

**Collings Lakes Civic Association**  
**General Meeting Minutes**  
**Monday, April 3, 2023**

Call to Order

The meeting was called to order by President, Shauna Schneeman, at 6:30 p.m. She asked all in attendance to join the Board in reciting the Pledge of Allegiance to the Flag. It was noted that, this meeting was held via Zoom.

Roll Call of Officers & Committee Chairpersons

Secretary Henry Burhenne addressed the roll call with the following Board Members being present: Shauna Schneeman, President; Donna Sutts, 1st Vice President; Nell Woulfe, 2<sup>nd</sup> Vice President; Henry Burhenne, Secretary; Anna Marie Larocca, Assistant to the treasurer, and Marie King, Trustee. George Protopapas, treasurer Joined in moments later.

Reading of Minutes from Last Meeting

Henry Burhenne read the March Meeting Minutes. Anna Marie made a motion to approve the minutes, Marie King, seconded the motion. Minutes were unanimously approved.

Accounts Receivable Report

The Accounts Receivable Report was presented by Anna Marie who stated, through March 2023, the account balances are as follows:

Late Fees	\$12,582.77
Legal Fees Collected	\$23,703.50
Special Assessment	\$63.74
New Resident Set-Up Fee	\$100.00
Tier 2 Association Fee	\$10,373.56
Tier 3 Association Fee	\$2,515.00
Tier 1 Association Fee	\$1,929.55
Tier 1 Dam Fee	\$7,683.55
Tier 2 Dam Fee	\$39,196.12
Tier 3 Dam Fee	\$9160.13
Interest Income	\$419.37
<b>Total Income</b>	<b>\$107,727.29</b>

[Henry Burhenne](#) Made a motion to accept the accounts receivable Report. Marie King Seconded the motion. All were in favor.

Treasurer's Report/ Bills for Approval

George Protopapas stated that the following bills were paid during the month of March 2023:

Frank Raso	\$6,873.00	Legal Fees
Games of Chance	\$40.00	License for Raffles
Hill Wallack	\$6,982.15	Legal Fees/Collection Fees
Quickbooks	\$200.00	Monthly Fee
Quickbooks	\$1.28	Online Payment Fee (2)
Paypal	\$663.34	Returnable Amount for Refund
USPS	\$400.00	Postage
Zoom	\$15.98	February Fee
Zoom	\$17.05	March Fee
	<b>Total</b>	<b>\$15,192.80</b>

George also presented the bank balances as of April 3, 2023. The account balances were as follows:

Checking	\$281,582.41
Petty	\$1,500.00
Dams	\$827,638.84
Money Market	\$80,427.80
Games of Chance	\$3,762.05
<b>Total</b>	<b>\$1,194,911.10</b>

George asked to make a motion to change the board’s practice of providing the bank balances for the last day of the month. The motion is to provide bank balances in the treasurer’s report to reflect the balances the day after the bank statement is released. George explained that the bank balances from the March 31, 2023 report did not reflect the Frank Raso expense or the interest income as those transactions did not reflect in the balance until after March 31 due to how the weekend falls. It was provided that this has been an issue in the past as well and why he would like to see the practice change from the last day of the month to the day after the bank statements are released. Anna Marie seconded the motion. All were in favor.

Henry made a motion to approve the treasurer’s report. Nell seconded the motion. All were in favor.

George provided that the only bill for approval was the commission check for Court office Frank Bosco for \$306.92 so the collection team can move forward with collection efforts. There was a time of ensuring all members understood the bill. Henry Made a motion to approve, Anna Marie seconded the motion. All members were in favor.

[George Protopapas](#) offered the proposed amendment to the budget to include a collection budget. The amendment to the budget was to include a \$212,715.20 budget for collections. The board opted to do a roll call vote on this matter. The vote was split 3 abstaining and 3 approving the budget. The board tabled this motion to be brought up at the executive meeting so all members have a chance to understand the material better.

