

# **PACKANACK LAKE COMMUNITY ASSOCIATION**

## **RULES AND PROCEDURES**



REVISED SEPTEMBER 2009

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## **ARTICLE I**

### **DEFINITION**

#### **Section I - Basis**

In accordance with Article XIV of the By-Laws of the Packanack Lake Community Association (PLCA), the following organization operating Rules and Procedures have been formulated by the Board of Governors for all members, with the approval of the Board of Directors, in order that the Community Association will function for the benefit and welfare of its members, in accordance with the By-Laws and the provisions of the property deeds and land sale agreements.

#### **Section II - Intent**

The intent of these Rules and Procedures is to supplement the By-Laws and to facilitate their enforcement. No part of these Rules and Procedures is intended to conflict with or to be other than in accordance with the By-Laws of Packanack Lake Community Association. In any case where there shall be any doubt, the By-Laws will take precedence over these Rules and Procedures as interpreted by the Board of Directors.

#### **Section III - Annual Review**

These Rules and Procedures shall be reviewed annually by the Board of Governors at the regular June meeting for consideration of revisions, additions or deletions as the Board may deem advisable, subject to approval by the Board of Directors as provided in the By-Laws.

## **ARTICLE II**

### **BOARD OF GOVERNORS**

#### **Section I - Regular Meeting Notice**

The Board of Governors will meet monthly. When time does not allow for the completion of business at hand, the Board will continue its meeting at a date within that same month, to be determined by the President and/or the Board members present.

#### **Section II - Absence Rule**

A member of the Board of Governors who is absent for three consecutive regular Board meetings shall, by that action, forfeit his/her office unless an excuse for his/her absence is presented and is acceptable to the majority of the Board present at the first regular meeting following the three absences. A quorum must be present at the time of such action by the Board.

### **Section III - Special Meeting Rule**

In case of special meetings of the Board, the notice thereof shall contain a statement of the business to be brought before the meeting and no other business than that specified shall be transacted; provided, however, that any special meeting at which all members of the Board are present any business may be transacted.

### **Section IV - Annual and Semi-Annual Meeting Rule**

The Annual Membership Meeting will be held on a Wednesday in September or October. The Semi-Annual Membership Meeting will be held on a Wednesday in March or April.

### **Section V - Board Resolutions**

Immediately after the election of officers in September, the Secretary of the retiring Board shall submit to the Board of Governors and the Board of Directors, a written summation of all major Board resolutions and major events approved and noted in the past year as reported in the minutes of the Board. This document also will be made available to the membership by written request to the Board of Governors.

### **Section VI - Transfer of Committee Chairmanship**

The Vice-President of the retiring Board shall ensure that retiring or transferring Committee Chairs shall meet with their incoming counterparts prior to the October Board meeting to accomplish the necessary transmission of all records and pertinent information.

### **Section VII - Dual Responsibility**

A Board member, or candidate for election to the Board, may serve concurrently as an officer of any sponsored or affiliated organization, if acceptable to the sponsored or affiliated organization.

## **ARTICLE III PLCA EMPLOYEES**

### **Section I - Employment and Discharge**

The employment or discharge of all PLCA full time employees shall be the responsibility of the Board of Governors subject to the approval of the Board of Directors. All employees of PLCA are on an "at will" basis.

Permission is granted to the Club Manager and individual committee Chairs to jointly hire seasonal, part-time, or occasional help such as beach lifeguards, maintenance help, summer help, etc. subject to the approval of the Board of Governors.

All compensation of full time employees shall be set by the Board of Governors and approved by the Board of Directors. All compensation rates or rate ranges by job title for the seasonal, part-time or occasional employees shall be approved by the appropriate Board of Governors committee chair prior to hiring of such employees.

## **Section II - Employment Policies**

### **A. Basic Work Week**

The basic minimum workweek for all full time employees will be 40 hours.

Clubhouse business hours are:

Monday through Friday 9 a.m. to 5 p.m.

Saturday 9 a.m. to noon

With notice, office staff will attempt to accommodate a member who cannot get to the office during routine business hours.

### **B. Vacations**

All full time and year round part-time employees will receive paid vacations on the following basis predicated on their length of service:

1. One week vacation for six months to 3 years of service.
2. Two weeks vacation for three years to 10 years of service.
3. Three weeks vacation for 10 years to 20 years of service.
4. Four weeks vacation for over 20 years of service.

Service will be determined from initial date of report for work. In the case of year round part-time employees, a week's vacation is the same as an average workweek.

