

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

The regular meeting of the Board of Trustees was called to order by the President, Patricia C.-Zambell at 6:55 PM.

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

FEBRUARY 15, 2022 MEETING MINUTES: A motion was made by Judy Thompson seconded by William Reuter and carried to accept the FEBRUARY 15, 2022 meeting minutes.

MANAGER'S REPORT:

REVENUE: \$ 600,067.61 EXPENSE: \$194,870 ACQ. M.O. \$3,750

VACATES: TRANSFERS: NEW MEMBERS: Christine Magalone moved out. William Temple transferred to 30 C Wavecrest and Tonka Barrett moved into 9 B 2 Wavecrest. Tonka is the sister of Kecia Barrett.

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: Hearing Date
02/25/22	From: Buckalew, Frizzell & Crevina	Re: Collection Forms
03/02/22	From: Buckalew, Frizzell & Crevina	Re: Order to Show Cause
03/04/22	From: Hueston McNulty	Re: Defendant
03/08/22	From: Buckalew, Frizzell & Crevina	Re: Writ of Possession Order

COMMUNICATIONS:

02/22/2022 From: Scotchwood Construction Re: Increase

A motion was made by Jonathan Hassinger seconded by Judy Thompson 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.

NEW BUSINESS

MEMBER SELECTION: A motion was made by Jonathan Hassinger seconded by John DiOrio and carried to approve the following applications: Son application 4-1/2 - #343; Non priority applications 2-1/2 - #3254; 2-1/2 - #3285; 2-1/2- #3286; and transfer #1404 who does not need to be interviewed.

A motion was made by John DiOrio seconded by Jonathan Hassinger and carried cancelling the following applications for failure to respond: 2-1/2-# 3265; 3266; 3267; 3268; 3269; 3270; 3271; 3272; 3273; 3274; 3275; 3276; 3277; 3278; 3279; 3280; 3281; 3282; 3283; 3284; 3285.

ROOFING PROGRAM: Scotchwood Construction, roofing contractor, has informed the Manager that there is a 5% increase to material for the 2022 roofing program. A motion was made by Judy Thompson seconded by William Reuter to accept the increase in material to continue with Roofing Program.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

SUMP PUMP LINE REPAIR: On Monday, February 21, 2022, the Maintenance Department determined that there was a water leak on Wavecrest under lattice and wood wall. After inspection of the leak, the maintenance department determined that the underground sump pump line was damaged by a stake from the lattice being installed. Maintenance removed the broken PVC pipe where the stake punctured the pipe. (Pictures enclosed). After reviewing member file, a letter was sent to member in May 2021 to repair or remove the broken lattice. To date there is no Dig Number or Agreement completed for the lattice and/or additional wood wall. Should the six hours spent to repair the line totaling \$600.00 be billed to the member's account for said repairs? A motion was made by Judy Thompson seconded by William Geli to have the maintenance men to submit an instructed statement from each and review with the Board or Manager.

TUB REPAIR: Next Step Finishing has billed the corporation for a tub repair. The repair was for a crack in the bottom of tube. Contractor repaired the tub by drilling holes in tub floor. Shooting expanding foam in holes to secure and strengthen floor. Fiberglass over crack to reinforce damaged area. Installed inlay on tub bottom and spayed tub area. Cost for repair, strength, purchase and install inlay \$500. Cost for color match and spray tub area \$300. Total cost of repair \$800.00. A motion was made by Jonathan Hassinger seconded by William Reuter to accept cost of repair.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

DECK: Member would like to expand their deck over their back porch so that he can walk out of their back door directly onto deck. The original deck, which is grandfathered, measures 19' x 19'. The deck is already larger than the maximum deck size of 16 x 16. Member would like to add a 4' x 10' section to the existing deck so that the deck goes directly to the back door. A motion was made by John DiOrio seconded by Judy Thompson to deny members request to extend deck.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

UNION CONTRACT: Jonathan Hassinger will advise Board of some updates in regards to the negotiations. At this time a binding agreement has not been reached.

MOVE OUTS: Discussion regarding policy for move-outs for the Maintenance. In accordance with the WMHC Membership Handbook regarding "Vacating a Dwelling", INSPECTION which reads:

***INSPECTION:** Upon receipt of a Transfer request or Vacate Notice, a preliminary inspection of the dwelling and grounds is made by a representative of the corporation and the member is notified of obvious damage or violations chargeable to their account. Upon receipt of the keys, a final inspection is made and the condition of the dwelling and grounds reported in detail on an inspection summary sheet which is given to the vacating member. It is the obligation of the vacating member to maintain the dwelling and grounds. Any work executed by maintenance personnel, to place the dwelling or grounds in suitable condition for another occupant, is charged to the vacating member's account. (See Cleanliness Standard, Equity and Vacate Procedure)*

A motion was made by John DiOrio seconded by Jonathan Hassinger that the Board will develop a form filled out by the maintenance department and signed. All work completed in each unit will be listed and signed accordingly. Upon the work completed a final inspection by the Manager will be signed.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

WINFIELD SCHOOL PTO: Winfield PTO Secretary has submitted a letter requesting the use of the Mutual Housing Building, Field and Track for a PTO/WPD Bicycle Derby. The event is scheduled for Saturday, May 14, 2022 from approximately 1:00 pm 0 4:00 pm. A motion was made by John DiOrio seconded by William Geli to give permission for the use of the Community Center, Track and Field with the provision that the building inside and outside is cleaned and secured by the PTO

INFORMATIONAL

ASSISTANT MAINTENANCE MANAGER: Management has put together a Job Summary/Description for the Part-time Assistant Maintenance Manager for the Board to review.

PUBLIC SEWER SERVICE: Information for Board review regarding a company that provides sewer main TV inspections and pipe locating. Services include quality video and written reports with the exact footage of sewer lines and a description of the problems areas found by implementing sewer line TV inspections along with a "Plan of Action" to resolve specific sewer issues. TV sewer inspections services include: broken sewer line TV inspection, Sewer line problem area's location, sewer conditions inspection and several other services. The Manager met with Jamie Kazazian from Public Sewer Service. No decision made at this time.

Motion to adjourn was made by John DiOrio seconded by William Reuter and carried

Meeting adjourned 10:20 PM.

William Reuter, Secretary