George provided the proposed bids for a bonding policy as required by our bylaws. The bids were as follows:

ML Ruberton	\$409
Farmers INS	\$15,000 Approx Annually
State Farm	\$600-\$900 Approx Annually

Donna Sutts made a motion to accept ML Ruberton’s bid for the bonding, Nell Woulfe seconded the motion. All were in favor.

### Dams Update

Henry provided that we have permits in hand for the lake lowering for 2023. In addition, he made the public aware of the dates allowable for lake lowering.

Henry Burhenne Provided the update from our Engineer, Beth Grasso . Henry read Beth’s email: *“An access road needs to be built adjacent to 3<sup>rd</sup> beach (Fenimore Drive side) for the Verizon equipment trucks and construction equipment. The guiderail will be removed and temporary fencing will be installed. The existing emergency spillway will have the rock removed and the soils will be installed and compacted along the top of the dam and approximately 12’ wide. The south side will require minor soil movement and clearing to provide access from E. Collings Drive. Temporary fences will be installed there also.*

*You should see this happing in the next 2 weeks.*

*Steve’s staff will construct a temporary structure to house the Verizon wires during construction as they will be removed and placed on a ground mounted structure on the upstream side of the dam. Poles will be removed. This is necessary to get the poles and wires away from the cranes and provide vertical clearance for the installation equipment.*

*You should see this happing in the next 2 weeks.*

*Upon completion of the sheeting installation and overtopping protection, the new poles will be installed, and the wires will be returned to the new poles. We are coordinating those pole locations with Verizon.*

*This will be toward the end of the project.*

*As far as the next 2 dams. I will get a proposal to you shortly for an inspection. After that I will provide a proposal for the rehabilitation.“*

Henry also provided that after speaking with the contractor, [Steve Zeuli](#), he expects to see movement at the project site between April 10-13, 2023.

[Henry Burhenne](#) provided the proposal from our Engineer for the inspections of Dams 3 & 4 so the board can get the process started. It was provided that we have discussed starting these numerous times as the board is aware of the process being lengthy and hopes to start these projects sooner. Anna Marie made a motion to accept the bid for inspections, Henry seconded the motion. All were in favor.

### Committee Reports

#### Grounds

George Protopapas provided the schedule of beach clean ups for 2023:

First Beach April 23, 2023 @ 12pm

Second Beach May 7, 2023 @ 12pm

Third Beach May 21, 2023 @ 12pm

He also provided a ground committee that will meet April 10, 2023 @ 7:30 pm and encouraged the community members to come on and get involved.

George Protopapas announced that the board voted and hired The LifeGuard Company to provide lifeguard services via email. The company will have 3 lifeguards that will be servicing the first beach (only 1 at a time) The proposal was for the beach to be open 7 days a week from 10am to 5pm from Memorial Day weekend through Labor Day weekend. The proposal totaled \$21,200 for the season. It was asked and noted that the schedule can change and that this proposal was for the high end. This would provide that rainy days or days the beach is not open the association would not be charged for lifeguard services.

George provided the proof from Prosigns for the new welcome sign. He says he is hopeful we will have the sign installed soon.

George then provided the proposals for key ring beach tags as follows:

Online River Inc.	Key ring beach tags \$998.00 (5000 minimum)
Vista Print	Key Ring Beach Tags \$1285.00 (5000 minimum)
Apple Printing	Key Ring Beach Tags *Did not respond to three contact attempts

Discussion about the type of tags being offered and the prices took place. Donna Sutts offered to investigate her advocare discount for beach tags and in addition look into bracelet tags. The board agreed to table this discussion until the executive meeting to allow for Donna’s suggestions to be provided. Shauna Schneeman emphasized that the beaches will be opening next month and with the beach tag turnaround time it is imperative that all options be explored prior to the executive meeting so it can be voted on and handled prior to the beach opening on Memorial Day weekend.

