

Ocean Sands Resort Association, Inc.
Board of Trustees Meeting
September 22, 2018

Call to Order: The Regular Meeting of the Board of Trustees was called to order by the President Brian Carvale at 9:00 am, on September 22, 2018, pursuant to a written notice establishing the date, time and place.

Pledge of Allegiance

Roll Call: The following Board Members were in attendance: Joe Puscian (Albacore), Renee Jeminey (Alt. Bass), Lisa Zook (Alt. Caviar), Holly Myers (Alt. Dolphin), Robert Swartz (Alt Eel), Raymond Pauley (Flounder), Robert Magnotti (Guppy), Elizabeth Emde (Haddock), Carmela LaRocco (Inlet), Harry Koestel (Alt. Inlet), Greg Hart (Jetty), Maureen Olphert (Alt. Jetty), Carol Eckroth (Kay-Ling), Mary Ellen Bulla (Neptune), Cynthia Roselli (Alt. Octopus), Daniel Dunn (Pebble) and Michael Mis (S. Pebble). A quorum, with 100 percent of all streets present. This was a record attendance.

Prior Meeting Minutes: The minutes of the Annual Membership Meeting of September 2, 2018 and the Annual Organization Meeting dated September 2, 2018 were reviewed.

Treasurer's Report: Barry presented the Treasurer's Financial Report for the period ended August 31, 2018 showing that we continue to run under budget by approximately \$20,000 but several year-end projects will use about \$10,000 of the surplus. The Cost of Use account has a balance of \$144,190. Total cash and investment accounts (less the escrow reserve for property taxes) is \$284,788. Barry reported that eight sites failed to pay their taxes when due on August 15, 2018. Following discussion, the Board authorized the Treasurer and Secretary to periodically distribute summary financial reports to the general membership, in addition to the Trustees. In addition, the Board authorized the posting of a summary report of property taxes by site on OSRA's web site. See also the Finance and Budget report below.

Standing Committee Reports:

Audit (John Perillo): John Perillo will conduct a winter audit of all the books and records of OSRA and issue a report to the Board in the spring. Barry reminded all the Trustees, that in addition to this audit, OSRA's books and records are regularly reviewed by an outside accounting firm, which also prepares regular journal entries to ensure we follow proper accounting rules and prepares OSRA's annual tax return.

Auxiliary (Kim Perillo): No report.

Clubhouse Upgrade – Special Committee (Barbara Pfeiffer): Barbara Pfeiffer provided a full written report to the Trustees (see attached) updating the Board on contractor selection, the hiring of an architect to insure compliance with Township rules, and the next steps in the process. Demo of the Clubhouse will take place the week of October 5th. Please read the full report from Barbara. Brian requests that once the demo is complete, DO NOT ENTER the clubhouse for safety reasons.

Beautification (Joe Sergio): Joe thanked the volunteers who have watered plants and helped to maintain the gardens.

Grounds and Buildings (Joe Sergio): Joe advised that overall the buildings are in great shape and the Clubhouse project will be a welcome change. He discussed the cracks in the roads and suggested that maybe the best way to repair is with poured hot tar. The maintenance committee will do some research and advise for next year. Several Trustees also suggested we look at possible bathhouse renovations after we complete the Clubhouse project. Perhaps some fresh paint could help in the short term.

By-Laws (Glenn Baker): No report.

Construction Committee (Glenn Baker): No report. Barry reminded the Trustees that the deadline for permits to do winter work is October 15th.

Purchasing (George Keefer): No report.

Pool Maintenance (Tina Ludy): No report. Brian reminded the Trustees that we need a new pool person for next season since Tina will be unavailable.

Finance and Budget (Stanley Sands): Barry reviewed the proposed budget with the Trustees (see attached) and advised that the recommendation of the budget committee is to keep the dues at \$700 per site, or \$151,900. With other miscellaneous income, the total budget would be approximately \$160,000 for the 2018/2019 fiscal year.

