

**Collings Lakes Civic Association  
General Meeting Minutes  
Monday, June 6, 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, Vice President Stephen Naegele, 2<sup>nd</sup> Vice President; Anna Marie Larocca, Secretary to the Treasurer; George Protopapas, representative; and Shauna Schneeman, Treasurer . ( Secretary Henry Burhenne 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.

# Collings Lakes Civic Association

## Bank Balances As of May 31, 2022

	DEBIT	CREDIT
LIBERTY BELL CHECKING 155	188,213.43	
LIBERTY BELL DAM ASSESSMENT 171	459,569.93	
LIBERTY BELL MONEY MARKET 198	80,157.27	
LIBERTY BELL PETTY CASH 1341	1,560.20	
LIBERTYBELL GAMES OF CHANCE 163	2,757.05	

### Accounts Receivable Report

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

Interest Income	\$90.43
New Resident set up fee	\$150.00
Late Fees	\$1,150.08
Legal Fees Collected	\$3,033.49
New Resident Set-Up Fee	\$300.00
Tier 1 Association fee	\$454.94
Tier 2 Association Fee	\$2966.82
Tier 3 Association Fee	\$518.81
Tier 1 Dam Fee	\$2,618.48

Tier 2 Dam Fee	\$11,811.27
Tier 3 Dam Fee	\$1,977.82
Unapplied Cash income	\$1110.78
<b>Total Income</b>	<b>\$25,882.92</b>

Stephen made a motion to accept and Nell seconded the motion. All were in favor.

### Treasurer's Report

Shauna Scheeman provided these expenses that were paid in the month of May 2022:

Atlantic City Electric	\$153.45	Basketball lights 5/8/2022
Amazon	\$81.00	Folders for welcome packages 5/18/22
Canva	\$121.00	Business sheets for welcome packages 5/18/22
Registration for Games of chance	\$100.00	5/27/22
Liberty Bell Checking	\$25.00	Return Check fee 5/17/22
Pennoni Associates	\$2,976.54	Cushman Dam Structural Design 5/4/22
Quickbooks	\$50.00	Monthly Fee

Staples	\$117.88	Signs/Temporary 5/31/22
Zoom	\$15.98	Monthly Fee 5/31/22
	<b>Total</b>	<b>\$3,640.85</b>

**BILLS FOR APPROVAL**

Hill Wallack	\$20,506.26
RAC property Maintenance	\$1000
AC Electric	\$34.83

We received a \$25 donation in memory of John Besch. Annamarie suggested we put a plaque on the bench around the tree on the first beach in memory of John. A vote was taken and approved in favor of this.

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

Dams Update

Beth was present at the meeting and Gave an Update with Donna about recent talks with Frank and Lori. Donna said Frank told her it looks like we already have access on the Fenimore drive side according to the Deed. Beth said we need written letters for all three properties for easements. Nell and Henry will be meeting at Frank's office on Wednesday June 15th to finalize Frank and Lori's work to get it to Beth.

Henry read a letter from Steve Zeuli stating the sheeting, sluice gate, trash rock and rebar had been delivered and awaits instructions to start construction.

Donna suggested we start work on dams 3&4 soon so we do not have the same delays. Beth replied we need to do a H&H study first. Beth suggested we do inspections on Dams 3&4 and she would send a proposal for starting work. Donna told Beth to work with Henry on the inspections.

Beth recommended we erect fencing with a man gate on Braddock dam ASAP for liability reasons. George commented he has reached out to Charles Devers about this and will follow up.

### Grounds

George and Annamarie will be working on temporary signage for the beach and Basketball courts until we have permanent signage. We will check with our lawyer for proper terminology. We would like the signs to state that the Beach and basketball court areas are private property. George is working with the Atlantic county Department of Health and Safety and with Pro Signs to purchase permanent signs. By having Private property posted on the signs it will help with the State Police. Donna said calling the Sheriff's dept is an option as well.

George will be meeting with a fencing contractor after the meeting to get a Quote for restricting access to Braddock dam.

George stated we are set up for a three week rotation on grass cutting for all 3 beach areas with RAC.

It was agreed we have proper signs up and the water tested before handing out beach tags.

Annamarie contacted SJ water company and received a Quote of \$64.75 per week for water testing for each beach. We will start with the first beach.

### Welcoming Committee

Donna suggested the welcome package includes as much information about what they are getting involved with when they purchase a residence here, Katherin and Annamarie delivered 10 welcome packages the previous week. Shauna will forward information from Greg Conway to Katherine for the welcome packages.

### Fundraising/Elections

We need to pick a date for an Ice cream fundraiser. Annamarie stated we received our updated GOC license back from the state. She will be going to both Folsom and Buena to update our license with both towns. Annamarie would like to hold a 50/50 and a raffle for donated pottery. Steve will procure 50/50 tickets for us.

### President's Report

Donna announced a special discussion for Henry and Shauna to swap positions on the board, Shauna has studied Quickbooks and brought the books up to date. Annamarie motioned for a vote and Stephen seconded the motion. The vote was taken and all agreed. Annamarie and Shauna have brought Quickbooks up to date.

Donna discussed having an external audit as the last audit was in 2018. We have received two quotes. One quote for \$350 an hour with about 10 hours of work and a second quote of \$4000. This will come out of the regular maintenance fees.

Donna told the meeting that there is a Lifeguard shortage and we will not be able to hire a Lifeguard this year.

## Old Business

Fencing

Signage

Water testing

## New Business

Donna would like to have next months in person with Zoom as well.

### Trustee Report

Steve Naegele- Thanked Henry and Shauna for making the position change and stated he will make the changes to the website.

- Shauna Schneeman - She noted the food distribution will continue on the 4th Friday of every month. We are looking for volunteers. Shauna stated there is Frozen meat and fish available as well as hygiene products. Stephen will share online as well.
- Nell Woulfe - She talked with Frank,our lawyer, about title reports and is very hopeful.
- Anna Marie Lorocca - Nothing to report.
- Henry Burhenne - Nothing to report.
- George Protopapas - Nothing to report.

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

-Barbara Hehre thanked the board and said how professional we are.

Barbara and her husband would like to make a donation in memory of John Besch as well.

-Recommended we contact K&J Fencing.

-Mark Tier one-asked what are we testing the water for and if the lakes have ever been shut down? Annamarie replied it is for Micro biologicals and if the water fails we would have to post No Swimming.

-Martha Anderson-Asked if we could post about all the products available at the Food distribution, Shauna said she will update the post.

### Adjournment

President Donna Sutts noted the next meeting would take place Monday, July 11, 2022 at 7 p.m because of the July 4th holiday. The location will be announced. Donna stated once the Dams are complete we will no longer have monthly meetings. Nell made a motion to adjourn, and Stephen seconded. All were in favor. The meeting was adjourned at 8:03 pm