

Lake Parsippany Board of Directors Meeting  
June 8, 2020

*Not a quorum of membership, therefore all business and voting will be performed by the Board in accordance with the bylaws.*

A regular meeting of the Board of Directors of the Lake Parsippany Property Owners Association was called to order by Bill Sempier via ZOOM Web based meeting at 7:30 PM

Directors	Present	Absent
Bill Sempier, President	X	
Marilyn Ammirata, Secretary	X	
Sebastian Ostolaza, Treasurer	X	
Dan Nazzaro, Financial Secretary	X	
Brian Kavinski, District 1	X	
Chrissy To, District 1	X	
Mary Ellen Iradi, District 3	X	
Tony Suprum, District 3	X	
Don Phelps	X	
Jenn DeStefano	X	

Approval of the May minutes as electronically submitted. Jenn motioned, Brian seconded. All reviewed, motion to approve by the entire board. Minutes approved.

#### **MEMBERSHIP/SALES REPORT**

Dan provided the following information: Member Type Count

BASIC MEMBERSHIP 764  
FULL 332  
SENIOR 93  
NON-RESIDENT 40  
NON RESIDENT-SENIOR 10  
**Grand Total 1239**

#### **TREASURER REPORT**

##### **Checking/Savings May 31st**

Chase \$243,076.12  
Merrill Lynch \$157,879.80  
Total Checking/Savings **\$400,955.02**

#### **CORRESPONDANCE**

All email questions have been answered as quickly as possible.  
Most questions address badges.

Bill recognized the work of the committee working with all of these. Ralph and Maryanne Rosamila, Erika Boda, John Scrivens, Tony Suprum and Dan Nazzaro.

Bill asked for patience if members have not yet received badges, it is a new and arduous process and the membership committee is working tirelessly to get this done.

Additional correspondence included:

Missing information

Recognized all work done by Membership Committee.

Many questions about increase in legal fees. It was again explained that when a check comes in and needs to be handled multiple times, it must be address by both our attorney and accounting firm.

If you have a legal question, please have your attorney reach out to our attorney.

Many requests to see budget, the full budget has been posted on the website for quite some time.

Recommended all members to sign up on website and not mail any check in.

Don reported that he has received many questions about opening the beach. Bill will address this later in the meeting.

### **June 2020 Presidents Report:**

The following was presented by Bill Sempier:

Good Evening I hope that all of you are all doing well. These are indeed unusual times. Instead of kicking off our 87<sup>th</sup> year with celebrations and a season of activities to show case the lake in grand style we are having all events cancelled the clubhouse closed for the foreseeable future and limitations on beach access. Clearly not the best of times.

We have never mailed out badges before so it has been a challenge, to say the least. Adding to the task is the 8800 cards that needed to be printed and laminated. If you haven't received your membership supplies, yet please be patient. Dan will be discussing the badges as a part of old business in a few minutes.

Questions specific to missing items have been sent to the membership team for response and correction.

People continue to ask what we are paying the lawyer and accountant and why we approved additional budget for legal and accounting fees. We have repeatedly stated that when a check comes in that needs to be handled multiple times there is a cost for that. Every response must come from the attorney. Our attorney is not on retainer. And our accountant is doing much more then we contracted them to do. Membership was to end in March, it's now June and we are still taking in memberships. It costs us more money to process a check that is mailed in vs signing up on line.

People ask about the budget in general. As we have previously stated the published budget was based on a 70% payment from the 2200 properties. To date we are at about 50%. Until there is 100% we will need to consider increases to cover expenses. This is not meant to be a scare tactic, it's a fact. We have also repeatedly stated that the budget will be in flux for the next 3-5 years.

As we have said and replied via email that when a legal question is posed of us we have to refer that to our attorney. That is going to change. If you have a legal question please have your attorney contact our attorney. If you call our attorneys' office on your own, you will be directed to have your attorney contact them as they will not provide free legal information to you, as it costs all of us money to give you an individual answer.

Bill reported having received many emails as well as requests to see the budget. The full budget has been posted for some time now and can be found on the website.

Other questions were related to towing and security and we will be discussing both this evening.