Grievance (Greg Hart): Greg reviewed two grievances the committee received:

Site (redacted) filed a grievance challenging the imposition of a fine of \$500 which was equal to approximately one-half of a bill OSRA received to dig-up, clean-out and repair a clogged sewer pipe by an outside plumbing contractor (Total bill \$1034.85). In July the Trustees voted to impose this cost on site (redacted) since the site had caused, in part, the clog due to the improper disposal of feminine hygiene products (tampons). The Trustees decided to only charge the site one-half of the cost of repair since the sewer pipe also had root intrusion and a broken elbow. The July resolution (see July minutes) also concluded that the full cost of repair would be imposed on any site where it can be shown that they improperly disposed of prohibited items into the sewer. Improper disposal into our sewers has been and continues to be a major problem causing expensive pump replacement. (see attached sewer notice first issued in July of 2009). The committee reviewed the grievance and recommended to the full board that the fine imposed be upheld (grievance denied). After extensive discussion, including discussion about imposing the full cost of the repair on the site, fourteen Trustees voted to deny the grievance (one Trustee abstained). The fine is upheld.

Site (redacted) filed a grievance challenging the imposition of a fine of \$200 for the improper disposal of construction materials into OSRA's dumpster. The site argued that recent changes in the permitting rules made it unclear. In addition, it was a project conducted by the site owner (not an outside contractor) and they did not dispose into the regular dumpster, but the special seasonal dumpster that sites are allowed to use for large household items (furniture, mattresses etc.). The site argued that there is no clear definition of what is allowed and what is not in this special dumpster. The committee reviewed the grievance and recommended to the full board that the fine imposed be upheld (grievance denied). After extensive discussion, the Trustees unanimously voted to reduce the fine from \$200 to \$100 and requested that OSRA clarify and publish on the website guidelines for the use of the dumpsters (regular and seasonal). The fine is reduced to \$100.

Maintenance (Bob Gorman): No report.

Rules and Regulations (Tim Birch): No report.

Safety (Tim Birch): No report.

Welcoming Committee (Rose Albert): No report.

Old Business:

Playground Upgrade - Update: The new equipment has been well received and is being enjoyed. A Trustee requested that the wood boarder near the pickle ball court be replaced with the plastic pipe that was used for the other three sides of the playground.

New Business:

Tennis Court Maintenance/Repair – Update: Barry reported that volunteers are needed for the first week in October when we will do crack repair and power wash the surface. The crack repair is now being done at least twice a year and is getting worse. A more permanent solution is needed. Barry advise that OSRA has received a quote from one contractor and we will explore what options are available. A permanent solution (with a life-time warranty) is a new plastic court that covers the existing court. Costs of any major repair or update are expected to be between \$20,000 to \$25,000. Barry reported this to the Board so that they can begin a long-term planning process.

Fence Replacement: Brian reported that OSRA wants to replace the existing wooden split rail fence at the front of the campground with new plastic split rail fence. The money is available from the budget surplus and would cost approximately \$6,000. The Trustees reviewed the proposal and agreed that it should be done.

Budget Review and Approval – Establishment of Maintenance Fees: See above.

2019 – Board Meeting Schedule – Approval: Barry presented to the Trustees a proposed schedule for next year’s meetings. Following review and discussion, the schedule was approved.

Resolutions: Upon motion, duly made, seconded and carried, it was **RESOLVED** that:

- 1. Treasurer’s Report:** The Treasurer’s Year to Date Report dated as of August 31, 2018 is approved.
- 2. Prior Meeting Minutes:** The minutes of the Annual Membership Meeting of September 2, 2018 and Annual Organization Meeting September 2, 2018 were unanimously approved.
- 3. Grievance – Sewer Repair:** Following a review and discussion, the Board unanimously (one abstention) denied the grievance of site (redacted) and allowed to stand the \$500 fine (one half of the bill to dig-up and repair the sewer line on site (redacted) due in part to the improper disposal of feminine hygiene products).

