

Ocean Beach and Bay Club

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May 11, 2018

Trustee Meeting of the Ocean Beach and Bay Club
Office

Present: Ken Levine, Bobbie Mues, Sharon Andelora, Monica Anton, Frank Augustine, John Sorrentino, Kate Baun, Lorraine Polakowski

Excused absence: Ashley Swartz, Mike Hanney

Meeting was called to order by Ken Levine at 8:10 p.m.

There was a correction to the 4/6/2018 minutes: Financial Report Bullet #1 should read: ...an online QuickBooks expert be retained (balance sheet, accounting support , etc.) for up to 10 hours or maximum \$1750.00.

With corrections noted Bobbie Mues made a motion to accept the 4/6/2018 minutes and Monica Anton seconded the motion. Motion approved. Sharon Andelora abstained.

Communications (Ken Levine)

- A Toms River Police Department detective approached Ken Levine about talking to the Membership regarding surveillance and cameras. The detective will speak at the upcoming Membership meeting, May 19, 2018.
- NJDET deferred on the tree cutting situation. The NJDOT is actively involved and sent a survey crew and would like to resolve this quickly.
- Ken Levine was contacted by a Chadwick Shark representative who would like to use OB3 bay beach, clubhouse, etc. to work with children, ages 9-13 using an environmental curriculum. This person is certified and holds a \$1,000,000 liability insurance policy. He would hold two sessions (9-11:30-1-3:30) Mondays through Thursdays. Parking would not be an issue. Ken Levine is asking the Board for consideration. Board questions: Will the children be charged for this program? Should we charge him to use the Clubhouse? We should interview this person. Ken Levine will follow up in order to answer the Board's questions. The Board is interested but we need to know more.

Financial

- Ken Levine discussed financial statements (Profit and Loss Detail attached). Playground equipment may be purchased from donations. Money in reserves is for mobi mat, signs, roads, vehicle. Mobi mat may not apply because Toms River may supply this.
- When we plan for the budget, we should plan for monies to build one wooden walkway over the dunes.

- Total cash reserves is \$173,700.
- Discussion regarding the Club sign that is deteriorating. Agreement was to keep the whale logo and not move the sign. Member, Maura Kayal, has asked to donate the area around the sign in memory of her father. Maintenance supervisor will price out material and discuss with Maura.
- Member has requested the financial statements for 2015-2016 and Ashley Swartz provided this. If someone wants copies of reports, they will be charged \$1.00 a page; electronic reports at no charge.
- Bobbie Mues made a motion to suspend delinquent members. Monica Anton seconded the motion. Motion was approved by unanimous consent.
- Sharon Andelora had questions about the profit/loss statement. This will be tabled until Ashley Swartz can respond. Sharon questioned bank charges.

Committee Reports

Fundraising

Lorraine Polakowski reported:

- The State reiterated that there are to be no games of chance without a license. Silent auctions are allowed.
- Horse racing possible fundraiser: we will plan a Night at the Races and charge a cover fee and provide finger foods. Winners would receive a basket or gift card.
- The committee is asking for new donations for baskets to be auctioned off weekly during the summer. A short narrative is being prepared for the website.
- Playground equipment is on sale until June 29, 2018...FYI
- The committee discussed holding a Family Day BBQ. Would like to plan for possibly Labor Day. Tickets to the event would be sold. Everyone's help would be needed to make this event successful. Consider joining the committee.
- Janice Palmeri will be researching memorial benches.
- The committee would like to bring back Atlantic City trips.
- Pat O'Shea will develop a program...OBIII Historical facts and present to members at the Clubhouse. Finger foods and beverages will be sold. Donations will be appreciated on behalf of the fundraising committee. Dates to be announced.

Building

Reported by Frank Augustine

- Contractors will be put on notice regarding heavy machinery on OBIII roads. Contractors and utilities would post a bond. Monica Anton will review with Cutolo.
- Clubhouses: surveys have been coming in.

Security

Reported by John Sorrentino

- Security: There was an unmarked white truck selling meat. Rob has taken care of this.

Grounds

Reported by Kate Baun/Bobbie Mues

- Kate Baun sent out 77 violations. One homeowner contacted Kate and the property will be reinspected
- Bobbie Mues reported that letters went out to people of abandoned homes.
- Bobbie Mues developed a new form showing that new members have been introduced to our bylaws and rules. They must sign at the new member's meeting.
- Bobbie Mues asked the board if it was necessary to address air conditioners on the roof or solar panels. Toms River code will dictate.

