

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY  
SPECIAL BOARD MEETING MINUTES  
MAY 11, 2020**

A Special Board of Trustees Meeting convened on Monday, May 11, 2020 was called to order at 6:02 pm.

ROLL CALL: Michael Litzenberger, President  
Donna Schautz, Treasurer  
Judy Thompson, Asst. Treasurer

Trisha C.-Zambell, Vice President  
Trisha Donahue, Manager

A Special Meeting of the Board of Trustees was convened for the specific purpose of discussing the resignations of Steve Besanceney, Albert Alfano and Mary Krech.

**RESIGNATION:** Steve Besanceney has submitted his letter of resignation of Secretary from the WMHC Board of Trustees. A motion was made by Trish C.-Zambell seconded by Donna Schautz to table Mr. Besanceney's resignation until the regular Board of Trustee meeting scheduled for May, 19, 2020. Mr. Besanceney has agreed to the Boards motion.

**UNANIMOUS BY ROLL CALL VOTE**

**RESIGNATION:** Albert Alfano has submitted his letter of resignation from the WMHC Board of Trustees. A motion was made by Trish C.-Zambell seconded by Donna Schautz to accept Mr. Alfano's resignation.

**UNANIMOUS BY ROLL CALL VOTE**

**RESIGNATION:** Mary Krech has submitted his letter of resignation from the WMHC Board of Trustees. A motion was made by Judy Thompson, seconded by Trish C.-Zambell to accept Mrs. Krech's resignation.

**UNANIMOUS BY ROLL CALL VOTE**

**WMHC BOARD PRESIDENT:** Discussion during the May 11, 2020 Special Meeting of the Board of Trustees, Mike Litzenberger, WMHC Board of Trustee President would like to step down as President of the Board and have Trisha C. Zambell step in as President. Mike would like to remain on the Board as a trustee only. A motion was made by Donna Schautz, seconded by Steve Besanceney to accept Mr. Litzenberger's resignation of President and Trish C .Zambell taking over as President of the WMHC Board of Trustees.

**UNANIMOUS BY ROLL CALL VOTE**

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

Meeting adjourned at 6:30.

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Steve Besanceney, Secretary

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY  
BOARD OF TRUSTEES – MINUTES  
MAY 19, 2020**

The regular meeting of the Board of Trustees was called to order by the President, Trisha C.-Zambell at 6:35 P.M.

ROLL CALL: Trish C. Zambell, President  
Donna Schautz, Treasurer  
Judy Thompson, Ass't Treasurer  
Steve Besanceney, Secretary  
Donna Shahrabani, Attorney (via Conf. Call)

Michael Litzenberger  
Mary Krech (Resigned) Absent  
Albert Alfano (Resigned) Absent  
Trisha Donahue, Manager

**APRIL 21, 2020 MEETING MINUTES:** A motion was made by Judy Thompson, seconded by Steve Besanceney and carried to accept the April 21, 2020 Meeting Minutes.

**MANAGER'S REPORT:**

**REVENUE: \$ 539,706**

**EXPENSE: \$183,288**

**ACQ. M.O. \$ 7,500**

**VACATES: TRANSFERS : NEW MEMBERS**

Mary & Edward Yergalonis moved out: Roman Kokozska transferred to 38 A Seafoam and Joan Rosnowski moved into 10 B 1 Atlantic. Joan has no priority. Elizabeth Iversen died: Ryan Gerhart moved into 1 A Wavecrest. Ryan is the son of Kathleen Gerhart.

A motion was made by Mike Litzenberger, seconded by Donna Schautz and carried to accept the Manager's Report.

**INFORMATIONAL:**

05/05/2020	From: Steve Besanceney	Re: Resignation/Rescinded Temporarily
05/11/2020	From: Alex Manresa	Re: Neighbors yard
05/13/2020	From: WMHC	Re: Dog Feces Complaint
05/14/2020	From: Pat Sweeney	Re: Thank you

**COMMUNICATIONS:**

04/23/2020	From: Debra Villalta	Re: Tree Trim Bill
05/02/2020	From: Thomas Balch	Re: Parliamentarian
05/02/2020	From: Sam's Landscaping	Re: Proposal/Community Ctr
05/03/2020	From: Christine Malangone	Re: Home Owners Insurance
05/04/2020	From: Tracy Tsikis	Re: Lattice/Trellis Agreement
05/06/2020	From: Sandra Manresa	Re: Lattice/Trellis Agreement
05/06/2020	From: United Steelworkers	Re: Grievance Report/Step 2
05/11/2020	From: Kathleen Gerhart	Re: Lattice/Trellis Agreement
05/11/2020	From: Randi Moran	Re: Tree Removal-Member's Expense
05/14/2020	From: Denise McClellan	Re: Complaint/Grass/Fence

A motion was made by Mike Litzenberger, seconded by Steve Besanceney and carried to accept Informational/Communications.

