

**WINFIELD MUTUAL HOUSING CORPORATION  
WINFIELD PARK, NEW JERSEY  
BOARD OF TRUSTEES – MINUTES  
FEBRUARY 20, 2018**

The regular meeting of the Board of Trustees was called to order by the President, Eugene Back at 6:00 P.M.

<b>ROLL CALL:</b> Eugene Back, President	Trisha C. Zambell, Secretary
Michael Litzenberger, Vice President	Meghan Carney
Donna Schautz, Treasurer	Robert Weiss
Judy Thompson, Ass't Treasurer	Michael Stewart, Attorney
Trisha Donahue, Manager	

**JANUARY 16, 2018 MEETING MINUTES:** A motion was made by Michael Litzenberger, seconded by Trish Zambell and carried to accept the January 16, 2018 Meeting Minutes.

**MANAGER'S REPORT:**

**REVENUE: \$532,931                      EXPENSE: \$193,129                      ACQ. M.O. \$7,500**

**VACATES: TRANSFERS: NEW MEMBERS:** Frank Weiss died and Allison Braithwaite moved into 53 A Wavecrest. Allison is the daughter of Daniel and Roseann Braithwaite. James Capasso moved out and Warren Reagor moved into 7 A Riverview. Warren is the brother of Charles Reagor.

**DECEASED:**

Eileen Turcotte	25 A Wavecrest	Died 12/13/17
Hjordis (Lunde) Stavheim	73 A Wavecrest	Died 12/29/17
Anita Riggi	43 A Wavecrest	Died 02/08/18

A motion was made by Robert Weiss, seconded by Trish Zambell and carried to accept the Manager's Report.

**INFORMATIONAL:**

1/16/18	From: AIG (American International)	Re: Loss Run
1/19/18	From: RSI Bank	Re: Certificate of Insurance
2/6/18	From: Rules & Regulation Revision Committee	Re: Meeting Minutes

**COMMUNICATIONS:**

1/27/18	From: AB Garage Doors	Re: New Door
1/28/18	From: Girl Scout Troop 40974	Re: Silver Award
1/31/18	From: Winfield PTO	Re: Pancake Breakfast
1/31/18	From: Door Boy	Re: New Door
1/31/18	From: Linda Rox	Re: Angel Committee Disbanded/Resignation
2/5/18	From: Ted Wallace	Re: Watchung Sail & Power
2/5/18	From: Barbara Albeck	Re: Furnace & Water Heater

A motion was made by Michael Litzenberger, seconded by Donna Schautz and carried to accept the informational/communications.

**NEW BUSINESS**

**MEMBER SELECTION:** A motion was made by Judy Thompson, seconded by Trish Zambell and carried accepting the following applicants: Son/Daughter application #3-1050 : Parent application #5-1/2-349 : Grandchild application #5-1/2-350 : Niece/Nephew application #2-1/2-3216 and transfer application #1296 which does not need to be interviewed.

**MAINTENANCE GARAGE DOOR:** Maintenance would like to replace a garage door that can be locked to prevent anyone other than maintenance personnel to enter the garage or shop during work hours. Two proposals have been submitted. AB Garage Doors has submitted a quote for a new garage door with a pass door in the amount of \$4,500.00. Door Boy, LLC submitted a proposal in the amount of \$3687.10.

A motion was made by Michael Litzenberger, seconded by Donna Schautz and carried stating it is mandatory for maintenance to use the man-door in the other area. The board will consider a man-door when this garage door is no longer functional.

**GIRL SCOUT TROOP 40974:** This troop would like to start projects – (1) Kindness Rocks and (2) Children’s Lending Library. The troop needs approval for these two projects as explained in their letter. A motion was made by Michael Litzenberger, seconded by Trish Zambell and carried granting permission for the project providing the board approves the designated area. External area should be covered in area of cameras.

**GYMNASIUM HEAT AND EXTERMINATING:** The boiler was disconnected and a different system is in place that does not heat the whole building efficiently. Padding is also pulling away from walls. There has been an infestation of flies inside the gym. Contractor and no one else seem to want to take responsibility for any deficiencies. A motion was made by Trish Zambell, seconded by Meghan Carney and carried advising that additional duct work will be added to hallway. Pads and molding to be corrected by maintenance.

**RUMMAGER:** A member has been collecting metal for the last few years which has been creating a problem on the street. First of all, the member has three trucks, all parked on the street. They take apart material in the trucks, throw unwanted articles in garbage cans and keep the metal. The nails and screws get scattered in the street causing flat or ruined tires. Several members have had tires repaired or replaced numerous times. The garbage is being picked up by the corporation scavenger.

A motion was made by Michael Litzenberger, seconded by Trish Zambell and carried to have a board member contact the municipality on any ordinances to present vehicle nuisances and additional costs to Winfield Mutual Housing.

**ON DEMAND UNITS:** A new member is in the apartment that had a fire and had the heat and water on demand system installed in all three units by a previous manager. 30A and 30C have had new furnaces and water heaters installed and they would like to have the same. All units were not only not working properly but no outside vendors can or want to work on them. We have replaced all the ones in the 10 Atlantic bachelor, this would be the last one. Because the chimneys were removed at the Atlantic and Wavecrest addresses, the new heating and water heater would need to be vented out and replaced with the new approved 90% or 92% efficiency unit.

