

Lake Parsippany Board of Directors Meeting
September 13, 2021

The Annual meeting of the Board of Directors of the Lake Parsippany Property Owners Association was called to order by Pulkit Desai via ZOOM Web based meeting at 733 PM

Directors	Present	Absent
Pulkit Desai, President	X	
Danny Desai, Vice President	X	
Dan Nazzaro, Treasurer	X	
Tarak Bhatt, Financial Secretary	X	
Marilyn Ammirata, Recording Secretary	X	
Rinam Shah, D1	X	
VACANT POSITION D1		
Manisha Mansuria, D1	X	
VACANT POSITION D2		
Darshana Kalavadia, D2	X	
VACANT POSITION D2		
Tony Suprum, D3	X	
Don Phelps, D3	X	
VACANT POSITION D3		
VACANT POSITION D4		
John Scrivens, D4	X	
Deepa Tailor, D4	X	

Motion to approve August minutes as electronically distributed by Dan, seconded by John. All in favor. Approved.

Membership Report: Presented by Tarak

Row Labels	Count of Customer Type	Calculated Dues	Collected
Exempt-No billing	19		
Non Resident-Senior	15	\$4275.00	
Non Resident	70	\$22,050	
Senior	492	\$86,100	
Property Owner	1230	\$239,850	
Balance Due	429		
Grand Total	2255	\$352,275.00	Total Collected

Treasurer Report

Dan presented the following:

As of our July meeting, we reported that we had spent \$81,000.00 in legal expenses for 2020, I just want you to say it is more accurate to state that we incurred \$41,000.00 in legal expenses in 2020, the remaining legal expenses were incurred in 2019, including the activity to record the judgment against all properties in the tract, these were all paid in 2020 and hit the books in 2020, so it appears as if 2020 had \$81,000.00 in legal expenses, but that is actually inaccurate.

As reported in April this year, our community has 2153 dues paying properties, and we have an additional 85 members who do not own property within the purchase tract, and we have 429 properties right now that are in our Accounts Receivable section representing \$246,000.00 in 2017, 2020 and 2021 dues.

We have property rental income hitting the books for the first time in over a year is at \$4,287.50. Just to comment that in years past, that income has been in excess of \$35,000.00 for the year... Further, I'm reporting that we continue to run a deficit budget, and this means that our expenses exceed our income, our original budget for the year was \$425,430.00, we increased that by \$21,000.00, due to the increased insurance expenses, as well as incorrectly budgeted insurance costs. We had budgeted the projected increase of \$5000.00, but not the full amount. So, our total approved budget for the year is \$446,430.00 Our dues collected for 2021 to date are \$352,275.00 That gives us a deficit of \$94,155.00. If those 429 properties pay their 2021 fees, we would still have a deficit budget of \$10,500.00, so just based upon our fee structure alone, we did not meet the budget that we had put together.

Account Balances

\$286,707.38 Chase account (cash account)

\$178,809.91 Merrill Lynch account.

Expenses >\$10,000.00

- Insurance \$84,078.54 this year compared to last year \$57,419. this is due to an increase in the board size and the community membership size.
- Accounting costs year-to date are \$36,669.75 versus our accounting costs last year to date as of August 31, 2020 of \$26,225.00 Again, this can be accounted for mostly by the costs incurred when we had to change our fee from the split multi-tier membership to a flat membership, and there was some cost in the Amnesty Program, a couple of thousand dollars, and also we've had a significant number of inquiries and increase from sales of properties.
- Water treatment year to date is \$23,801.90. If you compare that to the water treatment as of this time last year, it is \$15,109.05, the discrepancy being the timing of the receipt invoices, our contract price is fixed the same as last year, at \$28,200.00.
- Lifeguard salary/ expense at \$19,980.13 compared to last year's expense of \$16,245.68. Most of that is attributable to the national lifeguard shortage, which necessitated an increase in the base pay of all lifeguards in 2021.

- Engineering expenses, we had \$15,000.00 hit this year in comparison to \$1,000.00 last year, 100% of that is from the property survey in 2020. We put money in there for our dam inspection.
- Legal expenses for this year to date are \$15,428.85 compared to last year at the same time of \$71,312.21. But as I indicated earlier, there was a large expense it hit early, that was actually incurred in 2019, but not built until 2020.
- Our property tax is still set at \$12,246.07 compared to last year at \$18,256.29. I reported last month that a lost tax bill has resulted in a delayed payment of \$6,123.05 that is not yet hit the books.

Expenses Recorded 8/31/2021 > \$10,000

	As of August 31, 2021	As of August 31, 2020
Insurance	\$84,078.54	\$57,419.74
Increase in board size and community membership size		
Accounting	\$36,669.75	\$26,225.00
Costs incurred by change in fee, amnesty program and increased sales inquiries		
Water Treatment	\$23,801.90	\$15,190.05
Discrepancy is timing of invoices – contract price is \$28,200, the 2020 rate		
Life Guards	\$19,982.13	\$16,245.68
National lifeguard shortage increased base pay for all lifeguards in 2021		
Engineering	\$15,000	\$1,000.00
Property survey in 2021. 2020 fee represented Dam inspection		
Legal	\$15,428.85	\$71,312.21
Property Taxes	\$12,246.07	\$18,256.29
Lost tax bill resulted delayed payment of \$6,123.05 not yet on the books		

CORRESPONDANCE

Pulkit: Received many questions. We have phone and email as usual, I'm still invoicing, but the volume is a lot less, there are a few people asking what is owed, however they're not under amnesty anymore. What are the current invoicing? Sanderson has generated those invoices and we are hoping payments are on the way. Many questions on the Events Committee. Many questioning if the events will continue now that the summer season is over, and they've been told that we are working on events for the next few months. One email from Jeff star asking about the recordings of the annual meeting. Can we make that available? And I told him that we have never actually done that before, but he mentioned that PREDFA says that any electronic recording of a board meeting should be made available to the members.

Since we have never done this, we need to look at the technical logistics of this, we had a problem uploading the candidate night presentation on our website, so we just had to do post it on Facebook. Once we figure out the logistics, we will surely make it available, so please give us a few days to work on that.

We have received resignations from the News and Views staff, which I will speak to later. Another resignation at the beginning of the pre-meeting we had before this meeting from Tony Suprum, and I will read that now. First of all, I'm not happy reading this, but I do understand it, and we will deal with

the emotions later, but I just want to say, Tony, thank you for your years of service. I completely agree with what you have written in your statement, which basically says *'I, Tony Suprum, am resigning from the LPPOA board position of District 3 Director effective after the September 13, 2021 LPPOA public board meeting. I will stay active until October 11 LPPOA Board Meeting on an as-needed basis, but I will not attend any LPPOA board executive meetings. I will also be stepping away from the lake maintenance and Vitality Committee after meeting with LMS to get a new two-year contract for the Lake Parsippany water treatments, one day and that one day... And time for the meeting with LMS is being discussed. I will also be stepping were from the fishing club after the October 9 final fishing event of 2021, if someone else will take it over, I will do a warm hand off to this person. I need to step away for my own sanity, I need to step away from the board, committees and clubs, and just enjoy the beauty that is Lake Parsippany. Thank you, Tony Suprum*

Pulkit thanked Tony for his years of care and commitment to the lake and for follow up with the water treatment contract and helping with any transition needed.

