

**Collings Lakes Civic Association  
General Meeting Minutes  
Monday, November 1, 2021**

Call to Order

The meeting was called to order by President, Kyle Smith, at 7 p.m. He 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, Kyle Smith addressed the roll call with the following Board Members being present: Kyle Smith, President; Stephen Naegle, 1st Vice President; Tom Veneziale, 2<sup>nd</sup> Vice President; Donna Sutts, Trustee; Nell Wolfe Trustee, and Shauna Schneeman, Secretary.

Reading of Minutes from Last Meeting

All board members received the minutes from the previous meeting to review. Donna Sutts made a motion to approve the minutes as they were submitted and posted on the website. Tom Venziele seconded the motion. All members were in favor of the motion as well as to approve the minutes.

### Accounts Receivable Report

The Accounts Receivable Report was presented by Donna Sutts who stated, through October 2021, the account balances are as follows:

Late Fees	\$3,199.41
Legal Fees Collected	\$9,701.87
Special Assessment	\$106.34
New Resident Set-Up Fee	\$750.00
Association Fee (Past Due)	\$513.77
Tier 2 Association Fee	\$9,304.84
Tier 3 Association Fee	\$1,503.09
Tier 1 Association Fee	\$2,344.11
Tier 1 Dam Fee	\$7435.36
Tier 2 Dam Fee	\$30,677.89
Tier 3 Dam Fee	\$5,814.69
Fundraising	\$90.00
Interest Income	\$50.95
<b>Total Income</b>	<b>\$71,492.32</b>

Kyle Smith asked if there were any questions about the Accounts Receivable Report. Donna questioned what that \$140.95 was from. Lynn noted she was not aware of what that income was coming from. Kyle then noted that the approval of the income report would be delayed until later in the meeting or the next month's meeting after we find out what the amount is from.

It was later clarified by Lynn that the "other income" that was in question was actually the total of the fundraising and interest income accounts.

Tom made the motion to approve the report, Shauna seconded the motion. All were in favor.

Treasurer's Report/ Bills for Approval

Nick Ninfa presented the report. Nick stated that the following bills were paid during the month of October 2021:

CE THRESS LLC	\$7,000.00	Cushman Clearing
Hill Wallack	\$19,954.66	Legal Fees
Kyle Smith	\$63.92	Zoom Meeting Fees
Lynn Veneziale	\$1,000.00	BookKeeping
Pennoni Associates	\$4,409.20	Engineer
Nick Ninfa	\$525.00	Dumpster Reimbursement
RAC Property Maintenance	\$125.00	Grass Cutting
RD Zeuli, INC	\$27,378.00	Final Braddock Payment
<b>Total</b>		<b>\$60,391.86</b>

Nick also presented the Treasurer's Report through the morning of November 1, 2021. The account balances were as follows:

Checking (LibertyBell)	\$145,246.18
Dams	\$334,226.27
Money Market	\$80,105.73
Games of Chance	\$2,752.05
<b>Total</b>	<b>\$562,330.23</b>

Kyle Smith asked if there were any comments, questions or concerns. Donna asked if the new account for "petty cash" has been opened to read. Nick noted that the account was not yet opened to his knowledge, but did receive a debit card that would be used for the account. The board found it odd there was a card and no account attached. Nick said he has been in talks with our rep at the bank to sort it out. Steve motioned to approve. Tom seconded the motion. All were in favor.

Lynn noted that she did see \$1500 moved from our accounts so she believes a new account has been created. Lynn and Nick will be finding out the account numbers and getting clarification, because the account has not been attached to our banking account. She also noted that she received the second debit card while picking up the mail today. Kyle requested what account the \$1500 was transferred from. Nick noted it was from checking. He will provide us an update once he hears from the rep.

Nick and Kyle discussed the bill for the clearing for final payment, Kyle noted that the work was complete and we can make final payment.. Kyle at this time also let Tom know that he planted a marker for the dumpster to be delivered. They also discussed with Nick the drop off time of the

dumpster being at one point in the afternoon this week. Kyle mentioned that there will be a machine ready from the tree clearing company to assist with large and heavy debris.

