

**WINFIELD MUTUAL HOUSING CORPORATION
WINFIELD PARK, NEW JERSEY
BOARD OF TRUSTEES – MINUTES
MAY 9, 2023 (CLOSED SESSION)**

The regular meeting of the Board of Trustees was called to order by the President, Patricia C.- Zambell at 6:37 PM.

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

APRIL 18, 2023 MEETING MINUTES: A motion was made by Jonathan Hassinger seconded by William Geli and carried to accept the APRIL 18, 2023 meeting minutes.

MANAGER'S REPORT:

REVENUE: \$ 567,887.55 EXPENSE: \$ 248,148.00 ACQ. M.O. \$ 7,500.00

VACATES: TRANSFERS: NEW MEMBERS:

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

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

DECEASED:

Anita Ruscansky	18 C Wavecrest	Died 02/05/2023
Cecilia Cherry	106 A Wavecrest	Died 02/25/2023
James Sporer	44 A Wavecrest	Died 04/03/2023

INFORMATIONAL:

04/17/2023	From: Buckalew, Frizzell & Crevina	Re: Notices to Quit
04/24/2023	From: Buckalew, Frizzell & Crevina	Re: Notice to Quit/Fedex
04/28/2023	From: Buckalew, Frizzell & Crevina	Re: Demand Letters
05/02/2023	From: Buckalew, Frizzell & Crevina	Re: Order to Show Cause
05/02/2023	From: Tony LaRocca	Re: Tri Meeting Minutes

COMMUNICATIONS:

03/20/2023	From: Lifeline Technology Solutions	Re: Server & Phones
04/17/2023	From: Lauren Cruz	Re: Request to Meet with BOT
05/01/2023	From: Ashley Dias	Re: Invoice for siding cleaning

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

LEGAL

DELINQUENT MEMBERS: A resolution was made by Jonathan Hassinger and seconded by John DiOrio 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

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. A motion was made by Jonathan Hassinger, seconded by Linda Schnitzer and carried to give raises as agreed for office personnel.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

BOT MEETING REQUEST: Member has submitted a request to meet with the Board regarding the balance on their account for transferring. Transfer inspection listed deficiencies that were not completed by the member. Unit was left in deplorable condition (pictures will be on Board table for Board review). The costs for Maintenance to repair the dwelling and put the unit in suitable condition totaled \$2,172.98. The "Double Per Diem" cost of \$1,456.00 for the extra days that the member claimed they needed to complete the work. Total balance owed on account \$4,911.98. A motion was made by Jonathan Hassinger seconded by William Geli that the per diem is not retractable balance remains.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

BOT MEETING REQUEST: Member left a message with the answering service on April 25, 2024 requesting to attend the next Board of Trustees meeting. During the April 18, 2023 Board meeting a motion was made by John DiOrio seconded by William Geli and carried to notify member that as a result of the returned monthly obligation and NSF charges in July 2022 along with the Lapsed Insurance Fine assessed to member's account in October 2022, member will be notified that their transfer eligibility will be effective April 7, 2024. Providing there are no further violations and all required meetings have been completed, member may apply for a transfer eighteen months from last violation which occurred in October 2022. A letter was sent to member on April 21, 2023 regarding the Boards decision for her transfer eligibility. A motion was made by Jonathan Hassinger seconded by Linda Schnitzer to reject member's request for another meeting with the Board. This request is a duplicate and the Board already made a motion regarding member's transfer eligibility. Boards decision stands.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

INVOICE FOR SIDING CLEANING: Member's vinyl siding was power washed in accordance with the schedule listed in the Membership Meeting brochure. Member is not comfortable with paying the \$50.00 fee for their addition to be cleaned. Member claims they were not aware that an additional charge would occur for having an extension cleaned. Member is requesting that the \$50.00 charge be removed from their account. According to the "Addendum to Mutual Ownership Contract" which member signed in June of 2019 when they accepted this unit, the addendum clearly states:

I further agree to pay for the extra vinyl siding used to re-side the addition when necessary and to pay the extra costs for re-roofing, new gutters and power washing the addition.

I further covenant and agree to be fully responsible, at my cost and expense, to comply with all rules and regulations of the Corporation as they now exist or as they may be lawfully added to or amended. In the event of non-compliance with any of the rules and regulations, I hereby agree that the cost of effecting compliance shall be treated as a replacement or repair charge to place the dwelling in suitable condition for another occupant within the meaning of the Mutual Ownership Contract.

A motion was made by Jonathan Hassinger seconded by John DiOrio that a letter needs to be sent to member stating fee will remain on account in accordance with the Addendum to Mutual Ownership Contract.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

A motion to adjourn was made by John DiOrio seconded by William Geli and carried

Meeting adjourned 7:55 PM

William Reuter, Secretary

WINFIELD MUTUAL HOUSING CORPORATION

WINFIELD PARK, NEW JERSEY

BOARD OF TRUSTEES

REORGANIZATION MEETING MINUTES

MAY 16th, 2023

The Reorganization Meeting of the Winfield Mutual Housing Corporation Board of Trustees was called to order by the Manager, Trisha Donahue at 8:35 p.m.