Any vacations scheduled between Memorial Day and Labor Day need to be cleared by the Club Manager.

### **C. Business Expenses**

No employee shall incur expenses to PLCA without the prior approval of the Club Manager.

The Club Manager is reimbursed for the use of his/her car when used for PLCA business purposes on a per mileage basis, pursuant to the then current IRS guidelines or as otherwise established by the Board of Governors and he/she shall submit expense vouchers for approval by the President. Expenses for tolls and parking incidental to the use of his/her car on PLCA business shall be included.

D. Holidays

Nine basic paid holidays are recognized - New Year's Day, President's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and the day after, and Christmas Day.

Full time or year round part-time employees who work any of these days at the request of the Club shall be given a day off in lieu thereof.

E. Simple IRA

In order to help employees plan for their retirement, any employee who successfully completes two years of service to the Association and who is reasonably expected to earn more than \$5,000.00 annually shall become eligible to participate in a Fidelity Simple IRA, whereby the Association will match up to three percent of the employee's annual contribution to the program.

**ARTICLE IV**  
**OFFICERS AND COMMITTEES**

**Section 1 - Committees and Committee Chairs**

A. The President, prior to the first regular meeting following his/her election as prescribed in Article IX of the By-Laws, shall appoint from among the Board, committee chairs for the committees listed below and for any other such committees as may be required for the ensuing year.

B. Subject to the approval of the President, each committee chair shall appoint committee members.

C. Standing committees shall include the following:

- Executive Committee
- House Committee
- Group Activities Committee
- Water Quality/Conservation Committee
- Athletics Committee
- Beach Committee
- Planning Committee
- Membership/Communications Committee
- Grounds/Safety Committee

D. The President may appoint other committees as he/she deems necessary for the ensuing year.

## **Section II - Budgets**

- A. All committees and officers, including the Club Manager, must operate within the budget as approved by the Board of Governors and Board of Directors.
- B. Committee chairs shall approve all charges assigned to their operating accounts except salaries of full time or part-time employees. Any expenditure in excess of the approved committee budget must be approved by the Board of Governors. If such expenditure is in excess of \$2,500.00 [twenty-five hundred dollars] over the approved budget, it must also be approved by the Board of Directors as required in Article XIV, Section 5, of the By-Laws.
- C. In the absence of the committee chair due to illness, a vacancy, or to maintain PLCA's financial standing, the President may approve outstanding charges.
- D. Committee budgets for the following year shall be prepared by the committee chairs and submitted to the Treasurer by December 1<sup>st</sup> annually, utilizing the knowledge and experience of the outgoing chair.

## **Section III - Duties of the President**

- A. The President shall preside at all meetings of the Board and at the Annual, Semi-Annual, or special general membership meetings and make a report of the affairs of PLCA at each regular meeting of the Class A members. In the absence of the President, the Vice President may assume these responsibilities.
- B. The President will, in a general way, follow up and supervise the activities of individual members of the Board and all activities of PLCA to ensure that the PLCA is operated in accordance with the By-Laws, Rules and Procedures and other PLCA policies as formulated by the Board of Governors and approved by the Board of Directors. The President may appoint such temporary committees or give special assignments to other members of the Board or the PLCA as may be required.
- C. In the case of the extended absence of a member of the Board or failure of a member to perform the assigned duties, the President may assume such duties or make an interim appointment as he/she deems necessary and shall advise both Boards of his/her action.

## **Section IV - Duties of the Vice President**

- A. The Vice President shall assist the President in conducting the affairs of the Board and the PLCA, maintaining familiarity with all activities of the Board and PLCA, and when necessary, temporarily assume the duties of the President.

- B. The Vice President is responsible for maintaining close awareness of activities of the Wayne Township Council by attending and/or monitoring Township Council Meetings as frequently as possible and also maintaining communication with the Township Administration or other officials as necessary.
- C. In the absence of the President, the Vice President shall preside at Board and membership meetings.
- D. The Vice President and the Club Manager shall be the liaison between the Board of Governors and the various clubs within the PLCA.

