

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY  
BOARD OF TRUSTEES – MINUTES  
FEBRUARY 19, 2019**

The regular meeting of the Board of Trustees was called to order by the President, Michael Litzenberger at 6:45 P.M.

<b>ROLL CALL:</b> Michael Litzenberger, President	Trisha C. Zambell, Secretary
Robert Weiss, Vice President	Steve Besanceney
Donna Schautz, Treasurer	Michael Stewart, Attorney
Judy Thompson, Ass't Treasurer	Trisha Donahue, Manager

**JANUARY 15, 2019 MEETING MINUTES:** A motion was made by Robert Weiss, seconded by Steve Besanceney and carried to accept the January 15, 2019 Meeting Minutes.

**MANAGER'S REPORT:**

<b>REVENUE: \$539,903</b>	<b>EXPENSE: \$191,010</b>	<b>ACQ. M.O. \$8,750</b>
---------------------------	---------------------------	--------------------------

**VACATES: TRANSFERS: NEW MEMBERS:** Donald Wylde moved out : Edward Schaefer transferred to 4 C Seafoam and Toni Tango moved into 10 B 2 Atlantic. Toni has no priority. Marion Peake died. Jordan McAlindan transferred to 1 C Atlantic and Humberto Granada moved into 18 B 1 Pacific. Humberto has no priority. Victoria Kellman died and assigned 19 B Seafoam by Will to her daughter Mary Haury.

**DECEASED:**

Ann Coccaro	14 B Pacific	Died 12/12/18
Justin Tansky	71 C Wavecrest	Died 12/22/18
Silvia Brendel	17 Riverview	Died 12/25/18

A motion was made by Robert Weiss, seconded by Judy Thompson and carried to accept the Manager's Report.

**INFORMATIONAL:**

1/22/19	From: Peri & Stewart	Re: Notice to Quit
1/22/19	From: Peri & Stewart	Re: Verified Complaint
1/23/19	From: Robert Brass, Esq.	Re: Court Order
1/24/19	From: Tony LaRocca	Re: Resignation-Rules Committee
1/25/19	From: Joan Dietrich	Re: No Responsibility/walking away
1/28/19	From: Lentz & Gengaro LLP	Re: Invoice
1/29/19	From: Charles Damian	Re: Conference
1/29/19	From: Sharon Dean	Re: No Responsibility/walking away
2/6/19	From: John Turcotte, Jr.	Re: Civil Action

**COMMUNICATIONS:**

1/14/19	From: Ron Carter	Re: Animal Complaint/ Pictures
1/16/19	From: Kathleen Lara	Re: PTO Pancake Breakfast
1/23/19	From: Andrea Hidalgo	Re: Complaint/Trash Bags uncovered
1/29/19	From: Peri & Stewart	Re: Deceased member
1/31/19	From: Tracy Tsikis	Re: Complaint/ Reverse Fine
2/1/19	From: Theodore Wallace	Re: Watchung Sail & Power Squadron
2/12/19	From: Barbara James	Re: Complaint/ Neighbor Construction

A motion was made by Trish Zambell, seconded by Judy Thompson and carried to accept the informational/communications.

**LEGAL**

**ATTORNEY CORRESPONDENCE:** Fines for a member's curtains that remain hanging in their yard and that are in violation of the Rules & Regulations (Permission) have raised questions from the Board as to why the Manager has not pursued all violation letters and fines. Board instructed a letter be sent to the member's attorney in response to their ongoing issues regarding lights, spotlights, Christmas lights and curtains which has not been rectified by the member after additional requests by the Board of Trustees.

**DWELLING/NO WILL:** A member died in December and has no will. The daughter mailed the keys to the office, however, a vacate has not been signed. The Manager spoke to the daughter who stated they are not responsible for their mother's contract and stated she has died. All furniture, dishes, clothes, appliances and personal belongings remain in the unit. A dumpster has been placed outside the unit to be used by maintenance for the removal of everything left behind by the family. Once the unit is cleared, maintenance will make repairs and correct any violations to make the dwelling suitable for the next incoming member. All monies will be reimbursed from member's equity. Any additional monies will be billed to the Estate.