ROLL CALL:	JOHN DIORIO	whose term expires 2024
	WILLIAM GELI	whose term expires 2024
	JONATHAN HASSINGER	whose term expires 2024
	PATRICIA ZAMBELL	whose term expires 2025
	FRED VITEKA	whose term expires 2025
	SUSAN ALACCHI	whose term expires 2026
	WILLIAM REUTER	whose term expires 2026

Cheryl Siegel, Corporation legal counsel, was also in attendance.

Trisha Donahue stated that the **FIRST ORDER OF BUSINESS** was to elect the President for the ensuing year.

PRESIDENT: A motion was made by Susan Alacchi seconded by Patricia C.-Zambell and carried to elect Jonathan Hassinger **President** for the ensuing year and who assumed the chair and stated that the next order of business was to elect the following officers.

VICE PRESIDENT: A motion was made by _____ seconded by _____ and carried to elect Patricia C.-Zambell **Vice President**.

TREASURER: A motion was made by Patricia C.-Zambell seconded by Fred Viteka and carried to elect William Geli **Treasurer**.

ASSISTANT TREASURER: A motion was made by Patricia C.-Zambell, seconded by Fred Viteka and carried to elect Susan Alacchi **Assistant Treasurer**.

SECRETARY: A motion was made by John DiOrio seconded by Fred Viteka and carried to elect William Reuter **Secretary**.

JAMES F. BUCKLE CENTER: Patricia C.-Zambell and Fred Viteka were selected by the Board of Trustees President to control the overall operations of the James F. Buckle Center.

The following committee co-chairpersons were appointed:

Animal Regulation: Jonathan Hassinger and William Reuter

Beautification: William Reuter and William Geli

Building and Grounds: William Reuter and Fred Viteka

Christmas Tree Lighting: All Board Members

Member Selection: All Board Members

Non-Occupants: John DiOrio and Susan Alacchi

Recreation: John DiOrio and Fred Viteka

Recreational Vehicles: Jonathan Hassinger and Patricia C.-Zambell

A motion to adjourn was made by William Geli, seconded by Susan Alacchi and carried.

The Reorganization Meeting adjourned at 9:05 p.m.

William Reuter

Secretary



WINFIELD MUTUAL HOUSING CORPORATION
BOARD OF TRUSTEE MEETING MINUTES – Open
Session

MAY 9, 2023

*Prior to the meeting being convened, the membership will pledge allegiance
to the flag of our Country*

The Open Session meeting of the Board of Trustees is called to order by the President,
Patricia C.- Zambell at 8:00 PM.

DISCUSS AND TAKE APPROPRIATE ACTION IN CONECTION WITH:

ROLL CALL: Patricia C. Zambell, President Jonathan Hassinger, Vice
President
 William Geli, Treasurer John DiOrio
 Linda Schnitzer, Ass't Treasurer Fred Viteka
 William Reuter, Secretary Cheryl Siegel, Attorney

1. Approval of Minutes from APRIL 18, 2023 Board of Trustee Meeting.
Minutes were approved as read. A motion was made by John DiOrio seconded
by Jonathan Hassinger and carried to accept the APRIL 18, 2023 meeting
minutes.

2. Managers Report:

REVENUE: \$567,887.55 EXPENSE: \$248,148.00 ACQ. M.O. \$ 7,500.00

A motion was made by Jonathan Hassinger seconded by Fred Viteka and carried to
accept the Manager's Report

DECEASED:

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Cecilia Cherry	106 A Wavecrest	Died 02/25/2023
James Sporer	44 A Wavecrest	Died 04/03/2023

INFORMATIONAL:

02/21/2023 From: Scotchwood Construction Re: Roofing Increase

COMMUNICATIONS:

05/02/2023 From: Ron Hade Re: Tree Removal Own
Expense

A motion was m A motion was made by Jonathan Hassinger seconded by William
Geli and carried to accept Informational/Communications.



WINFIELD MUTUAL HOUSING CORPORATION
BOARD OF TRUSTEE MEETING MINUTES – Open
Session

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3. NEW BUSINESS:

MEMBER SELECTION: A motion was made by Jonathan Hassinger seconded by John DiOrio and carried to approve the following applications: Son application 3-#1099; Son application 4-#1672; Brother application 4-#1674; Daughter application 4-#1675; and Sister application 4-#1676.

A. TREE REMOVAL: Member has submitted a written request to remove a tree from backyard. The tree is causing member's children to have severe allergies due to the amount of pollen and is dropping branches. Member is requesting to remove the tree at their own expense. A motion was made by John DiOrio seconded by Jonathan Hassinger to have the member provide doctor certification to the health of the children. Once provided tree can be removed at member's expense.

B. MAINTENANCE VEHICLES: The pickup truck needs a tire repair, yearly inspection, and oil change in the amount of \$190.05. A motion was made by Jonathan Hassinger seconded by William Reuter to pay for maintenance on truck as stated.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

C. SCOTCHWOOD CONSTRUCTION: Effective April 25, 2023 has submitted the revised prices for the roofing program. There has been a four percent (4%) increase this year. Plywood price remains the same at \$3.00 per square foot. A motion was made by Jonathan Hassinger seconded by John DiOrio to accept increase and continue with roof program per member vote for roof program.

RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

4. INFORMATIONAL:

A. TREES: The 2019 Tree List has been completed. Tree Budget for 2023 is at \$38,371.00 for the remainder of the year.

5. ADJOURNMENT: Motion made by Jonathan Hassinger seconded by William Reuter meeting adjourned at 8:05 PM.