

Ocean Beach and Bay Club

P.O. Box 245 – Lavallette, NJ 08735

Phone (732)-793-3798

April 6, 2018

Trustee Meeting of the Ocean Beach and Bay Club
Office

Present: Ken Levine, Bobbie Mues, Ashley Swartz, Monica Anton, Frank Augustine, Mike Hanney, John Sorrentino, Kate Baun, Lorraine Polakowski

Excused absence: Sharon Andelora

Meeting was called to order by Ken Levine at 7:55 p.m.

There were two corrections to the 3/9/2018 minutes. The year 2017 was referenced instead of 2018 for the date of the March 9, 2018 Meeting. Ashley Swartz made a motion to accept the February 9, 2018 minutes (not 2017).

With the corrections noted, Ashley Swartz made a motion to accept the 3/9/2018 minutes and Frank Augustine seconded the motion. Motion approved.

Communications

1. Trees were cut down without authorization and Club will pursue.
2. Correspondence came into the office (no name) regarding 111 W. Bayview messy job site. Letter on file.
3. Complaint about someone consistently putting dog poop in someone's garbage can.
4. Road drain complaint from a member on Goa Way. Trustees and maintenance will meet with the engineer and Tom Vich the following day.
5. Building permit— with rule change this building is fine.

Financial report

Ashley Swartz reported:

- The Club is now migrating to an online version of Quick Books. She will be “freezing “ QuickBooks pro 2014, which has been reconciled, and strictly use the online version. Ashley explained that an online QuickBook expert be employed to assist (balance sheet, accounting support, etc.) for up to 10 hours or max. \$175.00. Ashley Swartz made a motion and Mike Hanney seconded. Motion was approved by unanimous consent.
- Auditing expenses were discussed and ways to limit that expense. Ken Levine suggested that for continuity we stay with the current auditing firm. However, in the future we should look into a bylaw change and explore other auditors (CPA's, etc.).
- Ashley Swartz and Janice Palmeri must be copied on everything when spending money.
- Ashley Swartz provided financial reports (attached to these minutes). Some corrections need to be made (i.e. engineering fees). Ashley Swartz will go through and revise the report.
- Kate Baun asked a question about a budget statement. Ashley Swartz explained that she is working towards that end.

- Anything over \$1000 needs Board approval.
- Mike Hanney explained that he will have multiple invoices coming in from beach expenses.
- Home Depot/Lowe's credit cards still being looked into. Discussed debit cards. Passwords and accounts are available to appropriate Board members if deemed necessary.
- Monica Anton made a motion to accept the financial report and Kate Baun seconded. The motion was approved by unanimous consent.

COMMITTEE REPORTS

Staffing

Ken Levine reported:

- Beach, security and maintenance staffing appears secure
- Social staffing continues to be developed. Possible "social director" with a job description may be created. Lorraine Polakowski offered to help develop a job description and publish it on the website under employment opportunities.

Fundraising

Lorraine Polakowski reported:

- Unfortunately, the State turned down our application for a 50/50 license. However, the State did explain that a silent auction would not require a license.
- Basket raffle can be done at the spring Membership meeting and a weekly basket during the rental season auctioned off. Tickets would be sold all week \$3.00 for 1 ticket, \$5.00 for 2 tickets. Drawing during the season would take place on Friday before the renters leave on Saturday morning. Discussed possibility have a wine/liquor basket and the legality of that.
- We will need donations for the baskets. We can possibly advertise on the website and ask for donations for the baskets.
- Ashley Swartz suggested local restaurants donating a dinner or appetizer, etc.
- We cannot sell alcohol but we should be able to raffle it for ages 21 and over.
- We could sell ads on our website.
- Monica Anton suggested that we look into something like PayPal for ad payments or monetary donations. Frank Augustine will look into this.
- Question about the fundraising account. Because we had to set it up for 50/50 (State required this), we can use this account to deposit fundraising monies. Ashley Swartz will set up the products in QuickBooks. Lorraine Polakowski will follow up with Ashley Swartz.
- Short discussion about possibly having a Family Day BBQ. Lorraine Polakowski suggested that a social committee be set up headed by a social director to explore community activities.
- Yoga on the beach. Can we look into making a percentage of money instead of the yoga instructor making 100%.
- Bobbie Mues suggested a yard sale. We would need to find a parking area and sell a spot. 100% profit.

Membership

Reported by Bobbie Mues

- Frank Ferrari of Atlantic Property Development owns 5 houses/lots and has yet to attend a new member's meeting. He is technically a member as he has paid dues, etc. Felix Nihamin (Ferrari's attorney) will attend on Saturday, April 14th at 11:00 a.m. Ken Levine said the member should attend.
- Bobbie Mues wants it noted here that our By-Laws state that in Section 6 – Membership Committee, second paragraph: *The Membership Committee shall have the duty of interviewing proposed new members. They shall have the duty to educate all proposed* This means that any member of the Membership Committee can conduct these interviews. (Janice Palmeri, our office manager, is a member of this committee and can rightfully head these meetings.)
- Monica will take over the Membership Committee for the future.