**LEGAL**

**MONTHLY PAYMENTS:** WMHC attorney has drafted a proposed resolution for an "Adoption of Uniform Protocol" for the Board to review. A motion was made by Mike Litzenberger, seconded by Steve Besanceney and carried not to accept the drafted Uniform Protocol at this time until the changes by the Board have been modified and are reviewed for further approval by the Board.

**NON-OCCUPANTS:** This matter was turned over to legal counsel for further investigation after the February Board meeting. The following units have been reported to the Non-Occupant Committee and need further Board action:

- Member appears to have no one living in the unit for quite some time.
- Member's neighbors are complaining multiple people are coming and going from unit, but have not seen the member in or out of the unit.
- Member is living in Toms River and her daughter and daughter's boyfriend are living in the unit
- Member's neighbors complain that the member has strangers living in unit which are not family. They think she is renting rooms.
- Member does not live in unit as per neighbor.
- Member's son lives in unit with girlfriend. Member is not seen coming or going in or out of unit in two years.

Due to the COVID-19 restrictions our attorney was not present. The Board wishes to move forward to evict the members for violating their contracts.

**OLD BUSINESS**

**RESIGNATION:** Steve Besanceney has submitted his letter of resignation of Secretary from the WMHC Board of Trustees. At a Special Board of Trustees meeting convened on Monday, May 11, 2020, a motion was made by Trish C.-Zambell, seconded by Donna Schautz and carried to table Mr. Besanceney's resignation until the regular Board of Trustee meeting scheduled for May, 19, 2020.

**UNANIMOUS BY ROLL CALL VOTE**

A motion was made by Mike Litzenberger, seconded by Donna Schautz and carried that after reaching out to a candidate from last year's election to fill Steve's seat, the member has accepted and Mr. Besanceney's resignation was accepted. The other two seats will be voted on at the next Membership Meeting Election.

**DOG ATTACK:** After review of court documents and correspondence pertaining to this incident, the Board instructed the Manager to send a final 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. To date the dog has not been removed. Neighbors have also mentioned that the dog remains at the dwelling. A motion was made by Mike Litzenberger, seconded by Donna Schautz and carried that the Board stands with the motion; member must remove dog. Matter has been forwarded to legal counsel.

**NEW BUSINESS**

**MEMBER SELECTION:** A motion was made by Judy Thompson, seconded by Mike Litzenberger and carried cancelling the following applications for failure to update their applications: 2-1/2-#3103; #3104; #3110; #3112; #3113; #3114; #3116; #3118; #3119; #3120; and #3121

**EMPLOYEE RAISES:** Resolution requesting a wage increase of the office personnel. 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

**UNANIMOUS BY ROLL CALL VOTE**

**TREE TRIM BILL:** Member has submitted a letter regarding a tree that was trimmed in her yard. Member is requesting that they be reimbursed for a tree being trimmed due to it being a danger. The member claims the tree branches were growing over the chimney creating a dangerous fire and carbon monoxide hazard due to the tree branches blocking the chimney. The magnolia tree is not a WMHC tree and the corporation should not be responsible for trimming a member's private property. A motion was made by Steve Besanceney, seconded by Judy Thompson and carried to split the cost of the bill with the member who did not follow proper protocol. Member accepted.

**PARLIAMENTARIAN:** Mr. Balch has some health issues and is considered high risk during the COVID-19 pandemic. Thomas has recommended a professional parliamentarian located in Northern New Jersey. Qualifications and credentials have been submitted to the Manager and Board of Trustees. A motion was made by Mike Litzenberger, seconded by Judy Thompson and carried to table the issue.

**SAM'S LANDSCAPING:** Proposal for taking care of the grounds around the Community Center has been submitted in the amount of \$4,089.07. Treatment include: De-Thatch soccer and baseball fields; Aerate soccer and baseball field; treat both fields with ween-n-feed and over seed both fields. A motion was made by Steve Besanceney, seconded by Judy Thompson and carried that due to the COVID-19 restrictions and no lift from Governor Murphy's order, postpone for further review until next Spring.