### Dams Update

Beth was not available since we were ahead of schedule. Kyle noted that there wasn't much to discuss that would be an update. Kyle noted that the size of the spillway for the plan was significant in size, twice the size of Braddock.

### Committee Reports

#### Grounds

Nick Ninfa provided the grounds report. He noted that the final cut was done on basketball courts.

He requested more information on the sign that was reported to be vandalized. It was brought to the board's attention earlier in the day and no members were able to take a look before the meeting so that will be discussed later.

Kyle mentioned that the flag was taken down by a resident. The flag was torn and the board wasn't made aware. Kyle apologized that we didn't change the torn flag as we didn't realize the shape it was in. He noted he wished the resident would have made us aware so we could fix the issue, but understands the reasoning as to why it was taken down and that the resident was upset. He notes that he agreed that the torn flag was not acceptable.

Nell Wolfe offered to donate a new flag and requested help installing it.

Donna suggested that maybe it just recently happened in recent storms. Nell mentioned she noticed it a few weeks ago. She plans to purchase a high end flag so we can replace it.

Kyle let Nick know he got an email regarding trash at second beach and asked if there was an issue. Nick noted that RAC plans to remove the chains on the metal cans at second beach so we can replace them with plastic ACUA bins we have ready so they can be easily brought to the curb for pick up.

Katherine mentioned that her and her husband cleaned the most recent trash incident at second beach.

Nick and Kyle discussed cutting the chains sooner so we don't have anymore issues.

Kyle brought up the beaver dam behind the firehouse. Kyle plans to check it out tomorrow so we can make a plan to break it up.

Kyle also noted debris from the storm floating in the lake at first beach that will need to be handled.

Kyle lastly, talked about a beach/dam clean up for the cushman project.

Annamarie suggested putting the sign out and coming up with a date. Kyle suggested Nick pick a clean up date.

#### Welcoming Committee

Katherine did not have an update as she is still waiting on the election to be complete so she can get the list to welcome residents.

#### Fundraising/Elections

Donna did not have anything to report for fundraising.

She noted ballots are out for elections. She reminded the board that each household gets 2 votes and that she reviewed the bylaws and the at large position election was done correctly. The ballots are due back 11/30.

Nick asked if the At large was by tier. Donna noted it was for any tier.

Steve requested that those up for election send in their bios for the website.

#### Presidents Report

Kyle noted he was able to get most of his report in during the grounds report.

He mentioned that he feels the board and community are doing many positive things and hopes to get more volunteers involved.

### Old Business

No old Business was discussed.

### New Business

Nick Ninfa came on and noted he was involved in discussion with the board through email to discuss the Cushman project and asked what the reasoning was behind not getting additional bids for the job. He notes he doesn't have an issue with the bid we have, but feels we were supposed to get more bids.

Kyle responded by explaining that the previous board actually bid all the projects at once when the save the dams project began. He noted that Zuilli was the only company to bid on the projects as no other companies were interested. However since we approved the bid for all dams for Zuilli we didn't have the need to rebid the project.

Nick noted that he feels that the changes of the project and the length of time should have proved a need for 3 bids. Nick felt as though we were doing a disservice to the community by not placing the Cushman project up for bid again separately. He feared that residents would question this.

Donna came on to comment that she read over the minutes from the time when Zuilli was awarded the bid noted that he was the only contractor that submitted a bid on the project. She also noted that Zuillis recent estimate that was misspoken as it was truly an update of a previous bid may have been confusing. She also noted she doesn't know if it would be legal to rebid the project. Additionally she noted that those bids must be in a sealed envelope and opened all together at once during a meeting. She doesn't know if rebidding the project would be legal or fair since it was already awarded in a previous meeting. She also noted that the bid that Nick provided from another company however did make her feel even more confident in the estimate that we received from Zueilli. She fears the idea of reopening the bidding process would delay the project significantly.