We have been working to improve our communication and made a few minor updates to the website. Over the next few weeks the most obvious will be the addition of meeting minutes. The minutes will include all of the reports along with the monthly financial report.

Please look in the **News and Views** where you can see how to sign up to get emails of upcoming events and other information.

The June news was delayed as we wanted to be as timely as possible to include all the Covid-19 changes. There are some very specific details as to how we will possibly open the beach on June 20<sup>th</sup>. The Governor's directions were clear. The first step was to contact the entire staff to see if they wanted to work under the conditions laid out by the governor's office. Next came the task of getting the beach ready. Over the last two weeks our managers, guards and many volunteers have been working to get the beach ready. This is no small feat. The pipes need to be put back together and the water turned on. The bathrooms need to be cleaned, lane lines out, first aid supplies purchased, docks moved beach cleaned, circulator installed and lane lines out. There is a lot of paperwork the managers have to take care of prior to having the health department come and inspect. We need to wait on the water test results and final inspection and approval from the health department. If we do not pass or we have other requirements we must address where Covid-19 is concerned the June 20<sup>th</sup> date will move

#### **BEACH MANAGER REPORT**

**We are following very specific instructions given to us by the NJ Governor. All these guidelines are reported in News and Views.**

McKenzie provided the following report:

Debbie and I are still working with the lifeguards to get their paperwork, mostly physician notes. We are going to be calling the town on Tuesday to set up our day for inspection either this week or next. Debbie and I have been shopping for the beach and we have purchased masks (for the guards), gloves, cleaning supplies, flags to mark the beach 6ft apart (as marked in the news town rules).

Johnsons and Drewes Beach updates will be addressed in another mass email.

#### **CLUB HOUSE MANAGER REPORT**

Closed with \$0.00 for the month of May.

Bill has also checked with other lakes, nobody has, at this point opened their clubhouses.

#### **MAINTENANCE**

Hot water heater installed at a cost of \$2650. It was a budgeted item. This was the quoted cost from the lowest bidder of 3.

Decks around clubhouse to be replaced soon.

Bill reminded that we are always looking to hire out local members/contractors for electrical, plumbing, painting, roofing GC, architects, lawn care, tree service and cleaning services. We would rather pay a member vendor/contractor than to look outside of our community.

### **WATER QUALITY**

Tony reported: Water quality – Aquatic technologies treated the lake twice in the past month to control and eradicate Eurasian Milfoil and curly leaf pond weed. Two week follow up inspection observed the treatment for the targeting species is working and decomposition of the targeted species was observed. Aquatic Technologies installed the circulation pump at Hoffman Beach. Tests were performed of the circulation pump to ensure proper operation.

### **NEWS AND VIEWS**

June was posted this afternoon.

### **SECURITY**

Brian provided updated report to the Board (

Towing contract for LPPOA properties will now be covered by AJACO towing. Contract is in hand pending signature from Bill.

New signs will be needed at a cost of \$110 each. Currently 8 on property now but recommend 10 be made for possible future use. Total cost \$1100.

Security will be provided by Sterling Security co. As of now we don't have an official start date. The company is having issues with staffing due to recent events. As of now, here is the cost breakdown:

\$21.25/hr.

7 days at 8 hrs. per day \$1190 per week

Vehicle all included \$1175 monthly all costs included.

No holiday or OT charged.

Sterling Security is the only company we have found that will provide seasonal security, other companies are year round.

Looking at starting this service on June 20<sup>th</sup>, as long as we guarantee 56 hours (hours can be staggered) we shouldn't have any problems.

Brian will be contacted on Wednesday to further discuss availability.

Sebastian reported that ADT came in to give estimate on alarm system, old system at clubhouse, local contractor currently used. Current system is now problematic and is very old.

Currently paying \$1300/year for a local contractor to monitor, and we are due to renew. ADT called in and revised proposals received.

### **ADT Lease**

\$108/month for a new system monitoring, annual cost \$1296.00

\$1900.00 to install

Total cost \$3196.00

*However, if we own, the install cost is higher and the overall cost initially is higher, however long term, it is significantly lower/year.*

**ADT Monitoring/we buy equipment**

Initial Install \$3300.00

Total for first year would be \$3300.00

**\$58.00/month for new system monitoring, annual cost \$696.00**

We can also use this system to install Wi-Fi cameras at the beaches. Sebastian does have a proposal, but not discussed at this time.