**DWELLING/NO WILL:** A member passed away in December. No other person is on the contract and the member did not have a will. Legal counsel, Michael Stewart, has been instructed by the Board to send correspondence to the non-member informing them of the proper procedure and paper work required by the Mutual Ownership Contract and our Rules and Regulations. The non-member was allotted 10 days to respond. A motion was made by Robert Weiss, seconded by Steve Besanceney to have legal counsel send a final letter for the non-member to comply with the Board of Trustees' request.

**NURSING HOME:** A member's daughter returned keys to the office after transferring her mom to a nursing home. The daughter did refuse to sign a vacate and stated she is not responsible for any repairs to the unit or to remove anything more in the unit. The Manager stated whatever needs to be done to put the unit in suitable condition will come from whatever is in the equity fund over and above will be billed to the mother's account. Daughter submitted a copy of a power of attorney for financial and medical decisions.

### OLD BUSINESS

**REVISION HANDBOOK:** The Board reviewed a section of the Rules and Regulations being modified. Board motion is needed to accept or deny the first section. No action is taken at this time and the Board of Trustees continues to modify and review current handbook.

### NEW BUSINESS

**T & J DELI:** The owners have overwhelming concerns regarding the cost of the electric, also the walk-in box and would like to discuss other concerns with the continuation of the store.

A motion was made by Steve Besanceney, seconded by Trish Zambell to reduce the monthly fee for the next 12 months and review at that time period. Discussions were made on how to reduce the electric in the walk-in box, perhaps rental of additional space leasing and entertain additional ideas. No change to the lease at this time.

**FOOD/GIFT CARD DRIVE:** We are all aware that the Government shut-down has temporarily ended, however we know that with the retro funds being paid out, there are mortgages, credit cards, car payments, etc. that must be brought up to date. Food should not have to be an item families have to worry about. We are a volunteer based community and have been fortunate to have residents that are always willing to give to special causes. The community agencies contributing to this cause will be the Township of Winfield Park, Winfield Volunteer Fire and Ambulance Department, Winfield Elementary School PTO & Board of Education, and Winfield Mutual Housing Corporation. The Board of Trustees has donated a total of \$300.00 in gift cards.

### RESOLUTION CARRIED BY ROLL CALL VOTE 4 AYES 2 NAYES

**MICHAEL ANDERSON:** *"Well... once again Winfield showed what we are really about! On behalf of Winfield Township, Winfield Fire/Ambulance Squad, Winfield PTO/BOE and Winfield Mutual Housing, I would like to give a huge THANK YOU to the people of Winfield for their caring generosity! On top of collecting a huge amount of items for the men, women and families of our Coast Guard as well as their pets (those boxes are all PACKED FULL) we received \$2,330 in gift cards! Yes this tiny little town is pretty AWESOME! This is something that will be greatly appreciated by those who really need it and didn't ask. The items and gift cards will be delivered to the Coast Guard within the week... we are working on transport now. Again we can't thank you enough because this wouldn't be possible without you! Great job everyone! It's the little things we do that mean so much" (Winfield Forum 2/2/19)*

**MARGARET MCMANUS:** *"The donations from this past weekend were turned over to USCG Station Sandy Hook today. Chief Berg and Comm. Genz delivered all of the food and gift cards. They were very appreciative and said their pantry feeds 160 families. Thank you again to all who came out on Saturday to help with the drop-offs and especially to all who gave so generously. Winfield is a very special, compassionate town. God Bless all". (Winfield Forum 2/5/19)*

**MEMBER SELECTION:** A motion was made by Steve Besanceney, seconded by Donna Schautz and carried accepting the following applications: Non-priority 2-1/2-#3015 : 2-1/2-#3018 : Niece/Nephew 4-#1574 : Son/Daughter 4-#1576 : 4-#1579 Assign by Will and Parent 5-1/2-#353 and transfers #1315, #1316 and #1317 who do not need to be interviewed.

A motion was made by Steve Besanceney, seconded by Trish Zambell and carried cancelling the following applications for failure to respond to notification: 2-1/2-#3005 : #3006 : #3007 : #3008 : #3010 : #3011 : #3012 : #3013 : #3014 : #3016 : #3017 : #3019 : #3020 and also 4-#1578 who failed to attend interview.

**DOG COMPLAINT:** A member dropped a letter in the drop box pertaining to the neighbor's dog not being on a leash. Attached to the letter is a photograph of the neighbor and their dog. The dog is a small puppy at the time the picture was taken. It is believed that the picture is from months ago due to the fact that the dog has grown significantly since the picture was taken. Letter and photograph has been forwarded to the Animal Regulation Committee Chairperson, Augusta Vega. There has been no information or updates from the chairperson.

