

CLCA Monthly Meeting June 5, 2023

Call to order.

President Shauna Scheeman called the meeting to order via Zoom at 6:30 pm. This meeting was held in person at Folsom borough hall. Everyone was asked to rise and recite The Pledge of Allegiance.

Roll Call of Officers

Secretary Henry Burhenne addressed the roll call with the following members being president.

Shauna Schneeman; President

Donna Sutts; Vice President

Nell Woulfe; Second Vice President

George Protopappas; Treasurer

AnnaMarie Larocca; Secretary to the Treasurer

Henry Burhenne; Secretary

Marie King; Tier 3 Board Member

Reading of May's Meeting minute

Secretary Henry read the May meeting minutes.

A motion to approve them was made by AnnaMarie and all were in favor.

Accounts Receivable report

AnnaMarie read the Account Receivable account report listed in these minutes.

George made a notion to approve the accounts receivable report. All were in favor.

Treasurer’s Report

George read his Treasurers report with account balances listed in these minutes. Donna asked if received another quote to do our water testing? Shaunna stated SJ water testing was approved to do our testing last month. Nell was going to get us another quote. But she did not.

Henry made a motion to approve the Treasurers report as read. All were in favor.

Next George read the bills for approval. The bills for approval are listed here, on the minutes.

Henry made a motion to approve. All were in favor



General Meeting

Basketball Court Electrician Proposals

June 5, 2023
SUB: Basketball Court Electrician Proposals
ATTN: CLCA Board of Trustees

Board of Trustees,
Over the previous month, we have received two bids from electricians for the repair of our Basketball Court Electrical system. Please review the bids submitted for board selection

Regards,
George Protopapas, Tier II
Office of the Treasurer

Electric Contractor Candidates

| Company | Cost |
|--------------------------|-----------|
| Highlighter Construction | \$2897.00 |
| Electri-tech | \$5500.00 |

Collings Lakes Civic Association

Profit and Loss

May 2023

| | TOTAL |
|---------------------------|-----------------|
| Revenue | |
| OTHER INCOME | |
| FUNDRAISING | 240.00 |
| INTEREST INCOME | 732.58 |
| Total OTHER INCOME | 972.58 |
| Total Revenue | \$972.58 |
| GROSS PROFIT | \$972.58 |
| Expenditures | |
| Total Expenditures | |
| NET OPERATING REVENUE | \$972.58 |
| NET REVENUE | \$972.58 |

Collings Lakes Civic Association

Account List

| ACCOUNT | BALANCE |
|---------------------------------|------------|
| LIBERTY BELL CHECKING 155 | 273,606.46 |
| LIBERTY BELL DAM ASSESSMENT 171 | 930,449.51 |
| LIBERTY BELL MONEY MARKET 198 | 80,529.41 |
| LIBERTY BELL PETTY CASH 1341 | 439.74 |
| LIBERTYBELL GAMES OF CHANCE 163 | 4,812.05 |

Collings Lakes Civic Association

Dues Income

May 2023

| | TOTAL |
|---------------------------|--------------------|
| Revenue | |
| TIER 2 DAM FEE | 16,179.48 |
| LEGAL FEES COLLECTED | 6,361.78 |
| TIER 2 ASSOCIATION FEE | 4,363.81 |
| TIER 1 DAM FEE | 2,712.23 |
| LATE FEES | 1,668.62 |
| TIER 3 DAM FEE | 1,309.39 |
| TIER 1 ASSOCIATION FEE | 663.04 |
| NEW RESIDENT SET UP FEE | 350.00 |
| TIER 3 ASSOCIATION FEE | 343.49 |
| 2020 SPECIAL ASSESSMENT | 25.03 |
| Total Revenue | \$33,976.87 |
| GROSS PROFIT | \$33,976.87 |
| Expenditures | |
| Total Expenditures | |
| NET OPERATING REVENUE | \$33,976.87 |
| NET REVENUE | \$33,976.87 |

CLCA Monthly meeting
 June 5, 2023
 Approved minutes



**Bills Approved By Executive
Review**

Jun 5, 2023

ATTN: Board Trustees & Active Members
 Date: 6/5/2023
 Sub: Bills Approved by Executive Meeting & Review

Board Trustee's & Active Members,

The expenditures & Bills listed below are up for approval. Once unanimously approved, the listed checks assigned with numbers, will be signed by two authorized trustees. Appropriate transfers will be designated across all accounts to replenish the checking account ending in 155. Please note that two signatures are require on the checks for disbursement.

