WINFIELD MUTUAL HOUSING CORPORATION WINFIELD PARK, NEW JERSEY **BOARD OF TRUSTEES – MINUTES** JUNE 18, 2019

The regular meeting of the Board of Trustees was called to order by the President, Michael Litzenberger at 7:05 P.M.

ROLL CALL: Michael Litzenberger, President Trish C. Zambell, Vice President Donna Schautz, Treasurer Judy Thompson, Ass't Treasurer Trisha Donahue, Manager Steve Besanceney, Secretary Mary Krech Albert Alfano Michael Stewart, Attorney

ACQ. M.O. \$18,750

MAY 14, 2019 MEETING MINUTES AND MAY 21, 2019 REORGANIZATION MINUTES: A motion was made by Donna Schautz, seconded by Trish Zambell and carried to accept the May 14, 2019 Meeting Minutes and May 21, 2019 Reorganization Minutes..

MANAGER'S REPORT:

REVENUE: \$557,940 EXPENSE: \$234,991

VACATES: TRANSFERS: NEW MEMBERS: Frances Evans moved out : Thomas and Loren Pardist transferred to 26 D Seafoam : Audrey Smith transferred to 14 A Gulfstream and Elizabeth Lennon moved into 9 A 2 Wavecrest. Elizabeth has no priority. Valerie Pierre moved out and Eileen McDonough moved into 11 B Wavecrest. Eileen is the mother of Kellyn Lopez Brown. Madeline Butchko moved out : Michael Quinn transferred to 25 Seafoam and Jeffrey Matthews moved into 37 C Wavecrest. Jeffrey is the brother of Judy Thompson. Judy Starega died and assigned 88 Wavecrest by Will to her son, Patrick Starega. Barbara Vallette died and assigned 18 A Atlantic by Will to her daughter, Valerie Shafer.

DECEASED:

Justin Tansky

71 C Wavecrest

Died 12/22/18

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

INFORMATIONAL:

4/4/19	From: Rules Revision Committee	Re: Purpose Statement
5/17/19	From: Peri & Stewart	Re: Notice to Quit
5/21/19	From: Peri & Stewart	Re: Fence Application
5/23/19	From: Thomas J. Balch	Re: Handbook
5/31/19	From: Michael Stewart	Re: Email – Payments
6/11/19	From: Hueston McNulty	Re: Depositions

COMMUNICATIONS:

5/14/19	From: George Lowrey	Re: Trees close to units
5/16/19	From: Fire Department	Re: Pet Adoption
5/19/19	From: Tracy Tsikis	Re: Building and Grounds Complaint
5/22/19	From: J & J Gym Floors	Re: Recoat Gym Floor
5/22/19	From: Kayla Kluse	Re: Committee Proposal
5/31/19	From: Candy Mountain	Re: Lease Renewal
6/3/19	From: Stacy Vaughn	Re: Deck Complaint
6/11/19	From: Jo-Med Contracting	Re: Emergency Water Line Repair
6/11/19	From: Kristin Fowler	Re: Water Break

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

MEMBER SELECTION: A motion was made by Trish Zambell, seconded by Steve Besanceney and carried accepting the following applications: Non-priority Applications 2-1/2-#3070; and #3321 : Sister/Brother application 2-1/2-#3316 and 4-#1586 : Son/Daughter 4-#1585 : and Assign by Will 4-#1587 : 4-1/2-#329. Transfer applications 1328 : 1331 and 1332 do not need to be interviewed. A motion was made by Donna Schautz, seconded by Trish Zambell and carried cancelling Application 2-1/2-#3084 who reported they bought a house.

A motion was made by Donna Schautz, seconded by Judy Thompson and carried cancelling the following applications for failure to update their applications: 2-1/2 - #3055 : #3056 : #3057 : #3059 : #3061 : #3062 : #3063 : #3064 : #3065 : #3067 : #3068 : #3069..

FOLDING CHAIRS: We are in need of folding chairs for the Auditorium, not only to replace the old and worn chairs, but also to assist in seating during membership meetings. We have had to take chairs from the Buckle Center to afford seating for over 200 people. If someone is renting the Auditorium, the chairs may also be taken out of Room 4.

A motion was made by Steve Besanceney, seconded by Donna Schautz to replace broken and add new chairs (no stackable) pending the end of the year budget.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

TREES: The Building and Grounds chairperson wants to discuss the issue of trees and shrubs to close to houses possibly causing damage to cinder blocks or siding. A motion was made by Steve Besanceney, seconded by Donna Schautz and carried to have the chairperson submit a list of units that are creating a potential problem and destruction of cinder blocks to the unit. The board will then review each unit.

