

**WINFIELD MUTUAL HOUSING CORPORATION
WINFIELD PARK, NEW JERSEY
BOARD OF TRUSTEES – MINUTES
APRIL 21, 2020**

The regular meeting of the Board of Trustees was called to order by the President, Michael Litzenberger at 6:30 P.M.

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

MARCH 17, 2020 MEETING MINUTES (convened on April 1, 2020 due to COVID-19 pandemic restrictions): A motion was made by Steve Besanceney seconded by Judy Thompson and carried to accept the April 1, 2020 (March 17, 2020) Meeting Minutes.

MANAGER'S REPORT:

REVENUE: \$ 521,928 EXPENSE: \$248,638 ACQ. M.O. \$ 3,750

VACATES: TRANSFERS: NEW MEMBERS

Jeffrey & Gloria VonReaden moved out: Susan Alacchi transferred to 33 C Wavecrest and Alexis Frees moved into 11 A 1 Atlantic. Alexis has no priority. Marilyn Hartzell died: Sandeep Chipkonkar transferred to 7 A Wavecrest and William Temple moved into 9 B 2 Wavecrest. William has no priority.

A motion was made by Judy Thompson seconded by Trish C.-Zambell and carried to accept the Manager's Report.

INFORMATIONAL:

4/06/2020	From: WMHC	To: Member Remove Dog
4/07/2020	From: Mayor McManus	Re: Webinar

COMMUNICATIONS:

3/25/2020	From: Gayl Schaad	Re: Deck-No Agreement/No Permit
04/10/2020	From: George Lowrey/Mary Valdivia	Re: Trees
4/13/2020	From: Janice Hockenbury	Re: Shed Agreement
4/13/2020	From: Linda Consulmagno	Re: Fence Agreement

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

LEGAL

DELINQUENTS: Notice to Quit letters to members from the March 2020 Delinquent List have been issued from legal counsel. Copies of letters are included in April Agenda packets for Board review. All demand letters are \$75.00. This will not include the fees for Notice to Quit, Verified Complaint and Court fees for eviction.

LEGAL FEES: Invoice from attorney has been issued to WMHC in the amount of \$787.40. Fees are for dispute between two neighbors that are currently waiting to be scheduled for mediation. Member continues to forward emails to attorneys regarding complaints. A motion was made by Trish C.-Zambell seconded by Judy Thompson to notify attorney immediately that all correspondence, emails and/or phone calls from members are not to be accepted by the WMHC attorney. Member disputes go through proper protocol and reviewed by Board members.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

NEW BUSINESS

MEMBER SELECTION: A motion was made by Steve Besanceney seconded by Albert Alfano and carried accepting the following applications: Non-Priority applications: 2-1/2-3109; to be interviewed by the Manager via telephone due to COVID-19 pandemic restrictions.

BUCKLE TRANSFER: The bank account for the Buckle Center is dwindling and we need a transfer from the Administration Fund to the Buckle Fund in the amount of \$5,000.00 to cover expenses. A motion was made by Trish C.-Zambell seconded by Judy Thompson and carried to transfer funds.

DECK: A Member submitted plans for a deck. Member never came in to fill out a deck agreement and/or get permit. They have already had the deck built over old patio blocks. After being brought to the manager's attention that the deck was being built, the manager called the member and explained they needed an agreement and a permit. The member was told to cease and desist. Maintenance went to review the dimensions for the deck and brought back the drawing with a note stating deck was already built. A motion was made by Trish C. Zambell seconded by Judy Thompson and carried to notify member that the appropriate paperwork needs to be filled out and taken to the Township for a permit. Member will be fined in according to the Uniform Penalty for Non-Compliance.

TREES: A member wrote a request to remove two (2) trees in the common area between Wavecrest and Seafoam. They are working with a person and would like to remove the two trees to give another tree a chance to grow healthier. Member also states in a separate correspondence that they have planted several trees in the common area over the past years that are growing well. A motion was made by Steve Besanceney seconded by Trish C.-Zambell and carried to notify the member that the trees must be accessed by the WMHC Tree Arborist before permission can be granted for removal. If it is determined that the trees should be removed, the member can have them removed at their expense by an insured tree service or be put on the tree list.