4. **Grievance - Construction Violation (use of dumpster):** Following a review and discussion, the Board unanimously modified the Construction Committee's fine from \$200 to \$100 on Site (redacted).
5. **Budget Approval – Establishment of Maintenance Fees:** Following a thorough review and discussion, the Board unanimously approved the proposed budget of \$160,120 and established the 2018/2019 Maintenance Fee at \$700 per site.
6. **Meeting Date:** The next regular Board Meeting is scheduled for May 4, 2019 followed by the Annual Board Organization Meeting (election of officers) at 9:00am to take place in the Ocean Sands Resort Association's Club House located at 56 Route 50, Oceanview, NJ.
7. **Agenda Items for Next Regular Board Meeting:** The Secretary will prepare and distribute an agenda for the next Board meeting which will include, in addition to the continuing reports and old business, the following new business: None.

Adjourned: There being no further business, upon motion, duly made, seconded and carried, the meeting was adjourned.

DATED: September 22, 2018

Barry D. Myers, Secretary

Clubhouse renovation report to Board of Trustees, September 22, 2018

To: Board of Trustees

From: Barb Pfeiffer, committee chairperson

Today, I will discuss the following four open items from the July 7th meeting, along with additional important items concerning the completion of the clubhouse renovation project.

- **Choose a contractor** - over the last few months the committee began the process of interviewing contractors with the goal of choosing an individual with the experience, knowledge, and talents who will deliver the best renovation of our clubhouse as proposed.

We feel Joe Chambers (Add-a-Room) is the contractor for the job. Joe brings over 30 yrs. of experience along with many local subcontractor connections. He has been willing to help with this project from the beginning. Many of us have experienced Joe's work first hand. He has performed multiple jobs in Ocean Sands over the years including sunroom additions and stick buildings. Joe has supplied us with subcontractor information willingly, allowing us the freedom to speak directly with them about materials, etc.

- **Obtain an Architect** – Robert Sheairs, a retired NJ licensed architect, will work directly with Joe Chambers on the project. Bob and Joe have the experience of working together on several projects. Bob will begin to work up drawings for the permit process once the demo is completed. Bob will work directly through Joe Chambers and his fee will be reflected in the final proposal submitted by Joe.
- **Open a wall to examine the structure** – the walls were opened in three areas as a quick check on the structure. Although it appears to be good news, one item of concern was identified, which will be discussed later.
- **Begin demo to obtain a firm plan/proposal** - the committee has received a proposal from Joe Chambers to supply labor and dumpsters to remove the drop ceiling, wall paneling, sheet rock and insulation in the clubhouse as needed. This process must be completed to open the building for the Architect, Electrician, HVAC, plumber and insulators to provide a clear picture of what will be needed for them to figure costing and provide an accurate quote.

Cost of \$4,000 (\$2,800 for labor, \$1,200 for two dumpsters) if one dumpster is not used cost will be \$600 less.
Need Brian's signature on proposal with 50% deposit to move forward

- **Next steps** – Once the demo is completed, Bob Sheairs will begin working with available committee members to complete the drawings per our specifications. He will provide drawings adhering to township codes and following the permit process. He will work directly with township officials.

Joe Chambers will bring subcontractors on site to begin the process of obtaining firm costs in order to provide a firm proposal for project completion to the committee. The committee members will adjust the plan, if necessary, to remain within the resident's approved budget. The final proposal will need Brian's signature and a percentage deposit based on the total cost of the project. The project will be funded on a draw basis, schedule determined with the final proposal. The initial deposit, two additional draws and final payment upon completion will be the only checks written by the Treasurer. I will notify Stan when the project has reached each draw level so the pre-arranged amount check can be released.