George then Provided the Swimming area clearing proposals as follows:

RAC Property Management	\$10,000.00
Jersey Green Services	\$12,800.00
Zeal Construction	N/A (3 contact attempts made)

An explanation was provided that Beth did stress that this be done this spring and encouraged us to explore this as soon as possible at previous meetings after it was asked by Donna Sutts and Nell Woulfe if there would be regrowth prior to the water being replaced. It was provided by Beth after being asked this directly in the past and Beth did respond that regrowth would not be an issue and that the growth, we are seeing at this time is from over 10 years without water.

Anna Marie made a motion to accept the bid from RAC for \$10,000 to complete the swimming area clean out. Henry seconded the motion. A roll call vote was performed, and all members were in favor.

George then provided the figures from RAC for our landscaping needs for 2023. RAC proposed \$6,780.00 for the 2023 season to maintain the grounds for all three beaches, the basketball court, and the area surrounding the first dam. Anna Marie made a motion to accept. Marie King seconded the motion, All were in favor.

### Welcoming Committee

Nell Woulfe if she reached out to the new members of the community by email and phone call. She provided that the contacts with the new residents went well and she is ready for the newest list of residents so she can continue.

### Fundraising/Elections

Anna Marie came on to provide that the April 3, 2023, Easter Egg Hunt and Spring Flower sale was a success. The flowers sold were donated anonymously by a resident, so the proceeds were fully profit. The flower sales did not sell out this year but did bring in a \$635.00 profit thus far. Anna Marie offered to set up a sale to sell the remaining plants, but then provided the remaining plants will be planted at the welcome sign as they were donated and would better benefit the community for all to enjoy at the welcome sign.

Anna Marie announced that the Folsom Environmental Day Event will take place Saturday May 6, 2023, at 10am. There are multiple vendors for the event. She announced that any vendors who would like to participate can contact her for details.

Anna Marie provided that the 50/50 tickets were approved, and she expects to have them within the next week so they can be sold by the board and at upcoming events.

Anna Marie invited the community members to join her at the fundraising committee meeting April 10, 2023, at 6:30. She said that the recent meeting was a success and she is excited to get together again to discuss more ideas and get more residents involved.

### President's Report

Schneemann on for her report. She noted that the newsletters were mailed out and all residents should have received them Friday April 1, 2023. She noted she felt the company did a great job on them.

Shauna also provided that the board is looking into management company options at this time and that the board will be offering more details on that when we have them.

She noted that she is very proud of the board's work the last few months. She noted there was a lot of progress and she is excited about getting more things done this year.



Shauna made the public aware that the board is happy to answer questions but reminded the public the board will not respond to any questions or comments on local social media pages. If the public has any questions they are encouraged to email or call the board.

### Old Business

Anna Marie provided that she will be getting in contact with the electrician about the pole this week so we can have the basketball courts ready for the 2023 season.

### New Business

Nothing to report.

### Trustee Reports

- Nell Woulfe – nothing to report.
- Marie King – nothing to report.
- [George Protopapas](#)- nothing to report.
- • Donna Sutts – nothing to report.
- Anna Marie - Nothing to report.

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

Lynn Venezia asked where the fundraising funds were being used. Anna Marie provided ground projects. Lynn suggested doing the fundraising for dams. Shauna provided that all fundraisers were for dams in the past because we weren't utilizing the beaches, but since opening the beaches the fundraisers were to make them more enjoyable. Anna Marie provided it was a good point to fundraise for the Dams this year as well. Lynn also asked Burhenn about the status of all the dams as she believed they all could not be lowered. Burhenn provided they are able to be lowered which is why he obtained permits for all the dams. Lynn also asked if the collection prices can be disclosed. Anna Marie and Shauna both provided this wasn't something they would be able to answer tonight, but her question would be explored.

Mike and Jenn Sutts asked in the chat box when the board expects all dams to be completed. The board responded that this is a great question. Nell Woulfe suggested an estimate of 8 years. Shauna suggested that we get an answer from Beth Grasso on what she expects it to be.