Resident, AnnaMarie, came on to comment she has confidence in Zuili after the work he did for us and feels it would be devastating for the community members that have been waiting patiently for their turn to get their lakes back. Annamarie asked why this would be a suggestion.

Kyle came on to update those who were at the meeting that Nick went ahead and attempted to get additional bids on his own without board approval.

Resident Barbara Hehre came on to agree with Donna and Annamarie that she doesn't wish to see this project go on longer and that she feels that with material shortages she is afraid how long that will take. She also noted that she doesn't feel that finding a cheaper bid would mean we are getting a better deal as we would be working with someone we don't know and we wouldn't know the quality of work that would be provided.

Resident Katherine Grace came on to note that she feels that the opening of bids she feels that we would end up paying much more as the material costs and inflation will affect not only our current bid but additional bids if we hesitate.

Kyle summarized the situation that our current update bid with Zuilli is 1.3 million and the cost of Braddock was 998,000. Kyle noted that with current dam assessment fees paid at even the lowest percentage of those paying on time our loan timeline would be paid in less than 3 years with the same Dam assessment fees. The loan we currently have gives us 7 years to pay. He notes that after that 3 year time we do have the additional 2 dams to repair he feels at that time we can discuss a new contractor if we feel it's necessary.

Resident, John Hehre, came on to say that he feels the board has done a wonderful job working in the best interest of the community. He feels reopening the bid would not be in the community's best interest.

Resident, Joanne, came on to say she hopes Zuilli stays to do her dam as well.

Barbara and John came on to volunteer to help with the cleaning project.

Nell Wolfe came on to say that Zuilli did a great job and she feels it would make no sense to find another contractor. She feels Nick should have come to Kyle to discuss the matter and open a vote to obtain additional bids. She notes she trusts Steve and finds that the bid obtained by Nick didn't seem accurate since he had not been on site to see the project site. She noted she agreed with Donna. She also brought up that Steve worked with us very well and doesn't feel that we should hire someone not from the area.

Kyle did update that Nick did bring up this idea to him, but that it wasn't brought to the board for vote as no member should speak on behalf of the board.



Donna thanked Nick for obtaining the estimate as she feels that it did confirm that the estimate we have is within reason.

Kyle mentioned that the board had a meeting with Steve Zuilli and he explained the prices of materials are rising daily. Steve said he can hold prices until 12/1 based on the supplier's promise to hold prices until then.

Kyle then asked for a motion to award the bid to start the Braddock project. Shauna motioned and Steve seconded. All were in favor with the exception of Nick who noted he retains his stand that we should place the project back up for bidding. Tom Veneziale requested the lawyer look over Steve's contract.

Kyle Smith asked Nick to assist him in getting the loan closed in the beginning of November.

#### Trustee Reports

- Stephen Naegele -nothing to report.
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- Tom Veneziale – nothing to report.
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- Shauna Schneeman - nothing to report.
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- Donna Sutts - nothing to report.
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- Nell Wolfe-nothing to report.

#### Open Floor to Members Questions / Comments / Issues.

Barbara Hehre, Tier 1, came on to say she was happy with the vote.

Katherine Grace, came on to agree with Barbara. She also asked about Kyle's comment that he would not be here in the next Board.

Kyle responded that he did decline the nomination as he has a lot going on, but said he will be involved in the Braddock project as he said he promised he would see the project out to completion.

Katherine said she hopes that he stayed around for the Braddock project. Kyle said that he plans on being available and involved to support the board. Katherine thanked Kyle for his service to the community.

Donna came on to note she has empathy for the homeowners who have lost home value with the loss of the lake for so many years and is happy we are moving forward.

Lynn came on to note the Rabbern law says that minutes must be read each meeting. Kyle noted he believed based on other organizations a motion to waive that was legal. Kyle said he would be looking into that law to check to ensure we are doing it correctly. Kyle noted that the reasoning behind this motion was due to a resident complaint that the reading of the minutes was time consuming and took away from new issues for the current meeting.