#### **Section V - Duties of the Secretary**

- A. The Secretary shall record and prepare minutes of all meetings of the Board of Governors and forward copies to the respective members within 10 days following such meetings.
- B. He/she shall initiate issuance of notices of all regular and special meetings of the Board of Governors and Board of Directors to the members of the respective boards.
- C. He/she shall issue all notices of Annual, Semi-Annual and any special meetings of the PLCA membership to all Class A members in good standing.
- D. He/she shall record and publish the minutes of all membership meetings in the Pack-A-News.
- E. He/she shall prepare correspondence required in the course of affairs of the Board of Governors and Board of Directors, with the exception that correspondence pertaining to an issue under the auspices of a Committee shall be addressed by the appropriate Governor. Where appropriate, the closing of all correspondence shall read "for the Board of Governors" and then signed by the individual Governor or Club Manager.
- F. The Secretary is responsible for maintaining an official copy of the Rules and Procedures and By-Laws which are current including all amendments and revisions as provided in Article IX of the By-Laws, and ensuring that a copy of same is kept in the Clubhouse office.
- G. In the absence of the President and Vice President, the Secretary shall preside at meetings of the Board of Governors or PLCA membership meetings.
- H. Immediately after the election of officers in September, the Secretary of the retiring Board shall submit to the Board of Governors and the Board of Directors, a written summation of all major Board resolutions and major events as approved and noted in the past year as reported in the minutes of the Board.



## **Section VI - Duties of the Treasurer**

- A. The Treasurer is responsible for maintaining the PLCA financial records and submission of written monthly reports to the Board of Governors.
- B. He/she shall be responsible for depositing PLCA funds in accordance with Article XII of the PLCA By-Laws.
- C. He/she shall prepare and submit written financial reports at the Annual and Semi-annual meetings.
- D. He/she is responsible for ensuring prompt payment of all taxes and proper invoices.
- E. He/she is responsible for preparation and submission of all financial reports requested by governmental bodies.
- F. He/she is responsible for billing of dues, fees and assessments required by By-Laws.
- G. He/she is responsible for the preparation and submission of an annual operating budget to the Executive Committee and the Board of Directors as approved by the Board of Governors. He/she will also ensure that the budget is published in the Pack-A-News in a timely manner.
- H. He/she is responsible to submit to the Board of Governors and the Board of Directors any request from an organization or club for forgiveness of debt.

## **Section VII - Duties of Executive Committee**

- A. Members of the Executive Committee are the President, Vice President, Secretary and Treasurer.
- B. The Executive Committee is responsible for all employee issues and legal matters except as limited by Article XIV of the By-Laws, employee welfare, relations between PLCA and PLCA-sponsored organizations, approval of the annual operating budget as prepared by the Treasurer prior to submission to the Board of Governors and any other PLCA matters requiring investigation, action or decision between meetings of the Board of Governors.
- C. This Committee shall be responsible for all insurance related issues, including but not limited to: regularly reviewing all matters in connection with all PLCA casualty insurance and those of sponsored organizations; establishing minimum required standards of comprehensive general liability, bodily injury, property damage and automobile liability insurance if appropriate on certificates of insurance which must be submitted by all outside organizations utilizing any PLCA facilities or property; and establishing minimum required standards of Worker's Compensation Insurance which must be submitted by contractors employed by PLCA or

any sponsored organization to perform work in or on any PLCA property and/or facility.

- D. The Executive Committee shall meet at least once each month or more often as required.

## **ARTICLE V**

### **ATHLETIC COMMITTEE**

#### **Section I - Purpose**

The purpose of this Committee is to encourage and promote recreational activities for the members of the PLCA, except those activities formally organized and operated independently by sponsored Clubs.

#### **Section II - Organization**

The committee shall consist of at least three members - a chair and two vice chairs, one of whom shall be a member of the Board of Governors. The vice chairs shall be the PLAA vice president of youth athletics and the PLAA vice president of adult athletics.

#### **Section III - Committee Responsibilities**

##### **A. Programs**

The committee shall organize and supervise the following athletic activities for PLCA members:

1. Youth Programs:
  - Baseball
  - Basketball
  - Girls' Softball
  - Flag Football
  - Soccer
2. Adult Programs:
  - Men's Basketball
  - Men's Softball
  - Women's Softball
3. Any other programs for children or adults for which there is sufficient interest and adequate supervision.