PET ADOPTION: The Fire Department and Ambulance Squad held a Pet Adoption Event on June 9th. Members need to continue to follow the rules and regulations regarding two dogs or cats. Fire Department needs to ask questions regarding how many pets are still living in members' homes. This adoption was the inaugural adoption which hints more to come.

A motion was made by Steve Besanceney, seconded by Trish Zambell and carried instructing the manager to send a letter to the Fire Department to notify the corporation when they are considering a pet adoption so we can determine which members already have two animals.

GYM FLOOR: J & J Gym Floors quoted for recoating the floor at \$1,650.00. We must maintain the floor every two years due to recreation, parties and meetings. A motion was made by Judy Thompson, seconded by Trish Zambell and carried to maintain the floors properly due to wear and tear. Manager to revisit after the conclusion of summer recreation.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

LEASE: Candy Mountain has been approved to renew their lease for another five years. A motion was made by Steve Besanceney, seconded by Donna Schautz and carried to accept another five year lease with no increase until the Board of Education has been notified by the State to approve an all-day pre-school for our members. The school will pick up the additional lease and Candy Mountain will only pay for her half. New figures have not been determined.

COMMITTEE PROPOSAL: A member is proposing to establish a committee to start a newsletter to highlight the happy events in town to restore the feel-good, positive media coverage much needed at this time.

A motion was made by Steve Besanceney, seconded by Mary Krech and carried agreeing that this will be a most welcomed committee of positive energy of announcing all good things that make our community the wonderful town we all live in. Also a section to debunk future rumors.

DECK: Member was sent letter from Building and Grounds regarding spindles for their deck. The deck was built by a previous family and the member inherited it. Now after all these years (over 20), they received a Building and Grounds letter. The letter stated balusters or cross bars are needed.

A motion was made by Steve Besanceney, seconded by Trish Zambell and carried instructing the manager to agree with member to their willingness, after 24 years, to add a crossbar through the deck

WATER LINE: Invoice from Jo-Med Contracting in the amount of \$5,000.00 to repair an emergency water line repair for 4 Seafoam. It has been leaking for a while and had 2 breaks in pipe.

A motion was made by Donna Schautz, seconded by Trish Zambell stating the water main was fixed by Jo-Med Contractors. An emergency was called as there were two breaks in the copper pipe.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

COUNTY ROAD: Members are taking more leeway and deviating from parking perpendicular on the County Road by installing rocks, bricks, etc. to build private driveways to pull onto corporation property. The County blocked a previous manager from dumping street debris to stop cars from making ruts and was made to remove the debris at the cost to the membership. This situation is getting out of hand and the ruts are becoming unsightly so if the County comes in to end parking on the road altogether, our streets won't be able to handle it and we have finally ended another good relationship.

A motion was made by Trish Zambell, seconded by Steve Besanceney and carried instructing the manager to send letters to all members on the one side of County Parkway Road. After conversations with the County on the footage from roadway to corporation property line has been established, all will be notified to park perpendicular. No exceptions, summons will be issued.

DAMAGED UNIT: Board was in the process of an eviction against a member renting rooms for profit who left the unit but not before our unit was damaged. Member did not make any monthly payments since January and used up the equity. Member removed exterior doors front and back, all woodwork around doors, windows and baseboard molding and also ripped out entire kitchen, left no cabinet and no sink, also removed all the clips that hold the windows in place.

A motion was made by Trish Zambell, seconded by Donna Schautz requiring all information be turned over to legal counsel.

CENTRAL AIR: The other unit on the Buckle Center's air conditioner motor froze and needs a new motor. The other air conditioner needs to be replaced. The crane to lift the conditioner to the roof costs \$700.00. A motion was made by Donna Schautz, seconded by Trish Zambell and carried excepting the use of the crane.

WATER LEAK: A member had a water line break behind their kitchen wall and maintenance had to cut a hole in the sheetrock behind a pantry cabinet. The pipe was repaired and the member was informed to repair the sheetrock in a few days after the water dried before putting the cabinet back in place. The member wanted the men to come back and repair the wall, spackle and paint.

A motion was made by Steve Besanceney, seconded by Mary Krech and carried instructing the manager to have maintenance cut a piece of sheetrock for the wall. Member is required to spackle, tape, sand and paint. All members have homeowner's insurance to cover any damage to their upgrades.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

Motion to adjourn was made by Steve Besanceney, seconded by Judy Thompson and carried

Meeting adjourned 9:45 PM.

Steve Besanceney, Secretary