

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY  
BOARD OF TRUSTEES – MINUTES  
FEBRUARY 15, 2022**

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

**ROLL CALL:** Patricia C. Zambell, President  
Judy Thompson, Treasurer  
Linda Schnitzer, Ass't Treasurer (Abs.)  
William Reuter, Secretary (Abs.)  
Trisha Donahue, Manager  
Jonathan Hassinger, Vice President  
John DiOrio  
William Geli  
Cheryl Siegel, Attorney

**JANUARY 18, 2022 MEETING MINUTES:** A motion was made by Judy Thompson seconded by William Geli and carried to accept the JANUARY 18, 2022 meeting minutes.

**MANAGER'S REPORT:**

**REVENUE: \$ 590,072.29                      EXPENSE: \$152,278                      ACQ. M.O. \$11,250.00**

**VACATES: TRANSFERS: NEW MEMBERS:** Benjamin Spiegel moved out. Nanette Babinetz transferred to 64B Seafoam; John Atherton moved into 11 A 2 Atlantic. John has no priority. Andrew & Kristina Kuroski moved out; Kecia Barrett transferred to 30 A Wavecrest and Sharon Reilly moved into 12 A 2 Pacific. Sharon has no priority.

A motion was made by Jonathan Hassinger seconded by Judy Thompson and carried to accept the Manager's Report.

**DECEASED:**

Maryann Hawalka	73 C Wavecrest	Died: 11/17/21
Christopher Beers	17 B Wavecrest	Died: 12/06/21

**INFORMATIONAL:**

12/27/21      From: Buckalew, Frizzell & Crevina      Re: Civil Action

**COMMUNICATIONS:**

01/25/2022	From: Tara Kuroski	Re: Lattice
01/30/2022	From: Melissa Arredondo	Re: Covid Fees-Court Order
02/01/2022	From: Angelo Gervasi	Re: Tree
02/03/2022	From: Cathy Pons	Re: Robinson
02/03/2022	From: Gina Damiano	Re: Financial Difficulties
02/04/2022	From: Lisa Ali	Re: Late Fee
02/15/2022	From: Valerie Shafer	Re: Check-Minus Covid Fees

A motion was made by Jonathan Hassinger seconded by John DiOrio and carried to accept Informational/Communications.

**LEGAL**

**DELINQUENT MEMBERS:** A resolution was made by John DiOrio and seconded by William Geli to notify the members who repeatedly and without legal justification were delinquent in remitting their monthly financial obligations, that in accordance with the provisions of corporate **TERMINATION POLICY** as they were scheduled to meet with the Board twice within a twelve (12) month period, or refused or otherwise failed to attend the scheduled meeting, their files shall be turned over to Corporation legal counsel to serve a **NOTICE TO QUIT**. Furthermore, if **CAUSE** to complete the eviction process. Furthermore, all legal fees shall be charged to the member's account and the outstanding balance paid to avoid further action for any reason a member's check does not clear, or if they fail to comply within the prescribed time, corporation legal counsel shall immediately file a **VERIFIED COMPLAINT ORDER TO SHOW CAUSE** to complete the eviction process. Furthermore, all legal fees shall be charged to the member's account and the outstanding balance paid to avoid further action.

**LEGAL (cont.) INFORMATIONAL**

**MEASUREMENTS:** Cheryl Siegel, WMHC legal counsel, advised the Manager of a request from attorney regarding measurements of lattice/trellis. Member’s request to take the measurements himself was denied by the judge overseeing this case. The Judge ordered that a third party attend the measuring and that the member’s presence would not be necessary. On Wednesday, January 26, 2022, Cheryl Siegel, Trisha Donahue, Manager, a private investigator, and member’s legal counsel measured five trellis that were approved within the last 5 years. Member was present due to driving his attorney and private investigator to the sites for measurement.