## B. Participation

1. **PLCA Members:**

The committee shall provide registration information for each program to the Club Manager, who will verify that all Packanack Lake participants are members in good standing.
2. **Non-PLCA Members:**
  - a. The Athletic Committee may recommend to the Board of Governors that non-PLCA members be invited to participate in specific PLAA activities, provided they reside outside the PLCA boundaries.
  - b. Reasons for inviting non-PLCA members to participate in PLAA programs are as follows:
    - i. To provide levels of participation required to make program viable (e.g., sufficient number of teams for league play, sufficient number of participants for a particular age bracket).
    - ii. To offset unreasonable fees or costs that PLCA members would have to incur in order to participate in a PLAA program.
  - c. Non-PLCA participants in PLAA programs shall always be charged a premium above the fee paid by PLCA members. Fees paid by non-PLCA participants must be used to subsidize the PLAA program in which they participate and, wherever possible, reduce the fees paid by PLCA participants.
3. **Outside Organizations:**
  - a. As representatives of the Packanack Lake Community Association, the Athletic Committee shall, wherever possible, foster relationships with the other athletic organizations within Wayne Township, Passaic County and the State of New Jersey.
  - b. Such relationships may include permitting outside organizations usage of PLAA fields as well as establishing programs which combine PLCA members and participants of outside organizations.
  - c. The Athletic Committee shall request permission from the Board of Governors for any programs which include outside organizations, as well as field usage by outside organizations.
  - d. The Athletic Committee shall charge the outside organization a "field usage fee", which will be used to offset PLAA program expenses. The Committee may waive the fee in cases where the outside organization and the PLAA participate in a common program. A certificate of insurance naming PLCA as an additional insured should be presented to the Club Manager to ensure that the outside organization has comprehensive coverage.

C. Expenses

All purchases of equipment shall be limited to individuals authorized in advance by the Athletic Committee.

D. Equipment and Property

It is the responsibility of the Athletic Committee to see that all equipment and property purchased or acquired for the athletic and recreation programs are properly maintained and stored.

The Committee is responsible for supervising the maintenance of PLCA athletic and recreational facilities. They shall recommend any required major improvements to the Board of Governors.

## **Section VI – Committee Rules Governing Athletic Facilities**

A. Ball Fields

1. The use of Michael Kilroy Memorial Field and Roy Hess Memorial Field by sponsored organizations shall be scheduled through the Packanack Lake Athletic Association. Requests for use of the fields by affiliated or outside organizations shall be reviewed by the Athletic Association and recommendations for approval or disapproval made to the Board of Governors for final decision by the Board.
2. In order to maintain these fields in good condition, it may be necessary at times to limit their use. The committee shall inform the Club Manager of any field closings. The Club Manager shall prominently post an indication of the field closing with a brief explanation (field wet, seeding, treatment, etc.). Any member or outside club or organization who violates PLCA or PLAA policies, rules and procedures or directives risks losing privileges for the season.
3. A weekly schedule of all activities of the Packanack Lake Athletic Association, affiliated organizations and outside organizations, held at the ball fields, shall be posted on the PLCA website.
4. Priority as to use of Kilroy and Hess Fields shall be:
  - a. Scheduled PLAA games
  - b. Practice sessions for PLAA programs
  - c. Scheduled events for PLCA-sponsored or PLCA-affiliated clubs
  - d. Scheduled events for outside organizations
  - e. Individual unorganized activities by members

B. Outdoor Basketball Courts

Usage of the outdoor basketball courts at Kilroy Field and at the East Beach shall be scheduled through the PLAA. The schedule for usage of the basketball courts shall be posted on the PLCA website.

Priority as to use of the outdoor basketball courts is as follows:

- a. Scheduled PLAA games
- b. Practice sessions for PLAA programs
- c. Scheduled events for outside organizations
- d. Individual unorganized activities by members

C. PLCA Events

The Club Manager may request use of Kilroy or Hess Field for PLCA functions. In order to minimize the impact on scheduled PLAA events, the Athletic Committee should be given sufficient notice that such field usage is required.

D. Accidents

Accident reports must be submitted immediately to the Club Manager by the vice presidents or the athletic commissioners.

**ARTICLE VI**  
**BEACH COMMITTEE**

**Section I - Purpose**

The purpose of this committee is to ensure that swimming in the designated beach areas is permitted only under conditions of maximum safety and under the supervision of a trained staff meeting accepted standards of the American Red Cross and in accordance with all pertinent Township and State requirements. Maintain East Beach house and shelter and West Beach house.

**Section II - Organization**

The committee shall consist of at least two members, one of whom will be the Board member designated as chair by the President.

**Section III - Committee Responsibilities**

A. Beaches

1. Beach and Seasonal Employees

The Beach Committee shall approve the hiring or discharge by the Club Manager, as required in their joint opinion, of West and East Beach head lifeguards, lifeguards, and other beach attendants as required.