**HOME OWNER'S INSURANCE:** A member has submitted their homeowner's insurance for their dwelling. The policy clearly lists another property as a primary residence and that the "policy provides coverage for the location listed in Winfield Park." It is believed that the member is not living in the dwelling and that someone else is living in the unit with a boyfriend or husband. A motion was made by Mike Litzenberger, seconded by Steve Besanceney and carried to turn over to attorney based on the information to start eviction proceedings.

**LATTICE/TRELLIS AGREEMENTS:** THE FOLLOWING REQUESTS ARE NOT TRELLIS OR LATTICE. THEY ARE PRIVACY FENCE PANELS WITH A SMALL 24" PIECE OF LATTICE AT THE TOP. THE BOARD NEEDS TO DETERMINE SPECIFIC GUIDELINES AND/OR PERAMITERS WITH MODIFICATIONS TO THE AGREEMENTS BEFORE THEY CAN BE APPROVED. A motion was made by Mike Litzenberger, seconded by Judy Thompson and carried to instruct the members that the Lattice/Trellis agreement has been modified and to resubmit their plans in accordance to the changes in the agreement.

**LATTICE/TRELLIS AGREEMENT:** Member has submitted a diagram for two trellis fencing to be placed around a stone area with a fire pit in their yard. A motion was made by Mike Litzenberger, seconded by Steve Besanceney and carried to deny member's request and send letters to modify the original agreements with changes, pictures and dimensions.

**LATTICE/TRELLIS AGREEMENT:** Member has submitted a drawing for two pieces of trellis fencing to be placed in two separate areas of her yard. A motion was made by Mike Litzenberger, seconded by Steve Besanceney and carried to deny member's request

**LATTICE/TRELLIS AGREEMENT:** Member has submitted a drawing for two pieces of trellis fencing to be placed on the corner of a sitting area in her yard. A motion was made by Mike Litzenberger, seconded by Steve Besanceney and carried to deny member's request

**UNITED STEELWORKERS:** The second step to the Grievance Report submitted by maintenance has been submitted. A motion was made by Mike Litzenberger, seconded by Donna Schautz and carried to table meeting with Union Representative until after COVID-19 restrictions have been lifted.

**TREE REMOVAL:** Member has submitted a letter requesting permission from the Board to remove a tree in her back yard. Member fears for the safety of her daughter and family due to large limbs breaking off the tree and landing in the back yard. She is requesting to have the tree removed at her expense. A motion was made by Mike Litzenberger, seconded by Steve Besanceney and carried granting request for removal of tree at the member's expense.

**COMPLAINT/GRASS/FENCE:** Member has submitted a letter regarding a problem with their neighbor. The neighbor has allegedly killed 24" of grass alongside their fence. The member has suggested a few remedies to the ongoing problem with thier neighbor. A motion was made by Judy Thompson, seconded by Steve Besanceney and carried to send member a letter to not touch the grass area going forward.

**INFORMATIONAL**

**PACIFIC DRIVE:** Neighbors have complained regarding the eyesore and terrible conditions with the member's deck and in the yard. The manager has done an inspection and has found several violations. A letter was sent to the member notifying them to correct the violations in accordance to WMHC Rules and Regulations and the Uniform Penalty for Non-Compliance. The member will be monitored and if violations are not corrected within the ten days to comply, they will be fined accordingly. Manager sent member a notice to correct all infractions and change paint color on deck.

**DOG FECES COMPLAINT:** Neighbors have filed several complaints regarding dog feces left in the yard at on Wavecrest. The member has received several letters regarding dog feces violations. One letter dated March 10, 2020 and another on May 13,2020. This is a continued issue with the member every year and continues to violate WMHC Rules and Regulations page 45 "DOGS" second paragraph which reads:

*In the event a dog defecates on corporation property, the member must **IMMEDIATELY** clean it up. Failure to comply subjects the member to the penalty for non-compliance.*

*The rules and regulations also apply to visitors who bring their dog to a member's home. The member is responsible for any visiting dog.*

A motion was made by Judy Thompson, seconded by Donna Schautz and carried stating to send a letter fining \$50.00 for failure to remove the feces.

Motion to adjourn was made by Michael Litzenberger, seconded by Judy Thompson and carried

Meeting adjourned 9:25 PM.

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Michael Litzenberger, Secretary