

Collings Lakes Civic Association
General Meeting Minutes
Monday February 6 , 2023

Call to Order

President Shauna Scheeman called the meeting to order via zoom at 6:30 pm. Everyone was called on to stand and recite The Pledge of Allegiance.

Roll Call of Officers & Committee Chairpersons

President Shauna Schneeman addressed the roll call with the following members being present. Donna Sutts, Vice President; Nell Woulfe, Second Vice President; George Protopappas, Treasurer; Henry Burhenne, Secretary and AnneMarie Larocca, Secretary to the Treasurer.

Next Shauna introduced our new Tier 3 board member, Marie King. AnneMarie made a motion to accept Marie as the tier 3 representative filling Steve's spot. George seconded the motion, and Marie confirmed she wanted the position. Marie was sworn in as a tier 3 board member.

Reading of Minutes from Last Meeting

Henry Burhenne read the January 9th and January 17th meeting minutes out loud. AnneMarie made a motion to approve the minutes and George seconded the motion. A vote was taken, and all were in favor.

Annemarie read the Accounts receivable report. The initial report was incorrect and before we approved Donna corrected AnneMarie and the correct report was read. Henry made a motion to accept the account receivables report, George seconded the motion, and all were in favor.

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Account List

ACCOUNT	BALANCE
LIBERTY BELL CHECKING 155	322,506.93
LIBERTY BELL DAM ASSESSMENT 171	652,180.81
LIBERTY BELL MONEY MARKET 198	80,440.18
LIBERTY BELL PETTY CASH 1341	531.22
LIBERTYBELL GAMES OF CHANCE 163	3,762.05

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Transaction List by Vendor
January 2023

DATE	MEMO DESCRIPTION	AMOUNT
Abstract Title 01/09/2023	REFUND TITLE OVERPAYMENT CHECK #1037	-736.71
Amazon 01/11/2023	Window Envelopes for Invoices (REFUNDED)	-38.26
ATLANTIC CITY ELECTRIC 01/11/2023	JAN Electric Charges	-3.57
HILL WALLACK 01/24/2023		-10,694.88
Master Wire 01/24/2023	50% FINAL PAYMENT for Ince for Dam 1	-2,587.50
MY TREE BOYZ 01/11/2023	TREE REMOVAL	-250.00
PASSARELLA SMARRA CPA 01/31/2023	TAXES FILLED 11/14/2022	1,825.00
PENNONI ASSOCIATES 01/24/2023	engineer January	312.60
Quickbooks 01/24/2023	MONTHLY PAYMENT - January	-200.00
QuickBooks Payments 01/31/2023	System-recorded fee for QuickBooks Payments. Fee name: DiscountRateFee, fee type: Daily.	-0.28
STAPLES 01/11/2023	STAPLES FOR COPIES	-0.88
01/24/2023	STAPLES FOR COPIES	-1.32
Zoom 01/31/2023	MONTHLY FEE - January	-15.98

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Dues Income

January 2023

	TOTAL
Revenue	
TIER 2 DAM FEE	84,046.60
TIER 1 DAM FEE	23,597.96
TIER 2 ASSOCIATION FEE	22,491.18
TIER 3 DAM FEE	18,248.55
LEGAL FEES COLLECTED	12,391.36
TIER 1 ASSOCIATION FEE	6,009.02
TIER 3 ASSOCIATION FEE	5,197.73
LATE FEES	4,703.78
NEW RESIDENT SET UP FEE	150.00
2020 SPECIAL ASSESSMENT	64.81
Total Revenue	\$176,900.99
GROSS PROFIT	\$176,900.99
Expenditures	
Total Expenditures	\$176,900.99
NET OPERATING REVENUE	\$176,900.99
NET REVENUE	\$176,900.99

Collings Lakes Civic Association

Profit and Loss

January 2023

	TOTAL
Revenue	
OTHER INCOME	
INTEREST INCOME	260.80
Total OTHER INCOME	260.80
Total Revenue	\$260.80
GROSS PROFIT	\$260.80
Expenditures	
Total Expenditures	\$260.80
NET OPERATING REVENUE	\$260.80
NET REVENUE	\$260.80

Treasurer's Report

George read the Treasurer's report including Bank account balances and expenses for January 2023. There were 4 bills for approval. First being Hill Wallack for \$12,360.13. Second bill was for \$312.60 to Pennoni associates, third bill was annual payment for legalized Games of Chance for \$20 to the state. Fourth bill was for Legalized Games of Chance to Folsom borough for \$20. Donna questioned the petty cash account. Shauna stated we replenish the account as needed but the balance cannot exceed \$1500. Nell questioned how the balance went from \$1500 to \$531.22. Henry stated the January 8th balance was \$787.66. There were only \$256.44 on the petty cash account for January.