**PANCAKE BREAKFAST:** The Winfield Park PTO is requesting the use of the whole Community Center to host their annual pancake breakfast. The date requested is Saturday, April 13<sup>th</sup>, and would like to set up the night before at 5:00 pm. A motion was made by Donna Schautz, seconded by Trish Zambell and carried granting permission for the PTO the use of the Community Center.

**TRASH/GARBAGE:** A member is complaining about an unsightly health issue in the yard of the neighbor and sent in pictures. According to the neighbor, the bags of garbage have been there since January 3<sup>rd</sup> behind an illegal fence. A motion was made by Trish Zambell, seconded by Donna Schautz and carried to have the Board of Trustees check out the continuing issues between members.

**COMPLAINT/FINE:** A member made a complaint with regard to the \$50.00 fine for overwatering the lawn and allowing the water to flood the neighbor's property over five months ago. A picture regarding water usage was sent to the Board of Trustees. The member is also complaining that they no longer have to cut grass outside their fence. The neighbors have always maintained the grass up to the fence. The other member received a letter and fine regarding excessive water usage. A motion was made by Judy Thompson, seconded by Steve Besanceney and carried that these fines remain in effect for both members and this is the final letter to both members.

**WATCHUNG SAIL & POWER SQUADRON:** Theodore Wallace is asking permission to use Room 4 on the third Thursday of each month starting March, 2019 to March, 2020 except July and August. A motion was made by Robert Weiss, seconded by Steve Besanceney and carried granting permission for the use of Room 4.

**BATHROOM RENOVATION:** Updates to the Community Center restroom blueprints for construction are ADA compliant with the state for handicap bathroom accessibility. All architect drawings and pertinent paperwork for permits will be submitted to the Township. A motion was made by Donna Schautz, seconded by Steve Besanceney and carried to continue the renovations of both bathrooms.

**MEMBER/COMPLAINT/CONSTRUCTION:** A member has written a letter to report information regarding recent events surrounding the construction and bug infestation coming from the adjoining neighbor. The member claims she and the other neighbor have endured cracked walls, cement dust, and bug infestation due negligence by the contractor doing construction at that dwelling. Clean up and repairs to the dwelling have caused substantial financial obligations and health concerns. The member states in the letter that "this is being sent to Mutual Housing in the hopes that something in this content will serve to enlighten on how our lives as a community are interdependent, example, health and financial standpoint". The member under construction has filled out all documents and agreements with the Corporation. The member has also received all proper permits from the Township office for all inspections. Although we have clearly exhibited our empathy, we cannot stop members from improving their dwelling, if so desired.

**BUCKLE CENTER:** The bank account for the Buckle Center is dwindling; a motion was made by Trish Zambell, seconded by Steve Besanceney and carried allowing the transfer from the Administration Fund to the Buckle Fund in the amount of \$5,000.00 to cover expenses.

**RETURNED LETTER:** A violation letter regarding removal of green plastic fencing, addressed to a member from the President, Mike Litzenberger was returned to the office by the member on Thursday, February 14, 2019. There has been communication from the Corporation attorney, Michael Stewart, to attorney Charles Damien that all communications related to Winfield Mutual Housing matters is to be sent through attorneys directly. The President instructed the Manager to send out additional letters to other members in violation.

**VIOLATION EXTENSION:** Additional members received a violation letter regarding mesh fencing around trees that must be removed within ten (10) days. The members are asking for an extension until March due to the winter months and the ground being frozen. The stakes holding the deer netting are frozen to the ground.

**VIOLATION LETTER:** A member has submitted a letter in response to a violation letter sent by the President, Mike Litzenberger. The member feels that the “deer netting” that has been wrapped around the trees in the yard is not in violation of the Rules & Regulations for Fences as stated in the Winfield Mutual Housing Member Handbook.

A motion was made by Steve Besanceney, seconded by Trish Zambell and carried that all three members are in violation and must remove the fencing by March 15<sup>th</sup> or wrap each tree individually.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

**INVESTIGATION:** A motion was made by Robert Weiss, seconded by Donna Schautz and carried accepting the dates and services as listed accordingly.

A motion to adjourn was made by Judy Thompson, seconded by Trish Zambell and carried

Meeting adjourned 9:35 PM.

---

P. C-Zambell, Secretary