### Adjournment

President Kyle Smith stated that the next monthly meeting will take place on Monday, December 6, 2021 at 7 p.m., via Zoom. Where ballots would be counted to determine the winners of the election. Kyle and Donna discussed having someone not running with Donna to assist with the ballots. There being no further business to discuss, Nelle made a motion to adjourn, and Tom seconded. All were in favor. The meeting was adjourned at 8:00pm

ACCOUNT BALANCES AS OF 10/31/21:

LIBERTY BELL CHECKING:	\$ 145,246.18
GAMES OF CHANCE:	\$ 2,752.05
MONEY MARKET:	\$ 80,105.73
DAMS:	\$ 334,226.27
TOTAL:	\$ 562,330.23

10:42 AM

11/01/21

# Collings Lakes Civic Association Transaction List by Vendor

October 2021

Type	Date	Num	Memo	Amount
<b>CE THRESS LLC</b>				
Bill	10/07/2021	959	CLEARING OF BRUSH ON CUSHMAN DAM	-7,000.00
Bill P...	10/07/2021	959	CLEARING OF BRUSH ON CUSHMAN DAM	-7,000.00
<b>HILL WALLACK</b>				
Bill	10/08/2021		226 FENIMORE DRIVE SHERIFF SALE	-1,500.00
Bill P...	10/08/2021		226 FENIMORE DRIVE SHERIFF SALE	-1,500.00
Bill	10/12/2021		109 E COLLINGS DRIVE SHERIFF SALE	-1,500.00
Bill P...	10/12/2021		109 E COLLINGS DRIVE SHERIFF SALE	-1,500.00
Bill	10/29/2021	958	FOR 8/16/21-9/15/21	-16,954.66
Bill P...	10/29/2021	958	FOR 8/16/21-9/15/21	-16,954.66
<b>K SMITH</b>				
Bill	10/29/2021			-63.92
Bill P...	10/29/2021			-63.92
<b>LYNN VENEZIALE</b>				
Bill	10/27/2021		BOOKKEEPING	-1,000.00
Bill P...	10/27/2021		BOOKKEEPING	-1,000.00
<b>N NINFA</b>				
Bill	10/27/2021		REIMBURSEMENT FOR GIORDANO'S DUMPSTER	-525.00
Bill P...	10/27/2021		REIMBURSEMENT FOR GIORDANO'S DUMPSTER	-525.00
<b>PENNONI ASSOCIATES</b>				
Bill P...	10/13/2021			-4,409.20
<b>RAC PROPERTY MAINTENANCE</b>				
Bill	10/29/2021		GRASS CUTTING & BRUSH CLEANUP OF ALL COMMON ...	-125.00
Bill P...	10/29/2021		GRASS CUTTING & BRUSH CLEANUP OF ALL COMMON ...	-125.00
<b>RD ZEULI INC.</b>				
Bill P...	10/08/2021		FINAL PAYMENT FOR BRADDOCK DAM	-27,378.00

Total: \$19,954.66  
\$60,391.86

10:48 AM  
11/01/21  
Cash Basis

Collings Lakes Civic Association  
**Profit & Loss**  
October 2021

	Oct 21
Ordinary Income/Expense	
Income	
LATE FEES	3,199.41
LEGAL FEES COLLECTED	9,701.87
2020 SPECIAL ASSESSM...	106.34
NEW RESIDENT SET UP F...	750.00
ASSOCIATION FEE	513.77
TIER 2 ASSOCIATION FEE	9,304.84
TIER 3 ASSOCIATION FEE	1,503.09
TIER 1 ASSOCIATION FEE	2,344.11
TIER 1 DAM FEE	7,435.36
TIER 2 DAM FEE	30,677.89
TIER 3 DAM FEE	5,814.69
OTHER INCOME	
INTEREST INCOME	50.95
FUNDRAISING	90.00
Total OTHER INCOME	140.95
Total Income	71,492.32
Gross Profit	71,492.32
Net Ordinary Income	71,492.32
Net Income	<b>71,492.32</b>