Tony-reported that he got a question from a member about what we test for in the water. More to come.

Deepa-General questions about Events etc. and communications, which will be covered later

Tarak-members who did not pick up badges, looking where/when they can get their badges.

Dan-people reaching out for balance questions, also some looking for how to get their badges. Dan mentioned communication from attorney. We will discuss during new business.

No other communication received.

President Report

Pulkit thanked the water treatment team for a job well done. So thank you again Tony, for staying a top of everything in that area. Thanks to Bill Sempier for bringing in the docks and the slide, I believe He has given somebody a list of people that has helped them, so whoever has that, can read that off later, but thank you once again, he took care of it, and he certainly saved me sometimes... I appreciate it. Thanks to Rachel and Amanda and all the lifeguards were providing a fantastic summer to all our members, you created memories that I'm sure those little ones will remember fondly in years to come, including many adults such as myself. Also, thanks to Sebastian Ostolaza, he saved the day on Election Day. For some reason, the optimum bill was not paid, and he came in fixed everything so that we could hold elections.

I'm calling this report lessons learned, now that the new board members will be joining us, we need ground rules for meetings so that all voices are heard in an organized manner and meetings can be productive and efficient. I fully expect board members starting in October to be prepared to bring their viewpoints, experience and activity is directed at the task, within their purview, but some timbers on the board, we need to prioritize efficiency if you need volunteers from the community, then work with the tech team, and they will send emails out for you, you can also take the initiative and seek out volunteers through our Facebook page, there's a lot of learning to do, and without organization and contribution from the broader community. We will not be successful. Last night after the election, and annual meeting, I had a chance to catch up on Facebook and read the chatter that focus on a particular incident that transpired at the annual board meeting, nobody is to step down for a loose comment.

My job is to look after the well-being of the community, I do need to see the bigger picture rather than focused on the minutia, when we needed a treasurer, I found Nishan Seal who was highly qualified to become one instead the majority of the Board water for Dan and while he has done a great job, I would respectfully argue that majority on that day, but emotionally and not logically, the term fiduciary duty gets thrown around quite loosely, sometimes I hope to build a relationship... I have dealt with Dan with all the board members. I would also like to remind you that at one time when Denis, not a border, this desire to volunteer for the membership committee was criticized by many of the so-called defenders now, in 2020, Dan was dealing with an unprecedented situation with covid 19 as a result, something slipped, is totally understandable. or look at dedication, he has Now, I know many, many of those board members are not here, so this is not to blame anyone, but I'm stating some facts, Dan will do an amazing job in his new role of recording secretary.

Again, I need to look through the noise and focus on what is the best for LPPOA and the entire community. The same argument goes for Patty. Unprompted, Patty took steps yesterday to rectify her error and apologized to Dan, this is what we need in a board member. A mistake was made, and the first instinct should not be to vilify someone, Dan did not do that, and I thank you for that. Patty stepped up and corrected the mistake of her own making, I believe Dan has accepted her apology, we should all move on. Thank you.

Dan added I wanted to start off by congratulating our incoming board members, I really look forward to working with each of you as we navigate our community into 2022. I want to encourage every member of our community to treat each other with dignity and respect, all of us are volunteers, here are committee members, newsletter editors who have now resigned, our event staff. We are all volunteers, we are imperfect people, all of us, but I would hope that we give each other the grace that we would want when our imperfections come to light, if something is not as you would have it, then please give us the dignity and the respect you would ask if you were unhappy in the results of your efforts. Instead of taking to the heat machine of the internet to vilify somebody, be constructively dissatisfied, build us up, don't tear us down.

Beach Managers report.

Pulkit reported: Season was closed successfully. Dan and John worked on some data for presentation.

Over the course of the summer, we had a total of 499 unique properties came to the lake.

When you look at the number of times that people came to the lake, you have a large portion of the population coming more than once, so of those roughly 500 people, less than 200 of them visited once, but that still leaves us with 300 people who went to the lake many, many times, and that many, many times average is about five times per property. The larger percentage of them came about 15 times during the summer, I have to give a shout out to Ralph Rosamila, who was our highest number of visitors, Ralph and Mariann were there 62 times. Next to runner up was Bill on beer at 38. In the month of June, we had 315 repeating visitor memberships. That means that if I went on June 18th and June 20th, I count twice that number, bringing 763 people to the beach, in July, we had 889 bringing 2256 people to the beach.

In August, we 881 bringing 2118 people to the beach, and in September, a very short month, we had 119 property visits bringing 289 people to the beach, so to me, that speaks to... If 500 people went to the beach over the summer, that's 25% of our membership, albeit not all of them came back multiple times, but still 300 of our membership, which is about 15%, came back multiple times and essentially spent the summer there.

Deepa added that last week Dan had reported 399 unique properties used the beach compared to reporting this evening of 499, which is the accurate number? Dan will recheck data and get back to us. John stated that perhaps we can have a beach utilization report for the next News and Views.

Clubhouse Manager Report

Pulkit reported for Marissa...This month was very successful, rented nearly every weekend with an income of \$2,790.00. Many renters are nonmembers, and the next few months are booking fast. Feedback has been given on making the clubhouse website more inviting and up-to-date, so tactile work on that. This month, we are hoping to have the plumber begin some work in the bathrooms, many tables are uneven and in need of tightening, hoping we can hire another maintenance person so they can assist.

Beach Rental

Pulkit again for Marissa May. We had our first beach party in August and also a wedding photo shoot, we're excited to utilize the beaches more for parties and private events in the future. This was sent from Marisa May. And on that note, I also want to thank Debbie Orme, who in the past used to manage beach rentals, she helped both Rachel, Amanda and Marissa on the logistics of what we need to do with beach rentals.

Maintenance

The clubhouse needs a plumber coming this week, and John knows Exactly what the issues are. I'm trying to see if... Now, who can be at the club house? When he comes, if there's somebody local that I don't think it'll be a problem, they'll work out at the time, so you can come and look and then just repair what is needed. Some volunteers, especially from the Model Yacht club, Michel and another member, Joann Miller, who live right across Johnson Beach, along with her husband and her son have offered to donate some materials to fix that broken fence at Johnson Beach. A big thank you to them!

Water Quality

Tony reported the following: Our water testing is finished for 2021, all results well within normal range. So, credit goes out to Garden State labs for getting the testing done correctly, and Chris Hanlon for treating the lake properly, and Chris is more like a partner. Tony trying to work out a date to have a meeting with Chris from LMS to discuss our contract. We always try to go for a two-year contract. Tony will follow up.

News and Views, we have two resignations.