Dan asked if we reached out to current provider regarding current system...if costs are the same/similar, we should offer the opportunity to update to the current provider. Sebastian and Bill suggested we talk off line about this.

**ACTIVITIES**

Everything, at this point, is tabled.

All activities will be updated as information comes, on the website.

**WEBSITE**

Sebastian reported: Up and Running, Updates to include additional FAQ.

Additional queries about what else to put on the website, all events will be added to the calendar on the website. Currently, with the pandemic and restrictions, many activities have been cancelled, however, once we are allowed, these activities will resume and all will be on the website.

Bill also added, in an attempt to improve communication the Board Minutes will be posted once they are approved, and will then be posted on the website. For example, tonight's meeting minutes will not be formally approved until the July Board Meeting, at that time, they will be posted. We are also working on putting financial monthly report up, as well as being included in the minutes.

Bill strongly recommended that all members sign up with their email address so that we can continue communicating with everyone. This can be done on the LPPOA website. Simple instructions can be found in News and Views.

**CLUBS**

- **Ladies Club-** No report
- **Men's Club-** No report
- **Fishing Club-** Mid spring is one of the best times of the year for fishing, for numbers of fish and large fish. I have received reports of several Channel Catfish catches in the 10 + pound range and reports of Carp in the 20+ pound range.

Congratulations to Pete C for catching one of the large trout. The trout was 19 inches and in the 5-pound range. This fish had a prize associated to it and like Pete always does, he donated the prize back to the fishing club. Thank you, Pete, for being a longtime supporter of the fishing club and the LPPOA.

The bass contests for July, August and September are still on hold until we get informed that it will be safe to run such events. An email will be sent out with information about the contests regardless if they are going to take place or be cancelled. Results of discussions with fishing club members has brought forth the suggestion to cancel contests for 2020. If it is not safe to hold the July contest, all contests for 2020 will be cancelled.

- **Sailing**-John Scrivens reported that Ralph will not be putting boats out this year because it's so difficult to ensure appropriate cleaning between users.
- **Kayak Club**- Safety class is scheduled for June 25 at 5:30 and 7. There will be 24 people per session. Each session will be broken into 3 groups and rotated between the 3 stations. All members can distance themselves along the shoreline to watch the kayak water demonstration. Members are encouraged to try out the kayaks at the end of the class. All members are asked to bring a PFD, if they have one, \$10 per membership and wear a face mask.  
Full members may take the kayak safety class.  
Future kayak events for July will be announced in the News and Views.
- **Swim Club**- Meeting on Thursday night, nothing else to report at this time.
- **Book Club**-Meeting virtually
- **Hub Lakes**- Randy provided the following report:  
No further update regarding Hub Lakes sports since last month's board meeting. The Hub Lake committee met briefly a couple weeks ago and postponed a follow up meeting until Tuesday of this week (6/9/20). Swimming and Track a likely not going to take place this year although no final decision has been made yet. Other sports are to provide recommendations in order to accommodate the Covid-19 situation and "salvage" a season. Randy will communicate out further updates as they occur.
- **Garden Club**- No report
- **Welcoming Committee**-No report

### OLD BUSINESS

Dan gave a report and explained some of the issues they've encountered.

50 more envelopes with membership materials ready to go out today.

Another large batch ready to go out within the next week (Basic)

All in all, another month to go.

Dan requesting additional, smaller and more frequently data drops from the bookkeeping company. Discussion about ways to help membership, once the information is sent out, wrapping up all of the members missing stickers/tags etc. Will get a workgroup together to discuss.

Full members (New) don't have a new badge number, and with prior FULL members, Dan needs to look up their badge numbers, so all of this takes time.

The process and procedure in evolving. Committee will look at 2021 starting in November.

Bill asked Dan if more help was available, we could send out a mass email asking for help if Dan feels that additional help wouldn't mess up their routine. At this point, Dan feels the team he has working has already gotten into the groove of things. Dan feels that, at this time, his team has indicated that they can do it without additional help.