**OLD BUSINESS**

**SNOW REMOVAL:** Continuation on the discussion to transfer the responsibility of snow removal over to the townships Budget by April. A motion was made by John DiOrio seconded by Judy Thompson and carried to instruct the Manager to send a letter to the Township to convene an executive session to address snow removal from the streets in our community before their April Budget.

**UNANIMOUS BY ROLL CALL VOTE**

**NEW BUSINESS**

**MEMBER SELECTION:** A motion was made by John DiOrio seconded by Jonathan Hassinger and carried to approve the following applications: Son application 4-#1645; Son application 4-#1646; Daughter application 4-#1647; Sister application 2-1/2-#3509; Parent application 3-#1083; Non-Priority application 2-1/2-#3255; Add spouse application 4-1/2-#342.

A motion was made by Jonathan Hassinger seconded by Judy Thompson and carried cancelling the following applications for failure to respond: 2-1/2-# 3245; 3246; 3247; 3248; 3249; 3250; 3251; 3252; 3253; 3254; 3256; 3258; 3259; 3260; 3261;3262; 3263; 3264:

**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 Jonathan Hassinger seconded by John DiOrio and and carried approving the transfer of funds.

**UNANIMOUS BY ROLL CALL VOTE**

**TREE REMOVAL:** Member submitted a letter requesting to remove an oak tree from their backyard. Member states that they are planning for an addition. The tree is only 10 feet from the dwelling and will need to be removed for the member to move forward with an addition. A motion was made by Jonathan Hassinger seconded by John DiOrio and carried that permission for the tree removal will be provisional upon the execution of the appropriate paperwork, Addition Agreement, architectural drawings, blue prints and measurements being submitted for the member’s addition.

**COVID-19 PROTOCOL ORDERS LESSENING FEES AND FINE:** Member dropped off a letter requesting we apply the court ordered credit for fees to their account. To date WMHC did not obtain the court order from the judge. The Manager was awaiting the order. Credit to member account was applied by verbal order from the WMHC attorney. To date there is still no written court order. Member also stated that they were unable to log into member’s account on the Corporation website. Members are not applying the correct password they set up. WMHC does not have that information. When a member calls the office with this problem, the ITT company is notified and it takes a few days for the member to be able to set up their new password.

**MONTHLY OBLIGATION:** Member dropped off a check on 2/15/2022 in the amount of \$796.00; they currently owe \$870.50. Written in the memo was "Covid minus 3 late fees". To date we have nothing in member's file requesting rental assistance. A motion was made by Judy Thompson seconded by Jonathan Hassinger and carried instructing the Manager to deny member request. In accordance to the New Jersey state eviction moratorium, Member would have had to apply for state rental assistance to qualify for late/administrative fee exemption.

**TUB REPLACEMENT:** Member was informed on 9/24/2021 that their tub was in need of replacement. Maintenance informed the manger that they were unable to order a replacement tub that would fit up the stairs. A motion was made by Jonathan Hassinger seconded by Judy Thompson and carried instructing the Manager to purchase a three-piece unit for maintenance to install. To date, maintenance has not found a system that will accommodate the measurements.

**2020 ANNUAL AUDIT:** A motion was made by Jonathan Hassinger seconded by Judy Thompson and carried to accept the Annual Financial Audit for the year ending December 31, 2020.

### INFORMATIONAL

**WMHC BUILDING CRAWL SPACE:** During the repairs to the office heating system, Bob Parin, Licensed Plumber, informed the manager that the crawl space under the building is in dire need of repair and maintenance. Bob has recommended that the cinder block walls need to be dry locked. Water needs to be cleaned up. Spray insulation should be installed and some rotted joists need to be replaced. Moisture buildup continues to expose soil in crawl space will often propagate growth. This crawlspace remains with an incomplete vapor barrier.

Motion to adjourn was made by Judy Thompson seconded by John DiOrio and carried

Meeting adjourned 9:05 PM.

---

William Reuter, Secetary