balance
02/22/2022	POS PURCHASE 010222 STAPLES TURNERSVILLE NJ	-\$30.91	
02/22/2022	POS PAYMENT FR 010222 INTUIT 180041 MOUNTAIN VIE CA	-\$50.00	
02/18/2022	POS PURCHASE 010222 USPS PO 339165 WILLIAMSTOWN NJ	-\$58.00	
02/03/2022	POS PURCHASE 010222 STAPLES TURNERSVILLE NJ	-\$145.00	

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Checking - \$166,411.67

Games of Chance - \$2,752.05

Petty Cash - \$1,537.65

Dams - \$428,468.62

Money Market - \$80,132.07

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