Marilyn asked Dan if there was a way, or if it would be helpful if we had a process to address the membership information that was sent out, that was missing stickers or badges. We briefly discussed having a 'will call' box or a drive up/pick up location. Recommended we get a small workgroup together to figure out what can be done to address this particular portion of the membership process.

Dan is looking at a scheduling APP where we may be able to schedule pick up times at the clubhouse for people who are missing membership cards/stamps etc. Discussed using the clubhouse/deck for this purpose. Dan suggested emailing with suggestions, or emailing what they are willing to help with.

Another topic that needs to be addressed is if members go up from basic membership to FULL, how do we address that? Additional discussion needs to be had about this. Sebastian going to try and keep a separate list of basic to FULL...so that the process can be more streamlined.

Bill addressed the HARDSHIP Committee with Dan. Once the membership is all wrapped up, can we look to send out a mass email to get people involved to look at the Hardship committee? The Board should not be involved in the decision about eligibility as well as the collection and management of funds. We will need to relook at this.

Bill also informed that the clubhouse does not have insurance that covers loss of business.

Day Passes: No mechanism in place for Day Passes. Can it be bought thru the store/Wild Apricot? The Day pass is for sailing, kayaking or fishing. They will not be sold at the beach. Basic membership badges (4) are given to all families...This is something we have to look into. Tony suggested emailing the Fishing Club, however, no real conversation was had. This is, again, something we as a Board have to look into. Sebastian suggested a short follow up call about this, later this week.

Sebastian did additional ADP payroll training with Jenn and Chrissy. Need to add life guards so that they can be paid. Sebastian to meet off line with Jenn and Chrissy.

Tony being asked a lot about fishing contests, telling everyone that things are still on hold. May consider contests later in the season depending upon the COVID 19 situation.

## **NEW BUSINESS**

### **Elections:**

In the coming weeks you will be receiving information about the September elections. If you are interested in general information, please use the contact us link and we can provide you with an overview of some of the responsibilities. A good starting point is the by-laws that are available on our website. There are currently 8 open positions on the Board. We would love to have new people come on to work with us and share ideas. There is a lot of work to be done and it is a time commitment. Many of us spend upwards of 20 hrs. per week on lake business. This wears on our families and our own free time. We knew when we volunteered the time commitment that would be asked of us. Many of the people you see before you served on committees or were very active volunteers before taking the step onto the Board.

Committees serve two good purposes; to get involved in making recommendations to help shape the future of the community and to get to know people in the community. Committees, when needed, are created by the Board vote to sanction the Ad hoc committee. Some committees meet over a long period, others not. You may be a Basic or Full member to serve and vote on committees for final recommendations that will be presented to the board. Some committees do require certain skill set to serve.

John Scrivens interested in joining the Board, has been a member in good standing and an active participant in many committees and clubs. Bill asked for motion and second from current board members to have John Scrivens join the Board as a District 4 Representative. ALL IN FAVOR.

**AD HOC Committee**

None needed

**ACTION ITEMS**

NONE

Motion to adjourn by Tony, seconded by Jenn. All in favor.

Meeting closed 840 PM

Respectfully submitted,

*Marilyn Ammirata*









Secretary

LPPOA

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NOTE: This is a late addition to minutes-SUMMARY OF HUB LAKES SPORTS MEETING from 6.9.20 provided to Bill from Randy Vyskosil on 6.9.20

Meeting was held today. Next meeting scheduled for 6/23 the day after Governor Murphy is to announce further easing of restrictions on 6/22:

-  Bowling – reliant on Boonton Lanes being open. Bowlers will have to use their own shoes and balls.
  -  Men's Horseshoes – to start July 10. Not sure of season format. To be sent to Frank.
  -  Volleyball – tabled till next meeting because season does not start till after July.
  -  Softball – contingent on field availability. Practice is allowed now. Teams to play based on field availability. Other provisions need to be made. I.e. Ump may need to stand behind pitcher.
  -  Swimming – not officially cancelled but highly likely. Diving is cancelled. No dual swim meets or no championships. Lakes are encouraged to hold swim practices. Other lakes are going to use 1 or 2 swimmers per lane and limit each practice group.
  -  Table tennis – will be a 1 day tournament or season may be in the fall.
  -  Track – cancelled.
  -  Golf – is scheduled.
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