- **Item of concern** – a problem with water entering the building on the North wall was observed. The outside area was examined and it appears to be caused by a negative grade complicated by the roots of the tree breaking into the macadam. You can see the effect of the recent water on the wall panels marked with an X. Since the walls will receive new drywall, this situation must be addressed. There may be multiple solutions to correct this issue; however, the committee would like to request that it be evaluated professionally for the best solution. At this point, we have not addressed it with Joe Chambers but would do so with board approval. This is not an item that was included in our renovation budget so it will need to be addressed outside of the budget.
- **Next steps for demo** – the auxiliary stored all kitchen and auxiliary items in the shed. All tables have been sold and will be removed this weekend.

The chairs, flag, fan, trash cans and janitorial items located in the closet must be removed and stored by the association. The 4 fire extinguishers & the cases should be removed and placed in an area where they can be accessed easily for service that is required in October. The two refrigerators can be covered with tarps and remain in the building during demo. At this time, it needs to be determined if the refrigerators will be required to be stored elsewhere once the work begins.

The outside tables and chairs will need to be stored during the closing process of the campground.

The TV & remaining shelving unit will be removed and disposed by the demo team unless someone would like to remove them for their personal use prior to demo.

- **Other items –**

As stated previously, the work for this project will be completed during the off season. However, the demo could start as early as next week depending on the signing of the proposal. During the off season, Joe will notify Harry when he will begin work so he can open the gate as needed. It is possible that some deliveries may come directly to Ocean Sands, Joe will notify Harry if he needs to be aware. The committee members will be Joe's main contacts and their information has been given directly to him.

Next season the items in the shed will be removed and placed either in the kitchen or the new storage area. How will the shed be removed?

The auxiliary has committed to buying new tables for the social room & the small activities room.

Ocean Sands Resort Association, Inc.

Fiscal Year 2018/2019 Budget

Budget Amount

Ordinary Income/Expense

Income

Campground Dues	151,900.00	* Based on Dues at \$700 per site.
Interest Income	300.00	
Late Fees	1,500.00	
Laundry Receipts	3,600.00	
Other Types of Income	720.00	
Rental Income	2,100.00	

Total Income

160,120.00

Expense

Auto	1,500.00
Bank Fees	50.00
Cable & Internet	1,200.00
Outside Contract Services	7,500.00
Electric	9,000.00
Fees and Permits	1,500.00
Fuel Oil, Propane and Gas	2,000.00
Insurance Expense	24,000.00
Miscellaneous Expense	1,500.00
Office Supplies	500.00
Operations	700.00
D&O Insurance	600.00
Payroll Expenses	29,000.00
Payroll Service Fee	1,200.00
Payroll Taxes	9,000.00
Professional Fees	5,200.00
Repairs and Maintenance - General	32,850.00
Repairs and Maintenance - Pool	4,000.00
Telephone Expense	3,000.00
Trash Removal	6,000.00
Travel and Meetings	800.00
Depreciation	6,000.00
Capital Improvements - Reserve	13,020.00

Total Expense

160,120.00

Net Income

0.00

IMPORTANT NOTICE REGARDING OSRA'S SEWER SYSTEM

Please pay attention to this notice – your failure to comply will result in increased annual maintenance dues!

STOP FLUSHING FOREIGN OBJECTS

The Maintenance committee continues to struggle with pump failures in the Ocean Sands' sewer system as a result of Lessees flushing foreign objects down their toilets. OSRA has been forced to install another new grinding pump at a great expense. While the pumps are capable of grinding the sewage waste, they are not "commercial type" pumps you might find in the public sewage system. As a result, when Lessees (or their guests) allow items to be flushed down their toilets, other than human waste and toilet paper, the pumps will frequently jam and burn out. Every week, the pumps are shutting down and require maintenance and repair.

DO NOT FLUSH:

- Cleaning rags, cloths or reinforced paper towels
- Feminine napkins or tampons
- Underwear or other items of clothing
- Diapers
- All other foreign objects

OK TO FLUSH:

- Human waste
- Toilet paper

Your failure to comply will result in you "flushing your money down the toilet". Please post this notice for your guests.