Diana Giradelli and Melanie Aduato, they have done a fantastic for many years and help us transition into the new format that we have right now, they will still continue to be part of the community in

committees and clubs. We combined the issue for August with September because of a family emergency on part of Neha, our designer of the news and views. We are working on a plan to make sure that if something like this happens in the future, we have another way of publishing in whatever way we can. We are looking for a new editor, and Marilyn Ammirata has offered herself up as Editor of this, and this is something that will talk about later in your business. So Diana and Melanie, I thank you very much. I know I thanked you before, it was an extremely tough job with a quick deadline and I can understand that you want to focus on other things. Thank you for your years of service.

Security

Need TOW AWAY ZONE sign at Club House.

Summer is over and this must be addressed. Board Members, if you see a car parked there with no tags, call them towing company. We will send the email blast to all membership, we'll put it on Facebook, and we'll put it on the LPPOA page notifying people of our towing policy. And we also put in News and Views saying your car will be towed if you do not have parking tags. Pulkit spoke to the people who work at the Auto Body shop, they are members, Pulkit has watched and seen their parking tags. They have asked us to please let them know if we have any events planned and they will remove their vehicles.

Dan added: I believe that you cannot conduct business on LPPOA property, so there is some tension in that space. So, something to consider in the conversation in the past long ago, Debbie Orme and I entered into contract with Jimmy, who was the owner of the shop, and he paid an additional fee to basically rent the parking spaces from us during the business day. The other thing to contend with is that the first 15 feet of that apron is Township property, so they could certainly park in that first 15 feet blocking the parking spaces in front of them, basically, and there isn't anything we can do about it, so we have to kind of, I guess, just manage the conversation. Pulkit asked Dan for further clarification after the meeting is over.

Ladies Club.

Marilyn reported: The Ladies Club hosted a family fun night on August 18th at Hoffman beach. The event was in honor of Marian Herzog, a long-time member of the Lake, who recently passed away, they sold their infamous Meatball Sandwiches on August 28th from 5 PM until the night scheduled content, which was an absolute hit, the club will also be selling Meatball Sandwiches as well as sausage and pepper sandwiches Michel's Regatta the first weekend in October, the club is planning a paint and sip on Friday, December 3rd, and Tarot Card reading for some time in January, more information on that to come.

Men's Club-No report

Fishing Club-

Tony reported: September 25th is our next bass contest. It is from 7 AM to 400 PM. No other board meeting is scheduled before the final contest of the year, this contest is usually set aside for fishing club members and invited guests only. The invited guests only are people who have really supported the club over the years, and it's just a fun day. It's normally about 8- to 5P come when you want leave when you want just fish, I will have an email sent out with some more information about it. Rain date October 9.

Sailing and Kayak Club

No report for Sailing

Kayak-Don reported: the kayaks will be coming out in a month, Mid October, so you've got a month to enjoy the kayak club boats, and then we'll dry dock them for the winter.

Pulkit added that members will be reminded that all boats must be removed from the property by November 15. An email blast is to be scheduled and sent out by Tech Team.

Swim Club-off season

Book Club-No report

Hub Lakes-Marilyn presented report submitted by Bill Sempier.

Several lakes are having scheduling issues, so the corn hole season will need to be postponed to a later date, more to come on that. The table tennis team will be meeting at the clubhouse the first Wednesday of every month, from 7 to 9 PM starting October 6. All members are welcome. The hope is to expand the team, Bill is looking for our team coordinators for both men's and women's volleyball team, women's softball as well as horseshoes. Let's make a good showing for 2022!

For information and all lake sports, please email LakeParSports@gmail.com.

Bill is waiting for a call back to get pricing on the circulator.

Membership Committee:

Tarak stated nothing new to report.

Bylaws,

Pulkit provided the following report: The bylaws committee had met every 2 weeks and is meeting again this Thursday. All work will be finalized and turned over to Legal. Once Legal has had the opportunity to review, we will meet with Legal for any questions or suggestions/recommendations and then the report will be presented to the board at a working session.

Welcome committee.

Pulkit stated that this is something he hopes to get the new board members involved in when they come onto the board. More to come and ideas for this committee activity welcome. Budget yet is unknown.

Lake Maintenance and Vitality: All updates already provided.

Events Committee: Marilyn reported for Chrystal and Katie, chairs of the committee and thanked Deepa Tailor for sending the report out to the board members.

August Events Summary:

- The Big Jeff concert was a fun success! Many families gathered on Drewes Beach for a fun night filled with music, pizza, and the Kona ice truck.

- We hosted our last summer sunset soiree on Hoffman Beach. More than 80 members attended the event, and it was a real hit! This soiree was even more fun as we were lucky enough to have the band Flight Lights put on an amazing performance for us! We cannot thank them enough for volunteering their time and sharing their talent with us. We also want to thank the Ladies Club for selling their amazing meatball sandwiches during this event-they were delicious! Future Events

Make sure you keep checking your emails and the News and Views for information regarding our future events, but here are some things you can look forward to:

In October we will be hosting a Kids Painting Class! The theme will be geared toward Halloween and children between the ages of 5-9 will be able to sign up. We also hope to host a Trunk or Treat event using the parking areas at Drewes Beach.

We are also thinking about and hoping to have an Oktoberfest in early October. This event will be for adults only and will be a BYOB event at the clubhouse! We also hope to have soft pretzels for sale as well as a potluck signup (for those interested).

In November we will be bringing back the Walk and Find for those cool fall days that are perfect for walking the lake!

In December we plan on bringing back the Pancake Breakfast with Santa event as well as having an adult "Frost Fest" Holiday party at the clubhouse (which would also be BYOB). Most of our events are sponsored by donors throughout the community. If you or someone you know would like to sponsor an event, like the monthly scavenger hunt, please let us know! We would like to thank everyone in the community for your continued support. If you are interested in joining us at our next meeting, please reach out to us at lppoa.events.committee@gmail.com. We would love to have you attend! Committee Chairs: Brigid Crimmins and Katie Vesper

Dan added to the report:

Katie and Dan have been talking about the budget for Events Committee, but we've not been... And we've talked about pulling some stats out of wild apricot, and I did that, but not all the events had registrations in wild Apricot, so there were limitations there.

Pulkit added the following:

The number of attendees to the events that have been held is as follows:

Secret Valentine -20 families participated

Holi celebration- 29 families participated.

Walk and Find-no numbers reported but many families did join. Sponsors included Marino's Pizza, Ferraros' Italian specialties, Josephs Pizzeria and Palermo's, among others.

For the Mothers and Father's day craft event, 38 kids attended

Mixology Event-About 30 participants

Olympic Watch Party hosted about 20 members

I talked to the Events Committee about working on a template that captures the number of attendees as well as the cost for each event. This will be used to validate spending and for transparency with community communication.

This came on the heels of people asking questions at the candidate nights on the events committee, and I'm passionate about the Events Committee because they do sponsor a lot of things in our community, where many people have commented to me personally saying, Oh, I didn't know that I could enjoy all these things, so when questions get asked about and where the money is being spent, we have answers. Pulkit stated that he and Dan will be the ones responsible to work on this.

Darshana took this opportunity to report on a planned a Garba night event in October. Details still being worked out. More to come. This is an outdoor activity, again all details will be provided.

Grants Committee

Pulkit has done research but has really no details to provide. Our lake has a lot of wildlife, and if we can prove that they are part of some migratory pathway, we may be eligible for some grants. Pulkit will continue looking into this. More details to follow. Tony added that this has specifically been looked into before, but we didn't qualify at the time. There are certain grants that may be available.

Collections Committee.

Pulkit reported: There's nothing to report for now, but there are some new board members coming on board with collections experience, so perhaps with their expertise, they can help us out.

Youth committee:

No report.

Strategic Planning

No report.

Budget Committee:

Pulkit reported: We're going to send out an email to request people to join the Budget Committee right away. We prefer people who have financial background, but it's not a necessity. We may or may not take your input, but we want to hear what you have to say.

We need to let people know what it takes to actually run the lake.

Communications Committee *(Deepa provided the report as noted, below)*

General Feedback & Suggestion:

- With summer season over now, the number of communications from LPPOA via emails should decline, this overload of activity/event communication results from below
 - While setting up the event/activity on our website, there is an option to use feature to send auto reminder, which is what has been selected for many events this summer resulting into multiple emails being sent in a day/week, specifically when there are multiple events happening within single day/week.

- Instead of an email per activity/event, it should be consolidated, where appropriate and send a weekly email that lists all the upcoming events and activities
- Communication to the members should funnel through limited no of people to avoid the overcommunication that is happening specifically for the activities/events
- All communications should be closely scrutinized so that they are concise, grammatically correct and free of typographical errors
- Member participation statistics should be captured for below and shared on the LPPOA website
 - Statistics captured on the various events taking place, number of members participating in those events as well as the amount spent on those events (if/as any being spent from LPPOA allotted budget)
 - Statistics on the usage of the beach, both in the form of unique membership use as well as number of uses by the membership that will be helpful in the yearly budget discussions going forward
 - Any other such events/activities that can be of interest for the members to know

Elections:

- Information for the elections, leading up to the election day have been published on the website, on LPPOA FB page as well as sent to members via email
- Preliminary results have been shared with members and detailed list will be shared after tonight's (09/13) board meeting as already communicated everywhere
- Updated information regarding all the board positions, which member won which position for what duration etc... will be published in next few days on the website

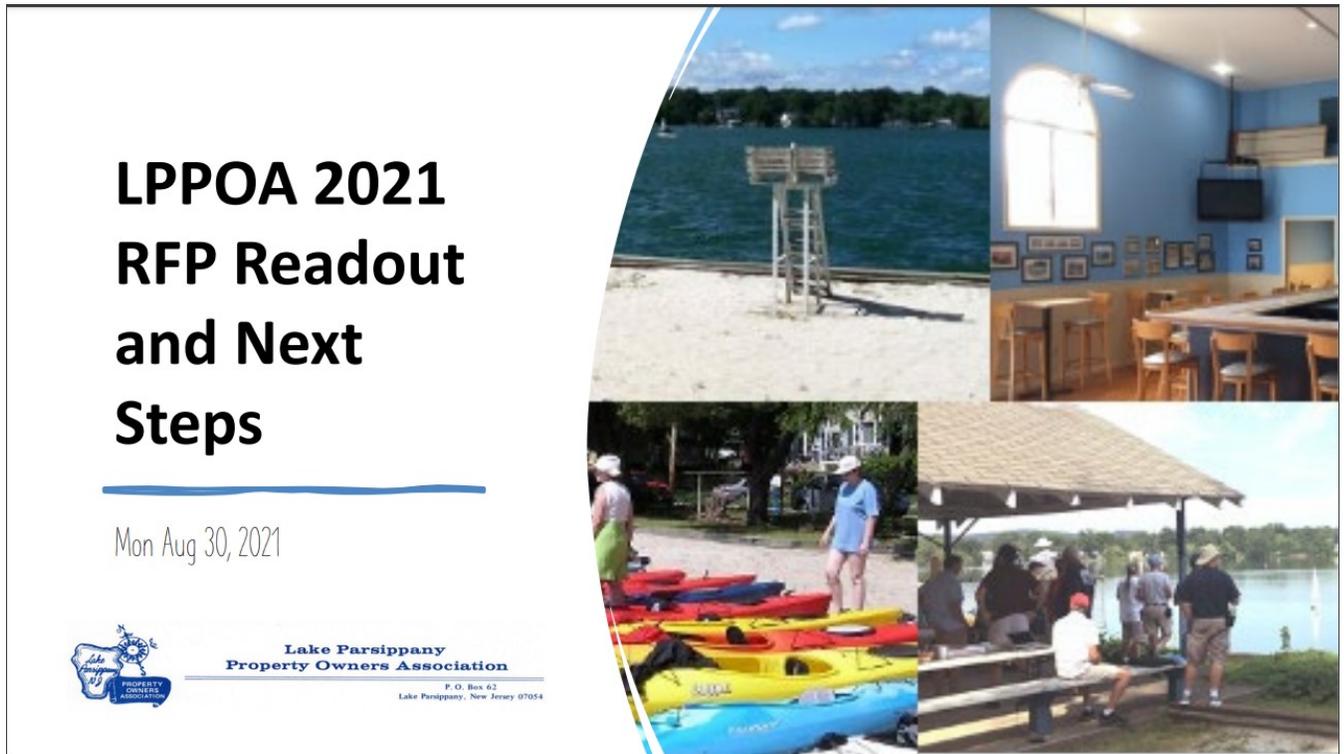
Communication Committee Members: Pulkit Desai, Deepa Tailor (Chair), Valay Desai, Bhupendra Parikh

OLD BUSINESS

Property Management:

Pulkit reported: The proper management Co search Committee has been working diligently for the past few months to help us... Give us options on the future of LPPOA for 2022, all of us, including Tarak, Dan, myself, and all the volunteers that helped with membership this year with invoicing have learned that we have a tremendous amount of work that even on the board and volunteers, it does not make sense for us to do all that work. Sanderson was no help, unfortunately, because they did not take phone calls and there are some strict requirements that they have regarding how we must communicate with them, and it was just a tremendous overhead. Add to that, things we had to do with legal with elections, with insurance and membership itself, with the vast distribution that we did, so they got together and looked at a bunch of property management companies, and we're going to go over a presentation that they give the board a few weeks ago to not on the community now, but also the new board members that this is something that we'll be talking about next week when we meet for transitions. So, on that note, we will promote Adeel for his presentation.

Adeell, along with the Property Management Search Committee (Sebastian Ostolaza, Manisha Mansuria and Darshana Kalavadia) prepared a comprehensive report regarding the 3 companies, out of 7, that were sought out. Below is a copy of his presentation.



The slide features a white background with a blue wavy line. On the right side, there are four photographs: a wooden lifeguard stand on a sandy beach next to a lake; the interior of a blue-walled bar or lounge with wooden tables and chairs; a row of colorful kayaks (red, yellow, blue) on a sandy shore; and a group of people sitting on a wooden bench under a thatched roof overlooking a lake.

LPPOA 2021 RFP Readout and Next Steps

Mon Aug 30, 2021



**Lake Parsippany
Property Owners Association**
P. O. Box 62
Lake Parsippany, New Jersey 07054

Introduction & Context

- In Spring 2021, LPPOA published an RFP to explore the property management marketplace to meet the unique needs of our association by addressing the detailed list of work items we shared and associated financial management
- To ensure LPPOA gained a complete view of possible solution paths and service approaches, we communicated with a total 7 property management firms with experience working with similar associations
 - **First Service Residential, Cedarcrest Property Management, Taylor Management Company**, DelvCorp, Executive Property Management, ACV Property Management, and North Jersey Property Management
- Of the firms who received our RFP, the top 3 (bolded above) were selected based on: completeness of response, specificity in approach to work items shared, thoughtfulness and creativity in addressing LPPOA unique needs and proposed tiered operating models, pricing and funding approach



RFP Response Comparison & Decisioning

RFP Purpose: Hire property management firm to complete required work items in support of LPPOA objectives as they relate to recent changes to LPPOA membership framework

Evaluation of What We Heard from the Market

Company	Proposal	Pricing	Strategy	Creativity
Cedarcrest Property Management	B+	Lowest	B	C
First Service Residential	A	In Between	A	A+
Taylor Management Co.	C	Highest	C	D

Recommended Path Forward

► Ranking the finalists?

- **1st** : First Service – Right balance of pricing and approach
- **2nd**: Cedarcrest – Budget option
- **3rd** : Taylor – Response complete but level of detail not at all commensurate with their high pricing vs. other 2

► Justification for First Service Residential as best?

- By far the most creative and thoughtful response
- Able to offer **50% fee offset** through budget ownership
- Detailed transition plan with time estimates given
- Insurance experience differentiation
- Experience managing supplemental programs to support base level utility (Social add-ons, space rentals)



FirstService Residential: Overview of what's included in full-service pricing



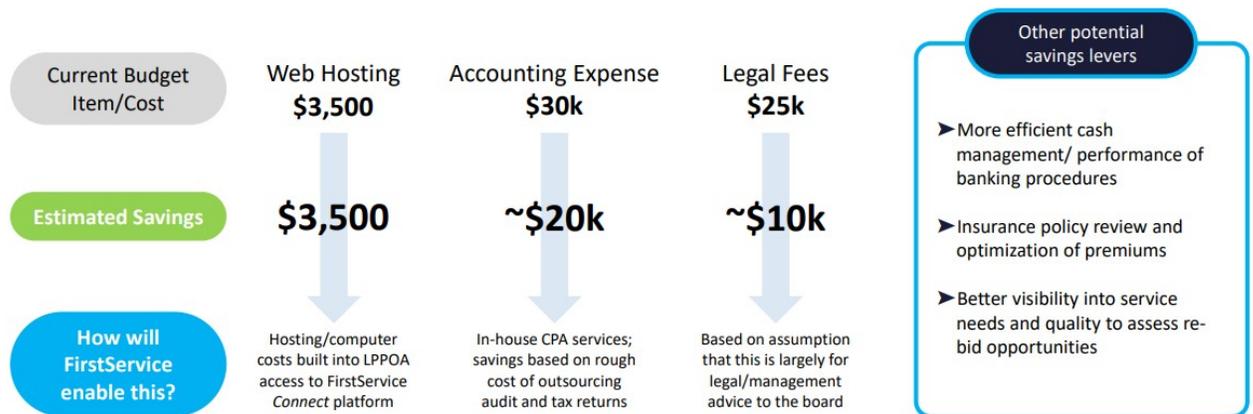
Proposal Contents & Highlights

- FirstService Residential Connect Platform
 - Digital platform for property management
 - Includes all capabilities for billing, e-pay, management of fees and dues, etc.
 - Management of policies and community user data all built into platform
- AvidXchange platform for 24/7 access to accounts payable tasks: invoicing, approvals, fraud detection, etc.
- **Community Manager on site:**
 - 3 days/week April-Sep
 - 1 day/week Oct-March
- Coordination and management of elections
- Full-service end-to-end Human Resources functions available as needed by LPPOA

- 24/7 Customer Care integrated in Connect platform for both emergency and non-emergency (74% of inquiries resolved at L1)
- Full evaluation of current budget and recommendations to improve approaches
- Vendor/subcontractor oversight, management, and evaluation
- Advisory on administrative policies and decisions, legal compliance
- Physical property management services
- Structured monthly financial reporting, 15 report types described in proposal



How FirstService proposes a ~50% fee offset through more efficient management of budget



2021 LPPOA - Proprietary and Confidential

6

NEXT STEPS

- Committee recommends that Board approve notifying First Service Residential that we have down selected them so we can start the contract negotiation process
 - ✓ This allows us to complete due diligence and validate the pricing and potential savings offset
 - ✓ Start drafting a contract to potentially hire property management company to help LPPOA manage the community
 - ❖ This will require legal attorney help to ensure we negotiate best terms for LPPOA around termination, liability, litigation, etc.
- Assuming contract negotiation goes well, and financial benefits remain solid or better, plan for a special board meeting to be held in late Oct so Board can vote on potentially hiring First Service Residential to help manage community (this will trigger contract execution)
 - ✓ This timeline allows First Service Residential a transition period to get up to speed to support the 2022 budgeting process and take over operational activities for LPPOA right from the start of 2022 and position the board and the community for success and better experience moving forward!

Adeel concluded his presentation with the following comments:

We thought through this very thoroughly in a couple of conversations because we really wanted to be mindful of the new board members that are joining post-election, but also ensure that we are setting up the community and the board for success for 2022. Timing was important in this process, and thus we are recommending that the board makes a motion tonight to move forward to the next step of the process. What that means is that we've notified First Service Residential, that we have pre-selected them to get into a potential contract to hire, and what that entails us to do is start the contract negotiation phase, where we can start drafting an agreement, we can finalize the pricing that they've submitted, we can provide more information, so we can even confirm on additional saving opportunities on insurance, etc. That process takes some time, and that allows us to initiate that process. This by no means makes any commitment to the LPPOA on hiring a property management company. As this process progresses, the one piece of activity that we will need support on is legal. to ensure that we're protecting the LPPOA around termination, if you're not getting the right service, etc., and we want to put a voice out to the community if there is any attorney in the community that is willing to volunteer at that time who has experience negotiating contracts, we would welcome that, and I'm sure the board will welcome that if not, we will require legal assistance to help from the contract negotiation standpoint, that would be the only expense that we would incur in this phase. The goal is to put us in a position to have the contract negotiated, to have in front of the board, in a special board meeting to be called later in October, and we now, and later in October will allow the board and the committee, the time to socialize all the activities that have happened to date and the special meeting in October allows all new board members and current board members that are staying on to vote on actually making a decision on whether the LPPOA is going to bring in a property management company. The timing to do this is in October, late October is important so that the property management company has the ability to get up to speed during a transition phase and even potentially help the LPPOA board on Budget, Planning and approval scenarios for 2022 and sets them up to start the new year off with all everything under cover, and also ensures that transition and terminations of existing partners we use and makes it most cost efficient and also allows the board to hold them accountable for success. That's the rationale around the timing and today's recommendation is more to move to the next step in the process, and no contract commitment is being made today, the only expense that the board and the LPPOA will incur over the next month to six weeks is going to be some legal support, unless we can find somebody in the community that's willing to volunteer at the time, then obviously it would come at no cost to the LPA, so that's the summary of the findings and the read out, and we'll open it up to any questions that the board has.

