

Date/Place/Time:

October 10, 2016, Cranberry Pines Elementary School 7:00 p.m. to 9:15 p.m.

Upcoming Meeting Dates:

November 14, 7:00 p.m. Cranberry Pines Elementary School

Board Members in Attendance:

Stacey Krastek
Lauren Kochan
Karin McDonald
Kate DiBenedetto
Leslie Cromie
Bill Lobosco
John Sweeney

Residents:

Bill Moritz
Rick Krangel
Chris Brough
Lauren Gliko
Kevin Sparkman
Kate Boianelli
Susie Hoguet
Alyssa Martin
Ashley Greenblatt
Alison Torres
Kate Bradson
Lindsay Smith
Lauren White

Call to Order:

Procedural Announcements:

- General vs. Regular Meetings and Meeting Schedule per By Laws:
 - Each calendar year we hold nine Regular Meetings. These are board business meetings and discussion is limited to board members with the exception of the Homeowner Comment or by invitation (ex. Beach committee is invited to present/discuss an issue).
 - Each calendar year, we hold two General Meetings (September and November) during which voting takes place for the board election and for the budget.
 - In addition, executive or special meetings for the board only can be scheduled at any time, giving all board members 48 hours' notice.
 - Committee meetings are held at the discretion of the committee

- Need to choose two additional meeting dates for extended discussion in October. October 17th and 25th selected. Stacey to contact Cranberry Pines regarding meeting space.

- Robert's Rules of Order per By Laws:
 - Timed & Monitored Discussion – Karen volunteered to keep time and help moderate homeowner comment.

- Discussion limited to delegates – Committee Reporting Responsibility
- Announcement about/for New Board Members for the November Meeting per By Laws

Secretary's Report:

- September minutes approved and entered into record.

Correspondence:

- Leslie received a letter from Verizon regarding upgrade to fiber optics at beach. Tabled to new business.
- Email regarding canoe vandalism. Lauren responded to homeowner and asked that they report to township police.
- Lauren had several pieces of correspondence from our attorney and insurance carrier regarding social host liability, insurance riders on events and DNO insurance. Tabled to executive session for new business.
- Lauren has correspondence from our attorney regarding 14 Knotty Oak. Tabled to new business.
- Email from resident regarding volleyball tournament and beach usage. Tabled to new business.
- Email from a potential buyer for 8 Tallowood Drive wanting to know if our homeowner's association could help in any way to facilitate the sale. Tabled to new business.

Treasurer's Report

- Main checking account: \$ 69,482.98 (from Sept. statement)
- Life Guard account: \$ 10,581.41 (from Sept. statement)
- Lakes Accrual Fund: \$ 86,516.48 current
- General Improvement Accrual Fund: \$ 50,528.83 (from Sept. statement)
- One payment plan still open
- Need to change name of payer/email for Quick Books. Rick Krangel to take this over as incoming treasurer.
- Status of tax exempt status for capital improvements
- What committee to budget for sand reclamation?
 - Has always been under beach committee
 - 2016 budget had no allocation for sand reclamation or supply
 - All 2016 sand work shows in "lake bed maintenance" line item in Water Committee
 - Ditto for trail clearing this has always been under property committee. For 2017 budget it is showing under "water committee" as a new item but this should remain under property committee.
- Letter from IRS regarding third quarter taxes for last year. Leslie forwarded to ADP payroll to review and respond.

Budget Finalization:

- Transfer Lakes and Transfer General Improvement are designated for capital improvements. We transfer funds to those accounts each year and try to maintain a balance of between \$75,000 and \$150,000.
- Any non-capital improvements are considered maintenance and are taken out of regular budget line items.
- Athletic Committee:
 - Keeping at \$300.
- Beach:
 - Requesting \$1000 for tetherball equipment and installation and grill replacement.
 - New line item maintenance added in the amount of \$500 for power washing of playground equipment and repairing broken dinosaur.
- Board:

- o An audit is required annually and can range from \$800 (compliance), \$1500 (review) or \$2000 (full audit). Need to decide which option to budget for in 2017.
- Communication/Website:
 - o Requesting a \$25 increase to \$275 to add search engine to website.
- Insurance:
 - o We have a reduction in our policy premium but need to discuss potential attorney fees and riders for events.
 - o Our attorney recommends having rider for each event (potential fee of \$160 per rider).
 - o Alcohol cannot be provided by TLA at TLA sponsored event (any event that uses our resources such as social media, tidbits, PayPal or event funding).
 - o Need to review our DNO insurance to protect both board and committee members.
 - o Attorney also recommends having a “monitor” at all events to ensure rules are being followed.

Homeowner Comments: (Break from Budget at 8:00 to 8:30)

- Ashley Greenblatt: Questioned whether we would have a rider or waiver for residents reserving the pavilion for private parties. Our attorney will be drafting a waiver which we will finalize before the 2017 pavilion reservation season.
- Lauren Gliko: Questioned whether riders would also pertain to Children’s Events where we are not providing alcohol but where drinking may occur, such as the Luau. Since we are considered a Social Host for that event, we would need to consider a rider.
- Kate Boainelli: Asked whether they could continue planning Social Events. Pub Crawl is being eliminated. Can proceed with planning for winter social and we will contact attorney once details are planned to discuss rider if needed.
- Kevin Sparkman: Asked for clarification on whether riders are needed at every event or case by case. Board needs to discuss and decide on each event individually.

Return to Budget:

- Board:
 - o Should we allocate money for riders in budget or build into cost of event (ex. Changing cost per person from \$20 to \$25 to absorb fee for rider)?
 - o New estimate for DNO needed
- Childrens:
 - o Increase budget for Kindergarten Mixer to \$125
 - o If we need to eliminate an event due to cost, would either be Fall Campout or Movies at Beach. Lauren Gliko to ask committee for feedback at this week’s committee meeting.
 - o Possible increase in Breakfast with Santa to \$10 for adults and \$5 for children to accommodate anticipated increase in volume at event.
- Membership/Hospitality:
 - o Hospitality: \$300
 - o Directory: Reduced to \$200. We are planning to add 4 pages to the April Tidbits and print these as part of our mass mailing for that month.
 - o Graphics: eliminated
 - o Meet and Greet: \$150
 - o New Membership: We do not have anyone who actively pursues these.
- Newsletter:
 - o Stacey to clarify with Gail costs for printing and mailing for three months (April, September, and November). April issue would be 24 pages with addition of directory. September and November printing only 4 pages (budget and election news).

Unfinished Business:

New Business:

- Verizon upgrade to fiber optics for shed at beach.
- Civic committee reaching out to township regarding potential purchase of 8 Tallowood.
- Update on 14 Knotty Oak. We do not currently have a set of documents or map and will need to pay the attorney to get those. We also don't have anything in our bylaws stating they can't alter common spaces.
- Social host liability, alcohol at Tamarac events and insurance riders.
- Waiver form for pavilion reservations (needs to be drafted by attorney)
- Tax exempt status for capital improvements.
- Tetherball: Need to determine costs of equipment, installation and location.
- How to budget for insurance riders at events.
- Fall campout and noise ordinance.
- Liaison needed for Membership committee.
- Format for November general meeting.

Adjournment: