

Lake Parsippany Board of Directors Meeting  
March 9, 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 at the LPPOA Clubhouse at 730 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-late-ex	
Don Phelps	X	
Diana Giradelli		X

Minutes from the February meeting as electronically submitted, were reviewed and motion to approve by Dan, seconded by Brian. All approved by the board.

**MEMBERSHIP/SALES REPORT**

Dan provided the following to the Board with the notation that the membership is based solely on information from Wild Apricot and does not include any information regarding memberships submitted thru the book keeper. Entire report submitted on file.

Count of Origin Details

Basic Memberships	103
Full Membership (Senior 65+)	22
Full Membership	86
Non-Property Owner Resident	3
Non-Property Owner Resident Senior	<u>7</u>
TOTAL	221

Fees Collected for 2020 to date (3/9/20) \$58,559.41

**TREASURER REPORT**

Sebastian commented that we are receiving checks easement fees with notations in the memo section indicating that the payment of the assessment does not mean that the property owner waives their right to vote. On advice of our attorney, these checks are being returned to the sender with a notation that we cannot accept with that specific stipulation on the check.

As of the end of February the current balance is as follows:

**Chase Account** \$68,611

**Merrill Lynch Account** \$157,874

### **CORRESPONDANCE**

Dan reported he received a letter from MP regarding people who didn't get their invoice.

Sebastian reported getting 2 letters from people who are upset, one specifically one gentleman who owns 2 properties who feel they should not have to pay the EA twice.

Bill reported that there are many emails coming in with membership sale questions. Also trying to keep up with calls and questions about the invoice, clarification questions.

*Bill is telling everyone regarding membership questions that when final membership decision is made, an email will be sent out.*

Don reported hearing from a member about receiving a duplicate invoice

Mary Ellen reports having people approach her with 'basic questions.

Bill stated that any email we receive that says "I spoke with my attorney" will automatically be sent to our attorney.

### **March 2020 Presidents Report:**

Bill announced the death of Dan O'Connor, a past president of LPPOA, active in many sports and clubs and dear friend.

Passing as well of Maureen O'Masters husband who had been ill for some time.

Our condolences go out to both families.

### **Welcome**

There will be some changes in tonight's meeting structure. Per the current bylaws we do not have to offer a member portion. When you arrived this evening, you were given a pencil and a card. Please put your name address and email address on the card. Then write your question. We will collect the cards and go through as many as possible, if we don't get to them here we will get answers for them.

We will not be answering any questions related to the settlement or discussing legal theory. If you have questions on the settlement you will need to discuss it with your own council.

The board will be going into executive session at 8:30 or sooner this evening to discuss personnel matters.

In any event if the room becomes disruptive the board will call for an executive session and the room will be cleared.

Bill has been working with bookkeepers to get invoices out to property owners whose address not same as the property, and answered over 100 emails and calls related to when membership sales start, what they get, when can they pick up badges etc., as well as many invoice questions.

Questions and comments about the Invoices:

The first line on the invoice indicates the amount owed for 2017.

The second line would indicate a credit if the 2017 fee was paid.

The third line is the full membership fee for 2020.

In the details under that it states that the board agreed that there will be no fees collected for 2018 or 2019. It continues to state that you may choose to only pay the \$115.00 for 2020.

There are additional details about senior discounts, payment terms etc.

**PROJECT TRACKING**-Not discussed this meeting

### **BEACH MANAGER REPORT**

NONE

### **CLUB HOUSE MANAGER REPORT**

Judy reported: \$3900.00 deposit for February

Also reported that she is getting positive feedback from new members commenting on how nice the club house is.

### **MAINTENANCE**

No report

### **WATER QUALITY**

Tony reported that he has observed an early growth of the algae that attaches to rocks, logs, etc. Primarily to the mild winter and the lake not freezing over. The lake was not fully frozen for more than a week this winter.

Received first invoice from Aquatic Tech who will be starting their services next month.

### **NEWS AND VIEWS**

**Articles due on the 20<sup>th</sup>. First reminder sent out today.**

### **SECURITY**

Brian working on finalizing contract with JAYCO towing this week, we will be signing with Sterling security as well.

Bill requested copy of the contract for review

On April 4<sup>th</sup>, we will begin auctioning off remaining row boats that were abandoned last year.

### **ACTIVITIES**

Open House: Don reported an Open House Meeting set for April 7, 7:30 PM at the Club House

### **WEBSITE**

Sebastian reported the website is up and running

Membership open: Randy notified that there was a question for renewing. Sebastian added renew button.

For Events: If anyone has an event going on, please send email to Melanie and copy Sebastian so that he can add. We will not be using the event form any longer as it has not proven beneficial.

Dan feels that the event form is good to use, and feels that we need to discuss this before we stop using the event form.

Everyone is encouraged to sign up on line...this give those access to emails and immediate notification of events. This is also a significant money saver on mailings.

## CLUBS

- **Ladies Club-** No officers, no meetings in February
- **Men's Club-** Randy reported, since Dan has passed away, the position of president is open. Randy expressed concern that they may need to disband club.
- **Fishing Club-** The trout stocking event will be **4/4/2020**. The boathouse will be manned by 8 am and refreshments provided. Please plan on arriving by 9 am latest. An order was placed for the trout 358 - 12" to 14" trout and 5 large trout ranging in size from 17" to 25".  
Reminder the lake is closed to fishing from 7 am on 4/4/20 until the opening day for New Jersey's 2020 trout season on 4/11/20, and per NJ regulation, fishing permitted after 8 AM. A current New Jersey fishing license is required by the state. In order to fish for trout and or possessing trout, a trout stamp must be purchased. Anglers between the ages of 16 and 69 must have a license visibly displaced. Members can sign up for the annual: Winnie's open day of Trout season contest at the stocking. The cost is \$1.00 and the proceeds go toward stocking of a large trout in 2021. If a young angler win's the trout contest, they will receive a trophy. If an experienced angler wins the trout contest, you have bragging rights for one year. The fishing club expresses their deepest condolences to the O'Connor family on the passing of Dan.
- **Sailing-**Nothing to report
- **Kayak Club-** Nothing to report
- **Swim Club-** One application received for swim coach
- **Book Club-**No report
- **Hub Lakes-**Fully staffed with coaches with the exception of women's volleyball.
- **Garden Club-** No report
- **Welcoming Committee-**no report

## OLD BUSINESS

MEMBERSHIP PROCEDURES: Dan reported that he submitted proposal to the board with cost breakdown. Provided mockup of ID badges.

A-Is it Business as Usual? Processing membership as we have done?

B-Mail in approach? Nothing done in the clubhouse.

Do we go with photo badges and the card mockup for easement members?

Discussion regarding ID badges, would another form of ID required?

Ongoing discussion amongst the board regarding membership procedures presented.

For supplies, we have enough money in the budget.

Bill asked Dan to clarify whether basic or full, do they get the same number of badges.

FULL MEMBERSHIP only gets badges for those who live there...so all properties are not treated equally.

No mechanism for day passes and no guest badges.

How will day passes work? Who collects the day passes at the end of the day?

Wrist bans suggested for day passes?

Need to vote on amount required for 2020 Membership.

Please see attached for summary/estimate of membership.

Bill asked for limited supplies for 1 year so that we can assess the effectiveness of the annual current membership.

FULL MEMBERSHIP: Photo Badges-Each home will get photo ID badges for all members of the immediate family living at the address.

For EA members-each property will get laminated ID cards (4)

Will begin sending out emails tomorrow, and the CH dates are set for membership.

### **NEW BUSINESS**

Board will be going into Executive session at 830 PM to discuss an attorney/client issues, asking everyone not on the board to leave at that time.

Jenn DeStefano has expressed interest in being a member of the board, will vote on during voting portion of the meeting.

### **AD HOC Committee**

None required

### **MEMBERSHIP PORTION**

Bill again asking if members have any questions, please email them to the board. Bill responds within 48 hours.

Postcard review:

Where/when do we get stickers for our badges/car tags, etc. Memberships will be processed at the Clubhouse beginning this month, on the 25<sup>th</sup> and will be every Wednesday eve and Saturday going forward.

Membership numbers staying the same.

**#1565** After FULL membership paid in FULL, can we put boat on property? Yes, but you will need to have your \$285 v \$115...what do we get for full v easement fee? Bill stated this info is on the website, also clarified differences.

For \$115 you will no longer have a photo badge, no access to the beaches.

**Randy Vyskosil #366**...you mentioned 221 memberships. Can you break it down?

Dan explained breakdown.

Randy also said there is a lot of confusion regarding memberships, concern how people will find out what's going on if they don't have access to News and Views. Sebastian explained that when badges are picked up, people are signed up at that time. For others, who don't have access to computers, how will they find out what's going on? We cannot afford to send out physical mailings anymore. Possibly putting information in the neighborhood papers for those without computers, also signage can be put up around the lake.

Suggested that Sebastian put an article in the News and Views to tell folks that when they are sending articles for the N&V to also send to Sebastian.

**Ramsondar**-Can she bring check here on the 25<sup>th</sup>? Will it be processed at that time?

**Lombardo's**-living here 32 years. Upset over EA, why NOW? If only \$115.00 why no rights to the lake We are unwelcoming. This is not a good way to conduct the association. Could have been another approach to how we went about this. We should have sent out a more welcoming request for financial contributions. Most of this information is on the website and massive mailings have been sent out over the last few years. Also concerned that rates will be raised without thought every year. Bill discussed these issues with member, told him about cost for mailings and that the \$115 rate will be significantly increased. Questioned \$100 fine if not paid by the end of March. Sebastian informed Mr. Lombardosi what the financial breakdown is to run the lake every single year. Explained how the fee/EA was established. Benefits of EA membership reviewed again with Mr. Lombardosi who was much happier knowing this. Asking for this information to be emailed to him so he can convey to his neighbors.

**Open Portion closed at 830 PM**

**Motions:**

**Motion to approve Dan's membership budget for 1 year of supplies for beach badges/ID etc. not to exceed \$4300.00 made by Marilyn, seconded by Brian. All in favor.**

**Motion to approve Jenn DeStefano to the Board made by Chrissy, seconded by Dan. All in favor.**

**EXECUTIVE SESSION**

Bill sent out the following email on March 8 to all Board members:

*Board as we said the budget will be in flux the next few years.*

*Because we are being bombarded with requests to mail lost invoices, returning all checks with notes of voting rights and all the related admin time. We will be asking for approval for an additional 25K to cover the additional work by the accountants and mailing house. We are already sending another batch of invoices to properties where the owner lives somewhere else. On or about April 10 we will be sending invoices to all properties that have not paid along with notice of late fees.*

*Additionally all the work Eileen must do as property owners attorneys contact her plus the work we anticipate the rest of the year we will be asking for an additional 25K to cover this.*

**Motion made to approve an additional \$25,000.00 to cover the added work by the accountants and mailing house as well as an additional \$25,000.00 to cover the extra work for our attorney as the property owners attorneys continue contact her, in addition the work we anticipate needing from her for the rest of the year made by Don and Seconded by Brian. All in favor. Motion passed unanimously.**

Tony returned to the meeting after the Mayor's town hall meeting, filled us in on what was discussed.

**Executive Session end at 8:45 PM**

**AD HOC**

Nothing

**Action Items**

Nothing further

There being nothing further, motion to adjourn meeting made by Sebastian, seconded by Brian.

Meeting closed 9 PM

Respectfully submitted,

*Marilyn Ammirata*

Secretary

LPPOA

Membership information/costs/estimates provided by Membership Committee.

To break it down for us I will separate it into the two options before us. Option one is "business as usual" and option two is "Jersey Shore Swim Badges".

For Business As Usual:

Total cost: \$1,685.00 (per year)

That cost is derived as follows:

800 badges per year @ 1.55 per badge

2000 validation stickers per year @ \$0.12 per

2200 Basic Membership cards @ \$0.14 per

A swim badge costs \$1.55 (badge, photo and pin). Since we get on average 10 years out of our swim badges that cost per year is \$0.16 (+\$0.12 per year validation sticker)

Remember that we charge \$5 for lost photo badges

Remember that we charge \$20 'initiation fee' to cover cost of materials

We purchase multiple years of swim badges (in bulk) to obtain cost savings of \$0.20 per badge (taking our \$1.55 badge to \$1.75)

Swim Badges	\$0.90
Photo	\$0.50
Pin	\$0.15
<b>Total Cost for Traditional Photo Badge</b>	<b>\$1.55</b>

In years past we go through approximately 800 badges per year. We usually purchase a three year supply (2,500) in order to save \$0.20 per badge above the 1,500 unit price (detailed in the attached).

Validation labels are \$0.12 each.

(with some rounding to make the math simpler) Our current count of Members = 1100. Our current count of Memberships = 400

Validation labels for all members = 1100 + validation labels for parking (900) = 2000 validation labels = \$240

Add in the materials for 'cards' for the basic membership at \$0.09 per card white and \$0.14 for colored stock.

Avery 5871 Card Stock - 200 cards @ \$10.00

Lamination Pouches - 500 count @ \$19.00

(if we chose colored card stock) - 100 cards @10.00

We need to plan for only 2200 of these as we would only provide one per property. If we need to purchase additional there is not a huge uplift as these are stock supplies.

Cards	count	cost	where	for 2200
Avery 5871		200 \$ 10.00	<a href="#">Amazon Link</a>	11 \$ 110.00
lamination		500 \$ 19.00	<a href="#">Amazon Link</a>	4.4 \$ 95.00
Color card paper		100 \$ 10.00	<a href="#">Vendor Link</a>	22 \$ 220.00

Cost per unit White	\$	0.09
Cost per unit Color	\$	0.14

Total cost for all 2200 homes is \$315 for color cards or \$205 for white

For "Jersey Shore Swim Badges" the total cost is: \$3,696.

If we buy "Jersey Shore Swim Badges" we must purchase up front all we think we might need. We will dispose of any unused. In discussion with Gil if we purchase a minimum of 5,000 then any additional runs we make (of 1,000 or more) will be at the cost of 5,000 (that is the break point).

Disposable badges are \$0.42 each. We should expect we need to purchase 8,800 to ensure we have enough for all property owner (at 4 per property), plus those that will get lost and additional for properties that have more than 4 occupants. Attached is the list of shapes available for those swim badges.

While the Jersey Shore Swim Badge is a simpler process it does not provide for security when those badges are shared and is twice the annual cost.

In all options we need to have 'boat tags'. They need to be distinct and easily identifiable between Full recreational members who have paid for the right to store boats on property and Easement members. Since the introduction of Basic members we have been using our traditional boat tag for our membership and we identified using the same material for Basic, simply cutting the boat tag in half to create a triangle instead of a square.

We also will need Car Tags. Again our Full recreational members have paid for the right to park on property and we need to provide a method to identify those vehicles that are valid.

The cost for our full membership Boat Tags is \$0.80 each totaling \$400 (this is the price point when we purchase 500)

The cost for our Basic membership Boat Tags is \$1.28 each. That is purchasing the \$2.55 per piece tag and cutting it in half totaling \$225

The parking hang tags we purchase for vehicles are \$0.50 each (at 1,000 count) totaling \$500 (note this covers multiple years of material)

We need a new toner cartridge for the laser printer. I have priced that out at around \$50.

Membership uses additional supplies (paper, pens, label tape, etc) which is usually about \$150 per season.

So the total for all of this is \$805 (\$305 if we don't need parking hang tags).