

**Collings Lakes Civic Association
General Meeting Minutes
Monday, May 2, 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; Nell Woulfe, 2nd Vice President; Henry Burhenne, Treasurer; Anna Marie Larocca, Secretary to the Treasurer; George Protopapas, representative; and Shauna Schneeman, Secretary. (Stephen Naegele came onto the call later)

Reading of Minutes from Last Meeting

Anna Marie made a motion to accept the minutes as they were posted on the website to save time for discussion, Nell Woulfe seconded the motion. All Board members were in favor.

Accounts Receivable Report

The Accounts Receivable Report was presented by Anna Marie who stated, through April 2022, the reports are as follows:

| | |
|-------------------------|--------------------|
| 2020 Special Assessment | \$60.00 |
| Association Fee | \$192.00 |
| Late Fees | \$4,451.87 |
| Legal Fees Collected | \$8672.31 |
| New Resident Set-Up Fee | \$300.00 |
| Services | \$4.38 |
| Tier 2 Association Fee | \$3,897.79 |
| Tier 3 Association Fee | \$557.82 |
| Tier 1 Association Fee | \$452.73 |
| Tier 1 Dam Fee | \$2,205.82 |
| Tier 2 Dam Fee | \$15,318.95 |
| Tier 3 Dam Fee | \$2,101.87 |
| Prepayments | \$3,164.93 |
| Total Income | \$41,308.47 |

Nell made the motion to approve, Henry seconded the motion, all were in favor.

Treasurer's Report/ Bills for Approval

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

| | | |
|-----------------|--------------|------------------------------|
| Hill Wallack | \$13,298.01 | Collection Fees - INV Dec 28 |
| Hill Wallack | \$13,789.25 | Collection Fees - INV APR 1 |
| Hill Wallack | \$9,903.05 | Collection Fees - INV Feb 22 |
| Mr. Green Jeans | \$241.85 | Flower Sale |
| Ron's Gardens | \$201.00 | Flower Sale |
| NJ Government | \$55.50 | Annual Report |
| Staples | \$28.28 | Office Supplies |
| QuickBooks | \$50 | Subscription |
| Title Company | \$831.09 | Overpayment Refund |
| Resident | \$25 | Overpayment Refund |
| Zoom | \$15.98 | Meeting Fee |
| | Total | \$37,996.66 |

| | |
|---------------------------|--------------|
| Petty Cash | \$1,946.06 |
| Checking (LibertyBell) | \$171,632.89 |
| Dams | \$454,347.40 |
| Money Market | \$80,138.88 |
| Games of | \$2,752.05 |

Chance

Total **\$704,473.25**

Anna Marie made the motion to approve, Shauna seconded the motion. All were in favor.

Dams Update

Beth said she resubmitted to Dam safety over 1 month ago. She notes she put in everything she can. She is awaiting the results to submit to pinelands.

Nell noted that she did get a response from the title company regarding the easements and noted that she forwarded the email to Beth for her to review.

Beth said she had not yet seen the email and would be reviewing it tomorrow.

Donna noted that the delay in the easements were due to the history of the information that was being used to do the search that caused more extensive research than a traditional search.

Donna asked who provides the water levels. Beth noted it was her own plans and professional opinion that determines the water level. Beth did note that the elevation is going to fluctuate day to day depending on the weather. She explained the water lines and scour lines used to determine the design and water levels.

Beth provided she could do another presentation if it was needed.

Donna provided that the contractor was on vacation this week but sent an update that more materials were delivered so he is ready to get started when we have approval.

Annamarie asked for an update on Verizon. Henry said they would be coming in a month behind. He said he is waiting on a schedule from them.

Committee Reports

Grounds

George Protopapas came on to report that RAC did the beach 1 clean up. They will be doing Beach 2 and 3 landscaping. He also provided that new trash cans are being added. He is looking into removing the concrete barriers.

George also provided that the Welcome to Collings Lakes Sign is not cost effective to refurbish. He plans to utilize fundraisers to do full replacements. Shauna was going to provide a logo design she created, but had difficulty sharing the logo.

George also provided that he is working with the Dept of health to replace the signs to ensure they are in compliance for the beaches.

Donna noted there will be beach tags provided this year.

Welcoming Committee

Katherine provided that she does have a list. She requested to have more bags. She asked Shauna what the status of the businesses were.