2. Beach Rules

The Beach Committee shall establish and publish annually in the Pack-A-News rules pertaining to the use of the beaches by PLCA members and their guests. Such rules as pertain to guests must be in conformance with Article XIII Guest Policy of these Rules of Procedures.

3. Special Use of Beaches by Club Sponsored, Affiliated or Other Groups

Requests for use of the beaches by sponsored groups must be approved by the Committee.

Requests for use of the beaches by affiliated or outside organizations shall be reviewed by the Beach Committee and recommendations for approval or disapproval made to the Board of Governors for final decision by the Board.

4. Grounds and Equipment

The committee is responsible for determining that all beach equipment is maintained in good working order and/or replaced when necessary. Hazardous conditions which develop shall be promptly corrected or otherwise isolated to prevent possible injury to those using the designated swimming areas and beaches.

5. Disciplinary Matters

Infractions and violations of beach rules by members and guests, depending on the seriousness, may be dealt with by a chain of responsibility starting with the lifeguards and/or beach attendants, head lifeguard, Club Manager, Ranger or Chair of the Beach Committee in accordance with rules established by the Beach Committee. Further action, if necessary, may be taken by the Board of Governors and Board of Directors as prescribed under Article IV of the By-Laws.

6. Periodic Checking of Beaches

The Committee shall periodically satisfy itself that the beaches are being properly and safely operated under the direct supervision of the Club Manager.

7. Schedule of Beach Operation

The Committee shall, in consultation with the Club Manager, establish opening and closing dates for the beaches and approve pre or post-

season openings as appropriate to weather conditions and availability of adequate staff.

#### 8. Incident Reports

Incident reports must be submitted immediately by beach employees to the Club Manager. Incidents of a major nature such as injury requiring medical treatment beyond first aid shall be immediately reported by the Club Manager to the Committee Chair and a copy maintained on permanent file. Accidental drowning or other loss of life must be immediately reported in detail by the Club Manager to the Beach Committee Chair and the Board of Governors.

#### 9. Water Conditions

The Committee shall review for its own information water condition reports obtained by the Water Quality/Conservation Committee. In cooperation with the Water Quality Committee, the Beach Committee Chair and/or Club Manager and Water Quality/ Conservation Committee chair may close the beaches to swimming on the basis of water analysis or on the basis of suspected health hazards.

#### 10. Beach Tags

The Committee shall ensure that the Club Manager purchases a sufficient number of child, adult and guest tags for each year. Such tags shall be distinctive from those of immediately preceding years and of a different form or color for each of the three categories. Beach tags shall be purchased sufficiently early to be available on January 1<sup>st</sup>.

#### 11. Beach Fees

The Committee shall recommend to the Executive Committee annually by December 1<sup>st</sup> a level of beach fees for each of the categories commensurate with the anticipated expenses the following year for budget purposes.

#### 12. Enforcement

Lifeguards are empowered to enforce all applicable rules and procedures.

#### 13. Glass

The Committee shall post signs stating that it is PLCA policy that glass bottles, containers or dishes are not permitted on the beaches at any time or for any event. The Committee and the Club Manager have the right to deny the use of the beach to any individual or group who previously used, allowed or left glass on the beach.

**ARTICLE VII**  
**WATER QUALITY COMMITTEE/  
CONSERVATION COMMITTEE**

**Section I - Purpose**

The purpose of this committee is to see that the PLCA properties including the lake, dam, and peninsula, with the exception of the Clubhouse, Clubhouse Plaza, athletic fields, basketball courts and beach areas, are maintained and, where advisable, improved so as to be attractive, safe and suitable for the use of members within the bounds of rules established and in accord with the purpose of the Community Association.

**Section II - Water Quality/Conservation Committee Organization**

The Water Quality/Conservation Committee, a committee established by the Board of Governors to be responsible for specific portions of the overall Board responsibility, as defined in these Rules, shall consist of a minimum of three members, one from the Board of Governors and the second from the Board of Directors. The Board of Governors member is the chair. Any additional appointments are made by the Chair of the Committee with the approval of the President.

**Section III - Committee Responsibilities**

- A. The Committee is responsible for:
1. Maintaining the water condition so as to be safe for swimming and other authorized aquatic activities.
  2. Maintaining the water at a proper level.
  3. Controlling algae and all aquatic vegetation and specifying treatment for them.
  4. Controlling inlet water including streams, storm sewers, drainage pipes and wells.
  5. Controlling the spillway and drain valve, abiding by state and local regulations.
  6. Arranging for periodic biological testing.
  7. Maintaining a comprehensive knowledge of the Lake watershed.
  8. Serving as liaison to Wayne Township to ensure compliance with dredging agreement and other water quality issues.
  9. Informing the Beach Committee if the lake is unsafe for swimming.