Adeel entertained questions below:

Q: Deepa, for the legal cost, Adeel you mentioned they have a legal team that can help us reduce our legal costs, so whatever contract we will be negotiating, would it involve legal representation, like what our current representation does? What is entailed in this?

A: If we were to hire the property management company, they would provide legal support going forward for the LPPOA for any matters that we need, and we will have access to their attorneys depending on the specific expertise that we need, based on discounted rates and those specific hours, so we won't need any retainers etc. As far as the process of contract negotiation to protect the LPPOA, we will need to have an attorney that is representing the LPPOA to negotiate with First Service Residential attorneys on the contract we're going to sign.

Q-Deepa: So, in the slide where you present it like what cost they will be off setting out of the bat the week, then very comfortably or confidently the legal cost is off set as well, right?

A: The 50% includes the legal cost offset savings that includes the accounting savings based on the budget, but my understanding is that we are over-budget at the moment, gives of the overall operating and so, so there may be some opportunity in the next phase that we can validate. The next step in the process would firm up the accounting savings, it would firm up any opportunity for insurance savings on our policies and what they can negotiate and provide us and will also be something minor opportunities on Wild Apricot and on a couple of other smaller. But I would say the biggest ones will be accounting and insurance, insurance is our biggest line item, I believe in our budget, so I think those are the two that will probably have the biggest impact on increasing that number, if I were to guess today, I would say we probably could get to about 80%. And remember, these are proposal they have submitted, we will be negotiating in the next phase, that will. I would say high-level estimate, it would be 80% offset plus all the additional benefits that were reviewed and obviously the proposal is more in-depth, which has everything listed.

Q- Pulkit: I'm not sure if you mentioned it, I may have missed it, but they also cover elections.

A: Yes, yeah, so they have a portal, they have a platform to manage if our by-laws acquire us to do any physical mailings, we incur the mailing cost, but they have a platform to actually host it and all those components... Correct.

Q-Dan: I just want to kind of emphasize on here, and so Adeel, if you could speak to it, by hiring a property management company, we are improving our service to our own community. And I'd love for you to give a couple of examples of what that might look like on a day over day, month over month. I heard you say it, and I've heard it before, but I think it really bears saying again. Pulkit and I have spent countless hours individually providing some of those services as have other board members, but I know specifically Pulkit and me, so, if you could please reiterate what that looks like and sounds like, and what some of the benefit to our community would be.

A: Sure, yeah, so I think two aspects there are industry benchmarks around cost or rate of volunteer time, and I would say this year, especially the size of community, significant time has gone in from the board members, which probably equates to thousands of dollars of time that the volunteers have put in...

There's obviously a cost to that, and there's also a risk long-term to the community, whether we're going to have the same level of volunteers and people's time to do... On the service piece, I think this is an important one. Oftentimes, our members forget that the entire LPPOA is run by volunteers, people send emails, people send inquiries and they're upset when don't get an immediate response or scenarios where I think Pulkit has shared, but someone will send an email saying, we need a status, I'm trying to close a loan, and we have to then wait to send a note to Sanderson as an example, get a letter. Those types of activities, people have a higher expectation on that experience. Having a property

management company, all that is going to happen instantaneously, if you're making a phone call, you're going to get your answers, we're going to define SLA for response time for certain matters in the contract, so the experience is going to significantly increase when it comes to overall management, dues, questions and queries and our timeliness of being able to get material out, get invoices out, those are all important matters because cash flow is important, this year was a challenge, but we came into the year with cash, but if that wasn't the case, you could be in a situation where your bills versus your cash could be impacted.

So those are some of the benefits overall in the experience, and I think in general, everybody is used to the technology and experiences, and today we don't have some of that, and we will be able to benefit from some of those components and very possibly we can use some of the digital platforms so people don't have to rely on physical mailings that don't choose to or need it, so hopefully that gives some good insight then.

Pulkit added that the reason this whole process began was with all the amount of work that the board ended up doing, and also reflecting on the past when Bill Sempier was running the organization for 20 years. And he's done a great job, but it doesn't mean I want to be here for 20 years, we need an operation for this community, that in the future, somebody doesn't have to come and start from scratch to learn everything. They can just come in and the property management company is taking care of everything, so any volunteers that we get, anybody that's on the board, they can do the core work, we still have other work that needs to be done, but that is what we should be doing not the invoice, dealing with elections etc.

I think it's worth the cost that we're already paying right now to give it to somebody who does this, so the board can have not only an easy time to actually focus on our core job, which is to not only unite the community then in the future for them to sustain that unity to say, Hey, you're not this a great community. This should not be a full-time job for anybody on the board, so... Its lesson learned from the past, and so we need to take steps, to look at the future of the LPPOA, that two or three years from now, somebody's going to step into these shoes, and many things are set up for you already.

Adeel added, in addition, it allows the Board to focus on some of those strategic and long-term aspects of the community versus focusing on the day-to-day, because there's tremendous opportunity to help up skill the assets we have and drive significant revenue and those are the things that the board will be able to focus on? Make decisions on...

Member Q&A

Adeel addressed additional board and community questions.

Valay Desai: Q- what is the strategy and creativity part?

A-For the strategy and creativity, it was more around how they came up and looked at our budget line items and made recommendations on how they can offset their fee, so that was the creativity part, and the strategy part was then having a long-term view on the journey they're going to go on and willing to have a lower price structure, if we're willing to get into a more strategic partnership with them, and they're actually not making a significant cost to us to onboard them, so there's a fee of only \$2500 to

onboard them. Because they understand that we do not have a property management committee today, and this is a big step for the community to take, so those are some of the aspects around the strategy and Creativity...

Q-Don: Adeel, one of the things I was excited about the presentation to the board was the training that they offer. Can you talk about that?

A-Yeah, so they'll certainly be providing training to board members around Robert's rules and structures on how to run meetings, how different processes run, what are the rules specific to whatever we are under, so they cover that and then for specific roles say around the treasurer, they will provide an accountant and guidance to help the board members understand, but at the end of the day, they want to make sure that the financial review and sign offs are still happening by board members, so there are certain aspects for certain roles and then depending on the structure we negotiate, for example, meeting minutes and those structures would be done by the property management company, and that will also not be a burden on the board.

Q-Pulkit: Does invoicing also include collections?

A- Again, the invoicing includes the collection process of the communication, but then whoever we align to agree who's going to handle collections would take it, but they would follow the process automated from their system on the reminder, the final invoice, and then the collection notices and then hand it off. And then they would work simultaneously back on their revenue streams and stuff coming in and they would manage that...

Q-Jeff Star: Will they handle payroll?

A-They would handle all the payroll and components as well, and they would handle that out of their platform.

Q-Tony- If the day ever comes, we decide maybe to look for a security guard that they have directly worked with a couple firms, if we ever decided to go that way.

A-Yes, there are many... We are unique, but there are many property firms out there, there are other lakes too, that have security staff and things like that, they have contracts and agreements, and they would be able to bring. The most important step and the community should understand if the board takes this, the board still plays the extremely critical role beyond this, it's not that the board is not going to be doing anything, because the board's job is still hold the property management company accountable and still make sure any contracts, any big decisions, the board is going to make that decision the property management company is going to do the heavy work, bring the information forward, the board, elected/appointed by the community is still making those big decisions, the property management company is going to do the day-to-day so that the volunteers can volunteer their time for the decisions and not for actually doing the work, which takes time, and that's why certain things take longer because people have jobs and they're doing it when they have time.

Q-Pulkit: For beach operations when it comes to hiring lifeguards and the certifications etc., they would handle the logistics on those things.

A-Yeah, so they will help us. And that's why we were very thorough in the scope of what we requested, so they would handle getting the applications posted, the submissions, and then they would bring forward the most qualified candidates to the board, and then the board would have to hire them or approve the hiring, but they would do the work. Like this year, I know Dan had mentioned their challenges, different board members went and posted positions in different channels, and we were a little late because of the struggle, but those are activities that they'll be able to do, and they'll be proactive in getting those completed in advance.

They also have an HR person that is assigned to be property management that will be handling those types of activities.

Pulkit: Okay, for the new board members will certainly share this information with you, and on the future work sessions, I'm sure you'll have plenty of questions and need answers, we'll try to get them all answered, but come into this with an open mind and again, lessons learned from the current board and what we have done and why we want to approach taking this step for the future. It's not who comes on the board, that's the most important thing as we need to make sure the well-being of the LPPOA continues and not because we can all roll up our sleeves and get it done.

Member question in chat: I don't know if it's related, has there been any conversations with their current lakes of their experience with them.

A-I did do two reference calls in the process. I was not able to talk to the lake community because they weren't available during the season, but as part of the next phase in the process, we will do one or two additional reference calls and I'll be sure to speak to some of the lake managers that they oversee.

Tarak: I don't have a question, but I have a comment. I still remember when we start a conversation while you're sitting in the board, and we don't know where the current status is, we don't know how we can finish all that, the expenses, are we going to make our budget or not, and that's where we originally started the concept to bring this property management company to the board, and after hearing all your report and seeing all the reports, I think that was a great decision we made that we search for this property management company.

Excellent job, I think you covered all the aspects, the election, membership badges, invoicing, those are the heavy work types for the board, those three things make up 70% of the workload, and taking it off of our shoulders would be amazing. Once again, thank you.

Darshana: I want to motion as a start for the property management process...

Pulkit: I'll second it.

Motion wording verified with Darshana.

Discussion:

John-clear although suggesting we clarify motion, and asked Darshana to amend her motion.

Darshana: OK, I want to make motion to start process for the management company.

Marilyn interjected: The motion, as stated, does not make sense. John, can you please assist and rephrase?

John: begin process of contract negotiation with First Service Management Company. Darshana amended her motion:

MOTION: Darshana: Motion to begin process of contract negotiation with First Service Management Company made by Darshana, clarified by John and seconded by Pulkit.

Round table discussion with board members, all in favor of moving this way and no further discussion.

Deepa added: I just want to clarify for all the members that are listening tonight, this motion is just to start the contract negotiation, we are not entering into any contract, we are not committing to any money to be spent, we're just going to start the contract negotiation process. Thank you.

Pulkit added: I just want to add the Deepa's comment, that basically means that in the contract negotiations, we will learn what that really offers and this way all the board members will have the opportunity to see exactly what process is going to fit our business model.

Membership Questions:

Q-Mary? (Last name unknown) What other lakes does the company represent?

A-I don't know the names of the top of my head. I did not speak to the Lake like I mentioned, but we can certainly get the names of the references and we can share that out with the community, I don't see any reason why we can't...

Many members commented on the presentation done by the committee and voiced their appreciation of the work Adeel and his committee has done.

Motion to begin process of contract negotiation with First Service Management Company.

Directors	Yes	No
Pulkit Desai, President	X	
Danny Desai, Vice President	X	
Dan Nazzaro, Treasurer	X	
Tarak Bhatt, Financial Secretary	X	
Marilyn Ammirata, Recording Secretary	X	
Rinam Shah, D1	X	
Manisha Mansuria, D1	X	
Darshana Kalavadia, D2	X	
Tony Suprum, D3	X	
Don Phelps, D3	X	
John Scrivens, D4	X	
Deepa Tailor, D4	X	

All in favor, motion passes unanimously.

New Business

Election Results-preliminary results published, will not be reporting on any write in votes for any write in that were derogatory to a particular potential board member. Actual statistics of the voting slate will be

published. Entire board agrees. We are only including members in good standing that were write in votes. Pulkit and Tarak will work on, send out to board and then publish.

Certification of vote: Elaine sent email to President and Recording Secretary that the election results were certified and all ballots will be destroyed within 30 days.

The third thing really to talk about is Tony's resignation, the way things work, and that position is open now for the next person who's Mathew Kelek, who is next, and this person will take over Tony's position. Don was concerned because the election is over, and the new position may have to be done by appointment.

Dan: I believe this falls into the same category if a person runs for multiple positions and they win both of them and they choose one over the other, the next person in line, but the next person... I understand the elections over... Yeah, the next person who received the next most votes would take the position that the candidate who was in two roles... I did take a sound apply here, a 1% or a time at then finish the Marmon and deeper and John in the meantime, can you look up the bylaws on the section? I think there is something in better about multiple drips, tins are open. What happens? So go ahead, that you look... So that was exactly what I was going for. So, I believe that we had discussed this last year, and we discussed it again this year with people running for multiple positions, if they choose one position over the other, how do you decide the election... The election is done, the election is called, and the person hasn't told you which position they want, and in that situation, the person... The role that is left vacant is filled by the next most voted for a person on the ballot.

Now, if there was nobody there that it would be an appointment, but in fact here, Matt ran on the ballot, Matt received votes. And so, if a person eliminates themselves from the race, then matte next winter and therefore he has won the race, he has been elected, if he wasn't on the ballot, that would be a point, but he was in fact on the ballot and he did receive votes.

Marilyn: I disagree. I agree that the position should be offered to Matt, I agree with that, because he did run and he did receive votes, but I think we should appoint him, I don't think he automatic gets in because Tony accepted the D3 position. The election is finished.

Deepa: feels we should consult with our legal counsel.

Pulkit: Yes, that's a good point, and that's why I said it's not something you would be able to... The time tonight, we still have time, Tony. He's resigning after today.

John: Yeah, so I think there's a distinction, Dan, between the scenario that you presented of multiple people running for the same candidate running for multiple positions, or what's happened here, because that determination ideally would have been made prior to the certification of the election, if the election has at this point been certified and then we received a resignation following that certification, I think that at that point, at the moment, the thing that it's certified, the candidate now becomes the new board member elect, and now I think we have to go through the process that's laid out in the by-laws pertaining to a resignation and then go through the appointment process, I don't think because the election is over at this point...

Ongoing discussion, Pulkit will confirm how we move forward when he speaks with our legal council and will communicate with us what has to be done.

Deepa asking for clarification as to when Tony is resigning his position on the board.

Resignation: Tony Suprum has resigned his board position and fishing club but has generously offered to help anyone interested in taking over the club.

Motion: Motion made to accept Tony Suprum made by Pulkit, seconded by Deepa.

Directors	Yes	No
Pulkit Desai, President		X
Danny Desai, Vice President	X	
Dan Nazzaro, Treasurer	X	
Tarak Bhatt, Financial Secretary	X	
Marilyn Ammirata, Recording Secretary	X	
Rinam Shah, D1	X	
Manisha Mansuria, D1	X	
Darshana Kalavadia, D2	X	
Tony Suprum, D3	Abstain	
Don Phelps, D3	X	
John Scrivens, D4	X	
Deepa Tailor, D4	X	

Discussion amongst board members, many members voicing their reluctance to accept his resignation. Tony is a valuable member of the board. Many asking Tony to reconsider. All board members commented on Tony's continued contribution to the lake, to the association and the fishing club. Tony was asked to reconsider as he is a very valued member of the board.

Unfortunately, we were unable to convince Tony to reconsider his choice to resign from the LPPOA.

After Tony's final decision was communicated, the board, reluctantly, accepted his resignation with the exception of one member.

Transition with the new board members

Pulkit asked the current board to help in the transition. I can understand if I don't come to certainly have one-on-one or small meetings with other groups, I know Dan, you're going to be talking to Patty, you look at that schedule, the same thing with Marilyn. Discussion about planned meeting to ease new board members to transition onto the LPPOA BOD. Work session will be held on the 20th to help the new members get up to speed.

Pulkit stated that he received an email from Eileen Born and was discussed at the pre board meeting. Eileen stated that She was reviewing July meeting minutes, and he was questioning the legal immersion recorded in July meeting stating that it is not accurate, and we need to review the numbers who made the correction in the meeting minutes. Dan, you're taking the lead on this to the appropriate steps. Is that correct?

Dan added, yes, so my statement in the board meeting regarding our 2020 spend on legal fees where-in the 2020 expenditure in total was \$81,000, only approximately \$40,000.00 of that cost was incurred in 2020. The additional funds were a part of the 2019 expenditures that were not billed until later and didn't hit our books until 2020. That includes the dollars that were approved for registering the judgment on the properties, and they also include the additional funds, I think it was \$25,000. The board approved for legal expenses resulted in people putting commentary on their check memo saying that they reserve the right to vote, or they maintain the right to vote. So those are true, the items that I can think about the top my head that we're absolutely a part of that 2019 spend that didn't hit until 2020. This stands as a correction for the July meeting minutes.

Lantern Fly:

For those who don't know, this is an invasive species, it's a pest and causes a lot of damage to crops and other AI-domestic plants. Morris county, as of August 31st, I believe, has been added to a spotted land from flying quarantine list in the state of New Jersey. Residents are encouraged to report spotted lantern flies to the New Jersey Department environmental protection if they see them, and they're also required to remove them from any items that are transported across outside of the quarantine zone, which is currently consists of most of the state of New Jersey and a good chunk of Pennsylvania. They tend to stick to things like boats and cars and trailers, and since people are taking their boats out over the next few weeks and potentially storing them off-site, I know a few boaters who have larger boats stored them out of state, and kayakers may be interested in taking their kayaks on trips and such, you're encouraged to remove and destroy them. We will send out an email blast with info on how to spot and report them. These insects have also been seen on the beach.

The New Jersey DEP has an online reporting tool.

Pulkit added: I know in the past, the by-law as the balance should be destroyed in 30 days, the member just reminded me that PREDFA advises us to keep the ballots for 90 days, so I'll let the election committee chair know to send an email to Election Buddy and inform them to keep the ballots on file for 90 days.

MEMBER Q&A

Jeff Star- **Q**-Tarak, how much did we fundraise for the members in need during the membership distribution and what sort of plans have been made for those funds.

A-Tarak responded: So due to the election, I did not yet submit the report to the treasurer, but we are \$298.00 collected from that activity, but I just signed over the money and let the board decide how they want to use money for...I think we plan to create a hardship committee and hardship Committee is a volunteer from the community, will decide how this money will help and where it goes. Jeff asked if there was a hardship committee established? Dan added that one was established 2 years ago.

Q- Mark Franklin-

I just had a quick question about the Election Buddy, the ballots? I know they were mailed to people's homes but given the number of renters that we have in Parsippany and the renters, as far as I know, are not eligible to vote. Did renters vote in the election? And what were the protections put in place to prevent renters from voting...

A-Well, the mailing list is based on what was on the county website, property owners, and that we mailed the ballots to and the cards. As far as renters, honestly, we don't know because legally, we are supposed to send it to the property owners, and that's what we did, it was the same thing that we did with the invoices.

Announcement

One thing we did forget, we discussed at the pre-meeting is for us and us editor, Marilyn has said that she would like to take that role as editor for the News and Views. If someone can educate me with history in the past is that a committee is how do we put Marilyn on as editor?

Dan: There is no specific procedure process, if Marilyn wants the job its hers, unless there's some contention and people don't want her to take it would be... Then maybe we make a vote out of it, but otherwise. Well, for paid positions, we would normally vote on the right point or position go that's... Outside of a committee, I'm not sure, right?

John: Why don't we just make a motion and vote on it.

Pulkit Motion made to make Marilyn Ammirata News and Views Editor, seconded by John.

Discussion: Deepa asked if we should publish this position to the public? Pulkit stated for board positions, which is one thing, for committees, we reach out. This seems like a volunteer position outside of committees and we can vote on it. It's a voluntary position, and we can reach out to the community to see if anyone wants to help. No further discussion.

Directors	Yes	No
Pulkit Desai, President	X	
Danny Desai, Vice President	X	
Dan Nazzaro, Treasurer	X	
Tarak Bhatt, Financial Secretary	X	
Marilyn Ammirata, Recording Secretary	Abstain	
Rinam Shah, D1	X	
Manisha Mansuria, D1	X	
Darshana Kalavadia, D2	X	
Tony Suprum, D3	X	
Don Phelps, D3	X	
John Scrivens, D4	X	
Deepa Tailor, D4	X	

Motion carries: All in favor.

There being no further business to discuss. Motion made to close meeting by Pulkit, seconded by John.

Respectfully submitted,

Marilyn Ammirata
Recording secretary