Martha came on to ask if there would be a warning prior to the lakes at the 3rd and 4th Dam being lowered. Shauna provided that we will ask Beth what we should expect.

Shauna encouraged any other members to email the board with any questions they have.

### Adjournment

President Shauna Schneeman stated that the next monthly meeting will take place on Monday, May 2023 at 6:30 p.m., In person at Folsom Borough Hall and on Zoom. There being no further business to discuss, Nell made a motion to adjourn, and Anna Marie seconded. All were in favor. The meeting was adjourned at 8:03pm

\*Please note that we apologize as this meeting was not recorded\*

# Collings Lakes Civic Association

## DUES INCOME

March 2023

	<b>Total</b>
<b>REVENUE</b>	
TIER 2 DAM FEE	39,196.12
LEGAL FEES COLLECTED	23,703.50
LATE FEES	12,582.77
TIER 2 ASSOCIATION FEE	10,373.56
TIER 3 DAM FEE	9,160.13
TIER 1 DAM FEE	7,683.55
TIER 3 ASSOCIATION FEE	2,515.00
TIER 1 ASSOCIATION FEE	1,929.55
NEW RESIDENT SET UP FEE	100.00
2020 SPECIAL ASSESSMENT	63.74
<b>Total Revenue</b>	<b>107,307.92</b>
<b>GROSS PROFIT</b>	<b>107,307.92</b>
<b>EXPENDITURES</b>	
<b>Total Expenditures</b>	
<b>NET OPERATING REVENUE</b>	<b>107,307.92</b>
<b>NET REVENUE</b>	<b>\$107,307.92</b>

### INCOME FROM INTEREST:

▼ OTHER INCOME	
INTEREST INCOME	419.37
<b>Total OTHER INCOME</b>	<b>419.37</b>
<b>Total Revenue</b>	<b>\$419.37</b>
<b>GROSS PROFIT</b>	<b>\$419.37</b>

## Collings Lakes Civic Association

### Transaction List by Vendor

March 2023

DATE	MEMO/DESCRIPTION	AMOUNT
<b>FRANK RASO</b>		
03/31/2023	LEGAL FEES INCURRED DAM PROJECT	-
		6,873.00
<b>GAMES OF CHANCE CONTROL COMMISSION</b>		
03/10/2023		20.00
03/10/2023		-20.00
03/10/2023		20.00
03/10/2023		-20.00
<b>HILL WALLACK</b>		
03/17/2023	Hill Wallack LLP - Legal Fees/Collection Fees Billing Period: 02/2023 Billed: 2/01/2023 Approved: 03/10/2023 Check No. 1049 Disbursed: 3/17/2023 Invoice: 702269-702305	6,982.15
03/17/2023		-
		6,982.15
<b>Intuit</b>		
03/02/2023	QUICKBOOKS FEE FOR ACH	-0.64
03/22/2023	MONTHLY FEE MARCH	-200.00
<b>PAY PAL</b>		
03/21/2023	Paypal echeck 1025936862060 3/21/23	663.34
03/21/2023	PAYPAL WILL DEPOSIT BACK INTO OUR ACCOUNT AFTER THE REFUND THEY ARE PROCESSING IS ISSUED. THIS WILL BE BACK TO US BY END APRIL PER PAYPAL STATEMENT.	-663.34
<b>QuickBooks Payments</b>		
03/01/2023	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	-0.64
<b>USPS</b>		
03/01/2023	POSTAGE	-400.00
<b>Zoom</b>		
03/01/2023	MONTHLY FEE - FEBRUARY	-15.98
03/29/2023	MONTHLY EXPENSE - PRICE INCREASED - MARCH	17.05
03/29/2023	MONTHLY ZOOM - MARCH	-17.05