Moving forward separate records will be kept for the petty cash account.

The bank balances snapshot was taken on January 31st at 11:53 pm.

AnneMarie made a motion to approve these bills and Marie seconded the motion. All were in favor.

George gave a rundown of our estimated 2023 budget as follows.

2023 Collings Lakes Civic Association Proposed Budget

This Budget Excludes Collections Income and Expenditures

Estimated Maintenance Income	\$140,002.96
Beach Safety Equipment	\$5,000.00
LifeGuard/Beach Attendant	\$21,952.00
Water Testing	\$2,010.00
Beach Tags	\$1,500.00
Portable Toilets	\$2,000.00
Electricity	\$500.00
Lawn Maintenance and Care	\$5,000.00
Events & Fundraising	\$2,000.00
Insurance	\$35,000.00
Office Supplies	\$3,000.00
Postage	\$6,000.00
P.O. Box	\$275.00
Accounting	\$3,500.00
Quickbooks	\$2,400.00
Legal Counsel (Non Collections)	\$5,000.00
Contingency Budget	\$25,000.00
Total Estimated Expenses	\$120,137.00

Henry asked if this will be posted on the website? Shauna said it would. Nell asked if the Lifeguard/beach attendant line item was for all 3 beaches? Shauna said yes. Next questioned the weekly water testing as to if each beach needed to be tested. AnneMarie clarified that each beach will need to be tested as it is for goose contamination. Next Nell questioned whether we need porta johns at each beach?

George stated the state requires public restrooms. Nell stated Atlantic County does not require public restrooms and this trumps state mandate. We will look into this but the number will stay in the budget for now.

Next there was a question from a resident about the \$2000 line item for events and fundraising. Shauna stated we always hope to make money on these events, but this is an estimate.

AnneMarie made a motion to approve the proposed budget and Henry seconded the motion. All were in favor.

Dams Update

Shauna stated Beth Grasso will not be able to attend the meeting but will be available Thursday 2/9/23 between 6:30 and 7:00 to ask Beth any questions regarding the dam or the lowering of the lake. There is a zoom meeting link on the website and it was sent out via email as well to all who are signed up.

We will discuss with Beth when and how we should be lowering the lakes and what permits are needed.

Shauna stated we now have all necessary permits to start the Cushman dam construction. We will be coordinating with Beth, Steve Zeuli and Verizon to get a start date. We are anticipating a March start date.

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Grounds

George stated he has RCA property management company set up to take care of all 3 beach areas. We are waiting on their price for all three beaches and will vote on approval next meeting. Beach cleanup dates are Beach 1 4-23-23, Beach 2 5-7-23 and Beach 3 5-21-23. Planned to open of beach 1 is 5-27-23.

Welcoming Committee

Katherine announced at the January 9th meeting she is resigning from the Welcome committee. Many thanks to Katherine for her hard work.

Shaunna stated we are working to digitally deliver all materials to new residents as needed as well as making phone calls to new residents as needed.

Nell will be leading the welcome committee moving forward. She will be working with AnneMarie.

Beth Grasso Report

Beth was able to make the meeting and offered to answer questions. Ann Adair asked Beth about the lake lowering. Beth stated the only time it can be lowered below one foot and that is by permit only as per Fish and Wildlife.

Fundraising Committee

AnneMarie stated we will have a Flower sale/Easter Egg hunt Sunday April 2, 2023. Folsom day is planned for May 6, 2023. Harvest October 8, 2023. Games of chance license permit went in and will be drawn at the December meeting.

Presidents Report

Shauna stated it will assist to have a registered zoon account. All are welcome. Newsletter will go out this month via the mail. Looking for volunteers to help with the food bank at the Collings Lakes fire hall every 4th Friday of each month.

Old Business

Electric at basketball courts. No update. Work in progress

Trustees Report

Marie King introduced herself and said how excited she was to be on the board.

OPEN FLOOR

Donn asked if we were using the debit card to pay for things or to reimburse people? Shauna stated we are using it to pay for things not for reimbursement.

Beth asked if Annemarie was going to talk to Verizon or if Beth should. Beth will talk to Verizon.

Diane Welsh asked now that we have our permit what will happen next. Beth stated we have to send notifications and then we start construction in March.

Adjournment

President noted the next meeting would take place Monday, March 6, 2023, at 6:30 p.m. via Zoom. AnneMarie made a motion to adjourn, and Henry seconded. All were in favor. The meeting was adjourned at 7:49pm.