### WINFIELD MUTUAL HOUSING CORPORATION WINFIELD PARK, NEW JERSEY BOARD OF TRUSTEES – MINUTES APRIL 17, 2018

The regular meeting of the Board of Trustees was called to order by the President, Michael Litzenberger at 6:40 P.M.

ROLL CALL: Michael Litzenberger, President Robert Weiss, Vice President Donna Schautz, Treasurer (abs) Judy Thompson, Ass't Treasurer Trisha Donahue, Manager Trisha C. Zambell, Secretary Meghan Carney Michael Stewart, Attorney

**MARCH 20, 2018 MEETING MINUTES:** A motion was made by Robert Weiss, seconded by Trisha Zambell and carried to accept the March 20, 2018 Meeting Minutes.

### MANAGER'S REPORT:

### **REVENUE: \$506,048**

EXPENSE: \$194,806

ACQ. M.O. \$ - 0 -

**VACATES: TRANSFERS: NEW MEMBERS:** Dennis Zehrer moved out and William Conroy moved into 11 A 2 Atlantic. William has no priority. Anita Riggi died and assigned 43 A Wavecrest by Will to her grandson Andrew Matthews.

### DECEASED:

Marion Peake Robert McKay 1 C Atlantic 5 D Riverview Died 2/16/18 Died 4/6/18

A motion was made by Judy Thompson, seconded by Meghan Carney and carried to accept the Manager's Report.

### **INFORMATIONAL:**

12/15/17	From: Lindabury, McCormick et al	Re: Invoice for Mediation
3/23/18	From: WMHC	To: Animal Regulation
3/29/18	From: WMHC	To: Peri & Stewart
3/29/18	From: United Steelworkers	Re: Health Participation Agreement
4/3/18	From: NIGPP Pension	Re: Status for Pension Plan

### COMMUNICATIONS:

3/21/18	From: Member	Re: Leaf charge
3/23/18	From: Gregory Hoffman	Re: Summer Recreation
3/28/18	From: Joy Greenhill	Re: Relay for Life
4/2/18	From: Hoagland, Longo et al	Re: Law Suit
4/4/18	From: Member	Re: Legal Fees
4/11/18	From: Member	Re: Dogs Living in Unit (4)
4/17/18	From: Member	Re: Complaint Dogs

A motion was made by Judy Thompson, seconded by Trisha Zambell and carried to accept the informational/communications.

### LEGAL

**VERIFIED COMPLAINT:** The member has been evicted leaving a balance of \$3,281.47 after equity payment. They left with no forwarding address. The Board's position is any remaining balances will be turned over to legal counsel to move to special civil law suit.

**RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE** to move forward to recoup the sum of money owed to the corporation.

**ESTATE DOCUMENTS:** Family members have been contacted regarding their mother's estate but have not answered. A motion was made by Robert Weiss, seconded by Trish Zambell and carried to turn over to legal counsel for appropriate documents to be produced. Manager sent out correspondence regarding procedures.

# **RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE**

**DELINQUENT MEMBERS:** A resolution was made by Meghan Carney, and seconded by Judy Thompson 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 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.

**SETTLEMENT AGREEMENT:** The 2007 Law Suit has been settled and needs signatures by the plaintiffs. The agreement for the corporation will require a two installment payment for the members. Members will be notified of the increase to monthly obligations as soon as the settlement agreement is signed and all paperwork is received by the Manager.

A motion was made by Robert Weiss, seconded by Trisha Zambell and carried authorizing a two installment payment of \$33.00 each.

#### **NEW BUSINESS**

**MEMBER SELECTION:** A motion was made by Judy Thompson, seconded by Meghan Carney and carried accepting the following applicants: Unit assigned by Will 4-#1555 : Niece/Nephew Application 4-1/2-#321 : Non-priority applicants 2-1/2-#2936 and #2937.

A motion was made by Meghan Carney, seconded by Trish Zambell and carried cancelling applications 2-1/2-#2912 : #2913 : #2914 : #2915 : #2917 : #2918 : #2919 : #2920 : #2921 and #2922 for failure to update their applications.

**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 Zambell, seconded by Judy Thompson and carried granting the transfer.

# **RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.**

**LEAF CHARGE:** A member complained about the pile of leaves and wood chips that were left in the yard "by the tree crew". The chips were there because a tree was cut down along with the stump and left for the ground to settle. The leaves were not picked up at time of inspection and looked like a leaf pile.

**SUMMER RECREATION:** Mr. Hoffman has submitted his proposal for recreation. He has changed his hours to 7:30 to 3:00 on Monday, Wednesday and Thursday, Tuesday 7:30 to 5:30 (adult hoops 3:30 to 5:30) and Friday 7:30 to Noon. Recreation starts July 2<sup>nd</sup> and ends August 23<sup>rd</sup> and closed July 4<sup>th</sup>.

**RELAY FOR LIFE:** A request was made for a contribution to Relay for Life from Joy Greenhill of Clark. A motion was made by Robert Weiss, seconded by Judy Thompson and carried denying the request as we receive requests over the years by too many organizations to help everyone.

**BALANCE ON ACCOUNT:** A member claims the account is up to date and wants all charges removed. They were charged \$955.50 for Verified Complaint and have a balance of \$140.00 from old debt. To date the balance is \$1,092.50. No motion at this time as the member is retaining an attorney. If a member fails to liquidate their indebtedness within 10 days, the file is turned over to the corporation's legal counsel. All costs incurred being charged to the member's account.

**15 A WAVECREST EMERGENCY STRUCTURAL DAMAGE:** A family member reached out to the Manager with an issue regarding structural damages to the foundation. Damages have caused dangerous consequences due to water, low lying area and cracks in foundation. The Maintenance Supervisor and the Manager assessed the damage and it was determined that the foundation is in dire need of repair. After acquiring a dig number and moving the dirt away from the unit, a complaint was made to the Township regarding work being done. Cranford Construction Inspector was called to assess the damage. Construction official came out to assess damage. The result requires a design architect drawing and permits. All architectural prints and paper work have been filed with the Township for which WMHC will incur all costs. Contractors of any sort will always obtain proper permits and architect drawings, which will cost us all in our monthly obligation.

A motion was made by Meghan Carney, seconded by Trish Zambell and carried reiterating that the Board will continue to assure units are structurally sound which will cost all members and will be budgeted accordingly. We estimate the project will cost approximately \$15,000 to \$16,000.

**DOG COMPLAINT:** A complaint has been made with WMHC and the police department regarding excessive dog barking, dog feces, and more than 2 dogs living in a dwelling on Wavecrest Avenue. Violation letters were sent to the member regarding the complaints. The member has written a letter in response to the violation letters and feels "the person or persons complaining is not only in error, is once again harassing me". In the letter the member also states that they have "falsely" received tickets from the police department for "unlicensed dogs". They also claim that "occasionally when company is over or family is doing renovations, their licensed dogs are over. They only stay for short visits and are well behaved."

A motion was made by Robert Weiss, seconded by Trish Zambell and carried to turn complaint over to legal counsel to cease and desist. There is a two (2) animal rule period and they must be registered. If the dog is not accompanied by a responsible person, the dog must be on a leash and secured within the fenced area. The member is responsible for any visiting dog. Members are required to keep their dog under control at all times without the animals becoming a nuisance. Complaints concerning dogs or cats should be reported to the Township Office. Any member failing to clean up after their dog should be reported to the Animal Regulation Committee and to the Board of Health.

A motion to adjourn was made by Meghan Carney, seconded by Judy Thompson and carried.

Meeting adjourned 9:15 PM

P. C-Zambell, Secretary