SHED AGREEMENT: A member has submitted drawings and dimensions for a shed. They have filled out the Shed Agreement and submitted drawings. When Armando, Maintenance Supervisor, went to measure for the area for the shed, he found that the member cannot go past fence line at neighbor. A motion was made by Steve Besanceney seconded by Judy Thompson and carried to inform the member that the shed cannot be installed past the fence line of neighbor. Drawings need to be modified to show the correct placement of the shed.

FENCE AGREEMENT: Member has submitted specifications and has filled out a fence agreement for fence panels to be installed in their yard at the corner of their patio which is already fenced in. When Armando went to measure, he was not sure if a fence within a fence is permitted. A motion was made by Steve Besanceney seconded by Trish C.-Zambell to deny members request. Fence within in a fence is not permitted.

INFORMATIONAL

WEBINAR: Mayor McManus informed the manager of a webinar that was available for non-profit businesses. The Webinar was intended for small businesses and non-profits in New Jersey's 7th District who have been impacted by the COVID-19 crisis. When the manager tried to log in, the Webinar was "Sold Out". Manager also spoke to accountants and was advised against any action.

DOG ATTACK: After review of court documents and correspondence pertaining to this incident, the Board instructed the Manager to send another letter to the member informing them that the Board stands by their initial decision and the member must remove the dog from the dwelling immediately. A letter was sent to the member on April 6, 2020 A motion was made by Mary Krech seconded by Steve Besanceney and carried to notify the member that if any further complaints and/or reports submitted regarding the dog visiting the dwelling the member will receive the Uniform Penalty for Non-Compliance.

LATTICE/TRELLIS AGREEMENT: At the March board meeting, Vice President, Trisha C.-Zambell asked about an agreement and whether this project was measured. Member submitted drawings and dimensions. Two board members signed the Lattice/Trellis Agreement. The agreement does not require maintenance to go out and inspect until after the project is completed and member required to follow guidelines. This is proper protocol. Member filled out agreement with dimensions and pictures and Board approved based on the information provided. To date, project has not been completed. Paperwork was signed by the board on March 5, 2020. The member will be permitted to place the trellis within the dimensions and location set forth and included by the member in accordance with Section 2 of the Lattice/Trellis Agreement.

PAYMENT PLAN: Delinquent member has reached out to our attorney via email with a payment plan request. Member's email states; "Because I will be able to have deferments on some other financial obligations, I will be able to get caught up with in the next 20 to 30 days and go up a month in my payments to WMHC". A motion was made by Judy Thompson seconded by Trish C.-Zambell and carried to have legal counsel continue with eviction process. Member did not follow previous Board agreement to contact the Manager the Friday after the February Board Meeting.

40TH ANNIVERSARY: Pat Sweeney, Executive Secretary for WMHC has completed 40 years of employment with Winfield Mutual Housing Corporation. A motion was made by Trish C.-Zambell seconded by Steve Besanceney and carried to extend a heartfelt thank you and monetary gift for Pat's years of dedicated and loyal service. Any and all Board actions involving items of a "sensitive" nature will be prepared by separate resolution and not included in the minutes available to the general membership. The separate Resolutions with the Board's action will be inserted into the "Official" minute book for the record.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

CANDY MOUNTAIN DAYCARE: Michael Blacker, attorney for Candy Mountain Daycare has emailed a response to a letter from the Board of Trustees dated April 8, 2020 regarding the Winfield Board of Education no longer interested in using the daycare for the Pre-K program. Letter also stated that a motion was made by the Board to notify the owner to remove items from other side of the daycare. Letter from attorney states "Since she leases the entire building under the present lease, there is no "other side". Ms. Rosen "steadfastly denied that it was her lack of cooperation that caused this failure". Mr. Blacker claims that Ms. Rosen signed the addendum for the new lease. Please be advised that WMHC does not have a signed addendum on record.

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

Meeting adjourned 8:30 PM.

Steve Besanceney, Secretary