Regards,
 George Protopapas
 Office of the Treasurer
 Collings Lakes Civic Association

| INVOICE NUMBER | PAYEE | AMOUNT | CHECK NUMBER | ACCOUNT TRANSFER FROM | ACCOUNT TRANSFER TO | TRANSFER DATE |
|------------------------|--------------------------------|-------------|--------------|-----------------------|---------------------|---------------|
| 1199 | RAC Property Maintenance | \$140.00 | 1066 | CHECKING | NONE | |
| 1191 | RAC Property Maintenance | \$1000.00 | 1067 | CHECKING | NONE | |
| March-April Invoice | Hill Wallock LLP | \$10,011.69 | 1068 | CHECKING | NONE | |
| 2022 Tax | Passerella CPA | \$2500.00 | 1065 | CHECKING | NONE | |
| 1036 | The Lifeguard Company | \$182.00 | 1069 | CHECKING | NONE | |
| 1167139 | Pennoni Assoc. | \$834.22 | 1070 | CHECKING | NONE | |

Total of cumulated Bills & Expenditures: \$14,667.91

Collings Lakes Civic Association
Transaction List by Vendor
May 2023

| DATE | MEMO/DESCRIPTION | AMOUNT |
|---|--|------------|
| CNA Surety | | |
| 05/03/2023 | 4/12/2023 CLCA 2023 Bonding RH Robertson | -409.00 |
| HILL WALLACK | | |
| 05/01/2023 | Hill Wallack LLP - Legal Fees/Collection Fees Billing Period: 03/2023 Billed: 3/02/2023 Approved: N/A Check No. Disbursed: Invoice: 706046 | 8,090.75 |
| 05/01/2023 | Hill Wallack LLP - Legal Fees/Collection Fees Billing Period: 04/23 Billed: 4/20/2023 Approved: N/A Check No. Disbursed: Invoice: 709999 | 10,955.69 |
| 05/01/2023 | 5/1/2023 Hill Wallock April Legal fees Check No. 1059 | -10,955.69 |
| 05/01/2023 | 5/1/2023 Hill Wallock March legal fees Check No. 1060 | -8,090.75 |
| Intuit | | |
| 05/22/2023 | QUICKBOOKS MONTHLY FEE | -200.00 |
| LIBERTY BELL | | |
| 05/05/2023 | Chargeback Fee | -10.00 |
| 05/09/2023 | Chargeback Fee | -10.00 |
| NJ Division of Fish and Wildlife | | |
| 05/01/2023 | DAM LOWERING PERMITS 5/01/2023 Check Numbers: 1045 1046 1047 1048 | -8.00 |
| Online River, LLC | | |

H&

Monday, June 5, 2023 02:10 PM GMT-04:00

1/2

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Collings Lakes Civic Association

Transaction List by Vendor

May 2023

| DATE | MEMO/DESCRIPTION | AMOUNT |
|----------------------------|--|-----------|
| 05/01/2023 | Invoice No. 20823 Paid 5/1/2023 5000 Beach Tags (2023 season) | -1,078.00 |
| ProSigns | | |
| 05/01/2023 | Welcome Sign 5/1/23 Pro Signs Check No. 1061 | -1,700.00 |
| SOUTH JERSEY WATER TESTING | | |
| 05/22/2023 | May- Sept Seasonal water testing | -1,046.25 |
| STAPLES | | |
| 05/23/2023 | STAPLES temp signs for beach 1 2023 opening and inspection | -8.53 |
| 05/23/2023 | STAPLES supplies | -95.21 |
| The Lifeguard Company | | |
| 05/10/2023 | 5/10/23 LIFE GUARD SECURITY DEPOSIT WILL GO TOWARD SERVICES AT THE END OF THE SEASON 2023 Beach 1 lifeguard Check No.1063 | -2,237.30 |
| Zoom | | |
| 05/01/2023 | MONTHLY FEE - APRIL | -17.05 |
| 05/30/2023 | MONTHLY FEE - MAY | -17.05 |

H&S

Shaunna spoke about voting to approve H&S to perform our bookkeeping work.

Nell stated she had another 15 questions to ask H&S before she would be comfortable.

Henry stated we talked at the last executive meeting how all questions needed to be submitted before the June meeting as this has been going on for 4 months.

Henry made a motion to vote to approve H&S Business solutions.

Donna stated that she is not comfortable with H&S as they have in their proposal a \$500 a month minimum fee.

AnnaMarie stated she has been doing the bookkeeping for a year and a half and that there has not been a month where there has not been enough work.

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Shaunna stated that this is low risk as H&S are fluent in QuickBooks and we can opt out at any time.

If we are not pleased with their services, we can cancel.

Donna stated she would like to negotiate with H&S.

Marie King stated she felt H&S was a good fit for the CLCA.

George stated he felt it would be good to have an outside company taking care of our books for continuity as board members come and go.

There was a Roll Call vote taken to accept the H&S business partner's proposal.

Nell – No

Donna – No

George - Yes

Marie – Yes

Annamarie – Yes

Henry - Yes

Shaunna stated we will move forward with H&S business partners and work to have Donna's questions answered.

Annamarie stated she will still be handling the legal and resale letters. This will save the CLCA money.

A member asked How we found H&S?

George stated Tiffany Kieffer of Truist bank recommended H&S.

A member asked If he could be moved to tier 2 from tier 1 because there is no water in his lake?

Annamarie read a question from an online member asking where are the executive meeting minutes?

Shaunna stated they are on file.

George read the bills for approval listed in these minutes.

Annamarie made a motion to approve.

Donna asked about the bill from the lifeguard company.

Shaunna stated the original bill was a security deposit that will pay for the second half of the season.

All were in favor.

Grounds Report

Grounds committee meeting will be June 12th at 6:30 pm.

The beach 1 & 2 cleanup went well.

Beach 3 cleanup is on hold until equipment is out of the way.

Annamarie talked about the Basketball courts quote which is on these minutes.

Nell asked for a third quote because of the price differential.

Henry made a motion to get a 3rd quote. All were in favor.

Nell asked about the wedding ceremony being held on 1st beach.

Henry made a motion to approve. All were in favor.

Dams Report

Henry stated Bob and Janet Kauffman volunteered to help with the dams committee.

Bob is a retired engineer and Janet works in project management.

Fund Raising

Annamarie stated the only thing coming up is Harvest fest.

We will be starting the next 50/50.

Nell asked about another event at Bears Custard.

We will ask Bears Custard.

Presidents Reports

Proud of Beach 1&2 cleanup.

Newsletter will need to go out in June. Looking into changing the paper newsletter to a digital newsletter.

Henry made a motion to send out this newsletter in B&W asking to make future newsletters digital.

All were in favor.

Trustee e Report

George- Looking to get new sign installed

Henry - Nothing

AnneMarie – Nothing

Donna – nothing

Nell- Reality solutions proposal will be forwarded Friday.

Marie – nothing

Open floor

Question – 1 Member asked how many house are receiving the newsletter online.

Shaunna stated that we may to mail on demand. Annamarie will find out who has email registered with us.

Question – 2 Member asked about who puts the the trash cans out to the street on the beach properties. George said he takes care of it.

Adjournment

Annamarie made a motion to Adjourn the meeting at 8:52pm. All were in favor.

Next meeting will be 7-10-2023 at 6:30 pm via ZOOM.