Shauna apologized that the food distribution took up much of her time this week so she was unable to complete the business follow ups, but she did have 12 businesses listed on the sheet so far.

Shauna explained that the the business sheet was something Katherine had done in the past to give to new residents with local businesses. She provided that it has

been a few years since it has been updated. Shauna has been talking to businesses to get them on an updated sheet and asking for a \$20 donation to cover the print costs for these sheets to reach new residents. She noted a big emphasis on small business owners in the neighborhood.

Donna suggested adding them to the site as well.

Katherine noted she was excited to get it started.

Fundraising/Elections

Annamarie provided that the Easter flower save profited \$471. She noted that the 50/50 plans for spring did not happen due to permitting. She was not able to put that together in time. She is working on getting the permits renewed so we are prepared for more fundraisers throughout this year.

Anna Marie provided that the funds for the Easter sale will be going towards the sign replacement and fundraisers planned will go towards the sign replacement.

President's Report

Donna reported that Folsom Day went very well! Donna noted that to do this again it should stay the last day of April annually. She noted that residents were happy to see the boats on the lake.

Donna also reported that although she cannot give numbers, or names. She can provide percentages of residents and their status with dues. She provided:
18% of our residents are in collections, 12% On payment plans,
70% Paid in Full. She noted that means 82% are in compliance.

She noted as well that the deed search was more complicated because the company was going back to the 1950's and searching for deeds from the Collings Lakes

Management Company (the previous name of the association). She said that Frank is on vacation and at his return we can find out what the report reads and what the next steps would be to obtain the easements so we can move forward.

Old Business

Shauna provided that she spent time looking for a lifeguard management company and the lawyer. She noted that the management companies were not able to service us as there is a shortage of lifeguards this year. The option left was to hire our own lifeguard, however there are complications with hiring directly that made it not a feasible option for the CLCA this year. She provided that she headed this search as she wanted a lifeguard on staff, but it was not possible. She is hopeful that next year we will have more time to research options and we will have more options available to us when both beaches are opened.

New Business

No new business.

Trustee Reports

- Stephen Naegele - Came on to remind the public that Anna Marie and Shauna took a lot of extra time to reach out to residents before turning to collections. Shauna provided that she knew it was very successful and her and Anna Marie provided they were very happy with the decision to reach out again to those who did not pay to provide more opportunity and payment arrangements again.
- Shauna Schneeman - She noted the food distribution was a huge success. She provided 51 families with food donations. She said she wanted to thank the fire department for their assistance.

She also noted that she requested Folsom school to have the June meeting at the school. She noted that she isn't quite sure if there is a fee she is waiting on the approval letter to provide that information (the letter came in after the meeting and it didn't show a fee being due) She did note there was a waiver for each person in attendance to sign to assume liability for damage that might occur. She also said the school needs to be listed as an insured on our insurance policy. If we decide to do that.

Members were concerned with the fees that might be incurred. Discussions of doing quarterly meetings, a beach meeting, or remaining on zoom were discussed. The decision was tabled until the letter from the school came in so we could discuss the fees and options.

- Nell Woulfe - She got an email on the easements and is hopeful.
- Anna Marie Lorocca - Nothing to report.
- Henry Burhenne - Nothing to report.
- George Protopapas - Nothing to report.

Open Floor to Members Questions / Comments / Issues.

-Katherine Nodoleski asked if there would be another sale of flowers for Mother's day. Anna Marie noted she wished she would have thought of this idea as it is too little time to prepare.

-Martha Anderson provided that maybe a mum sale in the fall could also be a great fundraising opportunity. She also mentioned pumpkins. George Protopapas chimed in to say he actually was also interested in holding a pumpkin picking on the beach this fall. George noted that he might have an opportunity to get the pumpkins already. All on the call loved the idea.

-Diane Rode asked for a moment of silence from John Besch, a previous CLCA board member and gave a summary of the wonderful volunteer work he did for the community. She also suggested a beach meeting if the venues for the physical meetings do not work out. A moment of silence proceeded for John Besch. Shauna offered to post about him on the Collings Lakes facebook page. Diane provided that she would be happy to provide information for the post.

Adjournment

President Donna Sutts noted the next meeting would take place Monday, May 6, 2022 at 7 p.m. the location will be announced when we get the details from folsom on possible fees. There being no further business to discuss, Anna Marie made a motion to adjourn, and Nell seconded. All were in favor. The meeting was adjourned at 8:03 pm