Social

Reported by Sharon Andelora

- OBIII Summer 2018 Schedule of Activities was distributed. Andrea and Annie have been rehired. Sharon is interviewing 2 other people.
- Anthony Ferrante submitted a 2018 Clubhouse Activity form (attached). Anthony is a teacher and can work with pre tee shirt/ teens. He is asking for at least \$15 per hour.
- Do we need a food handlers license? i.e. safety using the frier. Sharon will call the town to see if a permit is required to use the frier. Ken Levine is interested in getting a hot dog machine.
- Ice cream social can be more of a family event.
- Discussed bringing back watermelon activity, Miss OB, etc.

Old Business

- Monica Anton is looking into the online voting form.
- Cutolo indicated that we need a Certificate of Incorporation.
- Frivolous lawsuit bylaw developed by Cutolo will be up for a vote again.

New Business

- Mielke settlement: Monica Anton made a motion to approve the settlement as proposed by our insurance carrier. Frank Augustine seconded. The motion was approved. One abstention by Kate Baun.
- Ken Levine wants to have Najarian engineering write a report for our lawyer. Should the Club decide to sue the gas company, the lawyer would have the necessary information. The gas company has been ignoring letters requesting them to assist/participate with the payment of the paving of the roads. John Sorrentino made a motion to hire Najarian Company at a cost of \$2500 to study and write a report for our lawyer to proceed. Kate Baun seconded the motion. The motion was approved by unanimous consent.

Financial:

Ashley Swartz was not in attendance, but submitted the following report: Part of the reason for ensuring we have established accounting and financial processes with integrity and consistency is to make the job easier, and minimize errors in our accounting and reporting. We have some work to do to elevate the standards with which we track our income, expenses and overall financials.

Below is a list of the things for which I have requested help from Jadde, who has deep expertise and experience with Quickbooks. This is to establish foundational processes, quality standards and increase confidence in our financial reporting. This is the primary reason chosen to press STOP, and reboot our system.

There will be things that will be, should be and can be done now, to get the 'house in order' from 1/1/18 forward. Then, things we will need to do post audit to ensure we close the loop.

Additionally, one of the downsides of QBO is that it does not have batch invoicing, which has made more work for The office administrator and myself with dues collection, however, there are 3rd party applications you can integrate into QBO to do batch invoicing, and part of the deliverables listed below is investigating, identifying and hopefully integrating a solution.

Item 1 below is around \$3,500. The amount is greater because since my initial conversation, Jadde has reviewed our QB files prior to 2018 and assessed the work that needs to be done (>20 hours of work, not the 10 I had hoped). I am asking for the additional \$1,500 now to account for the post-audit work.

I – QUICKBOOKS FILE CLEAN UP (PRE-AUDIT)

Revise chart of accounts for accurate General Ledger tracking

Bring in Accounts Receivable for current customers

properly classify and set up all revenue items/products

assign 2018 income on an accrual basis

match all deposits to invoices that remain unmatched

bring in all required transactions, invoices, deposits, etc. from quickbooks desktop into current QBO

Create Excel listing of customers in old QB file that are not in new QB file and include outstanding balances

Verify 1/1/2018 opening balances for all bank accounts

Verify payroll transactions are all entered and posted to the correct accounts for 2018.

Update classes on payroll transactions

Record uncleared checks as of 12/31/2017

January bank reconciliations

Review overall QBO set up for maximum efficiency

Research for best batch invoicing solution and assist with implementation

II - QuickBooks Clean Up (Post Audit)

Record Journal Entries per Audit Report

Record 12/31/2017 Asset and Liability Balances per Audit Report and financial statements.

Record any depreciation and amortization per Audit

- Monica Anton made a motion to increase the previously approved \$1750.00 by \$3250.00 for accounting services (total \$5000.00). Kate Baun seconded the motion. The motion was approved by unanimous consent.

- Bobbie Mues brought up a possible awning rule. It was decided to not have a rule. However, awnings cannot extend past the property line. Awnings need a \$20 OBIII permit before installation.
- Office hours effective Saturday Memorial Day weekend: M-F 9-2; Saturday 9-4; Sunday 10-1. Office workers: Janice Palmeri, Pat Donovan, Betty

General Welfare

- Chris Wetzel questioned the fundraising rule. This will be changed from "all monies" to "net proceeds". He also said when changing a bylaw, list the existing bylaw and one you are proposing.
- Sharon Andelora will reach out to Ashley Swartz about finance charges on the banking accounts.
- Mary Crowley updated the attendees about the Army Corp of engineers work.
- Pat O'Shea said there is a free air hockey set on Craig's list. Approved to receive.

Kate Baun made a motion to adjourn the meeting and Monica Anton seconded the motion. The motion was approved by unanimous consent. Meeting was adjourned at 10:45 pm.

Respectfully submitted,
Lorraine Polakowski