GROUNDS

Reported by Bobbie Mues/Kate Baun

The letter pertaining to abandoned houses and lots was approved previously and will include some suspensions. Letter to be mailed out before May 1st. Kate Baun will send letters.

Bobbie Mues has agreed to take care of abandoned houses.

RULES

Reported by Bobbie Mues

- We have approved a permit for a retractable awning on a raised house. We have no rules pertaining to awnings.
- We have had inquires about lofts. Our response is that we do not allow second story living nor does Toms River. TR states that a loft is a violation of the Certificate of Occupancy and is therefore prohibited and in fact could/should be reported as a violation.
- We have discussed propane fire pits and I have spoken to TR Fire Inspector. John Novack. A wood burning pit must be 15 ft. from a combustible surface, therefore not possible for

OB. Propane burning is to follow manufacturer's instructions which is 6 ft. from a combustible surface and tank must be 60 inches from the pit itself.

Roads and drainage

Reported by Ken Levine

- Drainage project...bids are still coming in.
- Paving...Bay View will be paved. However, now we are told that the work order does not include the lagoon streets. Ken Levine will contact the engineers and look into this.

Legal: no report

Security

Reported by John Sorrentino

- Rob will be on duty when they do the paving.

Beach-Dune Replenishment

Reported by Mike Hanney

- April 30 pipe work will be set up on Pompano beach. It takes approximately 70 days to do 1000 feet pumping 24 hours a day. Should take our whole 2018 summer season. Discussion ensued regarding shared beach time with Chadwick Beach. Ken Levine will meet with the Club presidents of Chadwick and Seacrest to work on a compromise between all beaches in regard to beach badges, different club rules (i.e. eating on the beach, etc.).
- There will be two lifeguards on duty at the Bay Beach and badge checkers. Bay beach parking will be a concern.
- There will be no launching of kayaks, jet skis, etc. over the new Bay net.
- For the safety of members we will suspend fishing and surfing during bathing hours.
- Kittiwake will be the Army Corp staging area.
- There is no smoking on the beach; however, away from the beach (crabbing area) it is allowed.
- Mike Hanney explained that lifeguards should not be responsible for taking garbage off the beach.
- The new ATV has been adorned with lights and sirens for safety features at night. John Sorrentino made a motion to approve the costs for the sirens and lights (\$993.64; \$988.71, respectively). Lorraine Polakowski seconded. The motion was approved by unanimous consent.

Social schedule

John Sorrentino has bands scheduled. He is still planning beach concerts.

Administrative Office Hours

The office will be open on Sundays. During the season office hours will be 7 days of the week with shortened hours on Sunday. Ken Levine will send the office hours to Board members. Betty will be hired to help out.

Old Business

- Clubhouse, reported by Frank Augustine: a survey of the property was done and recently paid (\$690.00); we have not yet received the survey of the property. Janice Palmeri will follow up with the company and get the survey.
- Purpose of the survey was to determine whether we can build on the property. Can we build before we hire an architect?
- Frank Augustine is developing a form to survey the Membership. He will send Board members copies of his draft survey for review.
- Online voting: Ken Levine suggests that we move on this and put it on the website. Article 6 section 1 voting by proxy is not allowed.
- Article 7 d: notices are sent out by email unless you tell us you want mail.
- Awnings are allowed
- Certificate of Incorporation was written in the 1950's and need to be updated. Ken will notify the membership that the CI needs to be updated. Ken will send a notification to the Membership that we need to update. Changes would involve (Secretary of State); trustees no less than 5 no more than 10; a Trustee can be removed.
- Frivolous lawsuit...present case study. We should use the same bylaw as attempted previously.

New Business

- There are 8 seats open for the Board. The slate of nominees will be presented at the spring meeting. The top 5 vote getters serve 2 years. Next open positions serve 1 year term.
- Dune crossovers: Tom's River will provide mobi mats. Kittiwake will be handicap accessible.
- Commercial property: developers have bought the old Atlantic window building. The developer wants to then convert to OB3. They want to build single family homes. They don't have approval to build yet. Ashley Swartz reported health and safety concerns . RV on property and how are they taking care of the human wastes. Bobbie Mues suggested that Ashley Swartz contact Tom's River and report concerns.

- Bobbie Mues gave Board members an example of a fee and fine policy for consideration (paper attached). Abandoned property letter: Bobbie Mues will email to Monica Anton for her review.
- We will be sending realtors information informing them that we are a deed restrictive community.

Open Session

- Janice Palmeri asked how Radburn applies to our community. We do fall under Radburn. "Common interest community".
- Janice Palmeri asked about the nominating process and whether one could nominate themselves.
- Janice Palmeri would like to make a bylaw change and asked when it should be submitted.
- By April 20 we need to send bylaw changes and fall minutes out to the Membership.
- Mary Crowley voiced beach replenishment concerns: badges from OB3 and Chadwick and complaints by renters.

John Sorrentino made a motion to adjourn the meeting and Lorraine Polakowski seconded the motion. The motion was approved by unanimous consent. Meeting was adjourned at 11:30p.m.

Respectfully submitted,

Lorraine Polakowski
Secretary