A motion was made by Donna Schautz, seconded by Trish Zambell and carried stating that due to high volumes of calls and systems not producing enough heat or hot water, the board unanimously agreed to put in a regular furnace and hot water heater.

**BUCKLE TRANSFER:** The bank account for the Buckle Center was dwindling and we took a transfer in January from the Administration Fund to the Buckle Fund in the amount of \$5,000 to cover expenses.

A motion was made by Robert Weiss, seconded by Michael Litzenberger and carried authorizing the transfer.

**INVESTORS BANK:** We are moving our two accounts from Investors to RSI Bank (Rahway Savings Bank) to get a better yield.

A motion was made by Michael Litzenberger, seconded by Robert Weiss and carried stating that the board decided to move our money market and checking account to RSI Savings and become a part of this institution. RSI bank representative will continue being responsible for the financial health of our accounts and will continue to assist helping our board make excellent long term financial goals. .

**CERTIFICATE OF DEPOSIT:** Our CD is coming due for the CRF Fund. A 12 month certificate at RSI is 1.25%, 18 month certificate is 1.60% and 3 years is 2%.

A motion was made by Trish Zambell, seconded by Meghan Carney and carried reiterating that we have been proactive in moving CD monies to lock in better rates over the past two years. The research obtained from various financial institutions possesses no risk. A unanimous decision to lock in for 18 months instead of 6 months

**ROOM 4:** Our plans for updating the facilities at the Community Center are nearing completion. This room was last updated in the 70's. After this is completed, we hope to start renovating the ladies room if all goes well.

A motion was made by Judy Thompson, seconded by Robert Weiss and carried noting we will add an additional line item for permits in next year's budget. Although in the past Winfield Mutual Housing, under the direction of Paul M. Greig, never paid for permits and fees were always waived. This no longer exists. We are also billed \$1.00 for each and every water heater installation. Since 2013 to date, we have spent \$72,000 to Lenny's Plumbing for installation of all water heaters, and \$177.00 to the Township for plumbing permits. Mutual Housing just paid an additional \$298.00 in permit fees for the renovations done in Room 4.

**JOHN DEERE TRACTOR/LOADER:** A glass window on the newly leased tractor broke when the door was closed by maintenance personnel. The insurance deductible is \$500.00 and the glass is not covered by the equipment warranty. The tractor company is able to repair the broken glass at a cost of \$1,205.14.

A motion was made by Donna Schautz, seconded by Trish Zambell and carried agreeing to repair the tractor window.

**ANGEL COMMITTEE:** It saddens me to learn that this group, which was created in 2012 by Robbin Sweeney, has been disbanded. The committee who came together to help members in need of a hot meal, baskets of food delivered on special holidays, soup delivered to the sick or just a simple card will no longer receive this assistance. There will always be members in our community who cannot afford the basic requirements of living. I hope quietly we can in some way take care of those in need. Thank you to all who dedicated their time and positive energies.

**LEGAL**

**RENTING ROOMS:** The manager has submitted information of a person admitting to renting a room in town. Excerpt from Members' Handbook (page 52): **RENTING ROOMS – OR THE CELLAR:** Certain members advertised that they have rooms (or cellars) available to rent. **REMEMBER** there is no landlord and there are no tenants under the mutual plan. The Mutual Ownership Contract specifically states that the member shall occupy the dwelling as a private dwelling **only for himself and his immediate family** (as defined by the Corporation). Therefore, anytime a member rents out rooms – or the cellar – this is in direct conflict with the provisions of the contract and constitutes a clear violation of our Occupancy Agreement. However, notwithstanding the foregoing contractual limitations, by today's standards, it is nevertheless acceptable for people in a relationship to cohabit as current laws allow persons who are not married to live together. However, people in a relationship who are room-mates, or have a joint household, establish an entirely different state of affairs than that of **RENTING OUT ROOMS OR THE CELLAR** to different families. Therefore, as those members, who are renting to others, and violating their contractual obligations by failing to occupy the dwelling **AS A PRIVATE** (not multi-family) **DWELLING** for themselves and their immediate family, the board will institute corrective measures."

A motion was made by Trish Zambell, seconded by Meghan Carney and carried to submit to legal counsel.

**MONTHLY PAYMENT:** Member was notified to appear before the Board in December and did not attend the meeting. The member claims he dropped off money orders for his November and December monthly obligation. There is no record of these payments and the member claims according to the bank, the checks have not been cashed. The member's account has been charged late and administrative fees along with legal fees for Notice to Quit for non-payment. Deposit slips verified money orders were not posted.

A motion was made by Judy Thompson, seconded by Trish Zambell noting the member's ledger card continues to be in arrears for the past two years. All accounts over two months overdue are automatically submitted to legal. All fines and legal fees remain. Action continues.

A motion to adjourn was made by Trish Zambell, seconded by Meghan Carney and carried

Meeting adjourned 9:35 PM