**AS OF MARCH 31:**

**Collings Lakes Civic Association**

**Account List**

<b>ACCOUNT</b>	<b>BALANCE</b>
LIBERTY BELL CHECKING 155	288,455.41
LIBERTY BELL DAM ASSESSMENT 171	827,258.46
LIBERTY BELL MONEY MARKET 198	80,388.81
LIBERTY BELL PETTY CASH 1341	1,500.00
LIBERTYBELL GAMES OF CHANCE 163	3,762.05

**STATEMENT END DATE 4/2/23 DUE TO WEEKEND, ACT  
BALANCES AFTER RECONCILIATION:**

**Collings Lakes Civic Association**

**Account List**

<b>ACCOUNT</b>	<b>BALANCE</b>
LIBERTY BELL CHECKING 155	281,582.41
LIBERTY BELL DAM ASSESSMENT 171	827,638.84
LIBERTY BELL MONEY MARKET 198	80,427.80
LIBERTY BELL PETTY CASH 1341	1,500.00
LIBERTYBELL GAMES OF CHANCE 163	3,762.05

Monday, April 3, 2023 10:59 AM GMT-04:00

**BILLS FOR APPROVAL**

<b>INVOICE NUMBER</b>	<b>PAYEE</b>	<b>AMOUNT</b>	<b>CHECK NUMBER</b>	<b>ACCOUNT TRANSFER FROM</b>	<b>ACCOUNT TRANSFER TO</b>	<b>TRANSFER DATE</b>
3/29/23	Court Officer Bosco (Court commission)	\$306.92	1054	CHECKING	NONE	

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Approved  
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BONDING BIDS:

**Bid Proposals Summarized**

COMPANY	COST
ML Ruberton	\$409 Annually
Famers INS	\$15,000 AprxAnnually
State Farm	\$600 - \$900 AprxAnnually

BETH BID FOR INSPECTIONS ON DAM 3 & 4 TO GET STARTED:

Our fee for this work is as follows:

Regular Inspection – Lake Albert	\$ 2,500
Regular Inspection – Lake George	<u>\$ 2,500</u>
<b>TOTAL</b>	<b>\$5,000</b>

Work beyond the scope will be billed at a rate of \$200/hour.

LIFE GUARD INFO

**FEES/BILLING**

Lifeguards:

- o **Lifeguard Regular Pay:** \$26.00/hour (all inclusive)
- o **Holiday Pay:** \$34.00/hour.
- o *Projected Regular Hours: 784*
- o *Projected Holiday Hours: 24*
- o **Projected Total: \$21,200.00**

Fee is all inclusive of:

- o General Management
- o Designated Water Safety Supervisor
- o Designated CPO
- o Lifeguard Training and Orientation
- o Signage & Documentations
- o Rescue Supplies including whistles, pocket masks, facility emergency action plan, facility booklet, etc.(rescue equipment may be purchased if needed)
- o Daily Water testing (weekly certified State required testing billed separately)
- o Payroll & Taxes
- o Insurance & Fees

WELCOME SIGN PROOF



BEACH TAG BIDS

**Bid Proposals Summarized**

<b>COMPANY</b>	<b>COST</b>
<b>Online River Inc</b>	<b>Key ring beach tags (5000 min) \$998.00</b>
<b>Vista Print</b>	<b>Key ring beach tags (5000 min) \$1285.00</b>
<b>Apple Printing</b>	Key ring beach tags * Did not respond to three contact attempts.

SWIMMING AREA CLEARING BIDS

**Bid Proposals Summarized**

<b>COMPANY</b>	<b>COST</b>
<b>RCA Property Management</b>	<b>\$10,000.00</b>
<b>Jersey Greentree Services</b>	<b>\$12,800.00</b>
<b>Zeal Construction</b>	<b>N/A (3 Attempts)</b>



LANDSCAPING QUOTE

**Bid Proposals Summarized**

COMPANY	COST
RCA Property Management	\$6,780 *Includes Pre Event Clean ups & Yearly Property Maintenance.*