- B. The Committee is responsible for the use of the Lake including:
  - 1. Fishing
    - a. Control of fishing by members and guests including a system of permits and posting of appropriate signs.
    - b. Stocking of fish when necessary in cooperation with the Anglers Club.
    - c. Maintenance of good fishing conditions.
    - d. Liaison with the Anglers' Club.
  - 2. Boating
    - a. Control of boating by members and guests including a system of boat registration.
    - b. Maintenance of a berthing system.
    - c. Establishing regulations for boat mooring and/or storage.
    - d. Control of private docks including installation, size, location and maintenance.
    - e. Liaison with the Yacht Club.
- C. The Committee is responsible for PLCA properties including:
  - 1. Maintenance, landscaping and improvement of all PLCA properties except the Clubhouse, Clubhouse Plaza, Kilroy and Hess Fields, and those exclusively used by the Yacht, Tennis, Golf and Swim Club or other sponsored organizations
  - 2. Liaison with the Garden Club.
- D. The Committee chair shall approve all charges assigned to the Water Quality/Conservation Committee operating account except salaries and wages. The Committee chair shall approve all hourly wage rates for part time maintenance personnel.
- E. Responsible for all Safety related issues at PLCA.

#### **Section IV - Fishing Rules**

- A. Fishing in the Lake is restricted to PLCA members and guests accompanied by a member or members.
- B. Members and guests fishing in the Lake must also comply with applicable state and local regulations.
- C. A PLCA fishing permit tag must be obtained from the PLCA office and displayed while fishing. Proof of current PLCA membership and valid New Jersey fishing license, if applicable, must be presented in order to obtain a PLCA fishing permit.

- D. There will be no fishing when the lake is drawn down below the normal 7½-inch winter level or at other times as deemed necessary by the Water Quality/Conservation Committee and/or the Board of Governors.
- E. Packanack Lake has a catch and release policy. All fish that are caught must be returned to the lake.
- F. There is no ice fishing at any time on Packanack Lake.

## **Section V - Boating Rules**

- A. All boats used on the Lake must be registered with the PLCA office and display an assigned number of identification which must be renewed annually. Racing class sailboats, except Sunfish, which are registered annually with the Yacht Club and bearing sail and hull numbers will be registered with the PLCA through the Yacht Club in a single list submitted to the PLCA office by July 1<sup>st</sup> of each year.
- B. Boat owners are responsible for maintaining their boats in seaworthy condition or removing them from the Lake.
- C. Boats may be kept at a PLCA storage facility after application to PLCA office and payment of applicable fees. All boats, regardless of where stored, should be turned upside down or have a tarp securely fastened as to prevent standing water and mosquito breeding.
- D. Boats may be kept at a PLCA boatyard or placed on PLCA lands at the following specified locations only:
  - 1. Foot of Cedar Place, Hickory Place, Evergreen Place, Hemlock Terrace and Hillside Terrace and on property adjacent to the Post Office on Lake Drive West, and on property adjacent to the East Beach on Lake Drive East.
  - 2. All boat owners using Club property for storage must have the appropriate decal affixed to their boats by June 1 of each year or risk losing their designated spot. After June 1, any boat not displaying a current decal may be removed and returned to its owner, if identifiable. If the boat is unidentifiable, or if the owner has moved and abandoned the boat, the boat may be placed in another PLCA storage area for subsequent sale or auction at the convenience of the Club Manager.
- E. Stakes shall not be driven in the Lake bottom at any place.
- F. It is the responsibility of the boat owner to comply with all applicable federal, state and local regulations. This includes a requirement that one Coast Guard approved life preserver or seat cushion or personal flotation device shall be carried for each person aboard in accordance with the New Jersey State law.

- G. All boaters must comply with any such additional boating and/or boating safety rules as may be promulgated annually by the PLCA, the Chair of the Water Quality/Conservation Committee or a duly appointed Boating Safety Officer.
- H. Any owner of a rowboat longer than 10 feet who wishes to have that rowboat powered by an electric motor must register that rowboat with the New Jersey Motor Vehicle Division and provide proof of the registration to the Club office on an annual basis.
- I. PLCA lifeguards, the Ranger, and the Club Manager are empowered to enforce all PLCA boating and/or boating safety rules.
- J. Violators of these rules who, in the judgment of the Club Manager, a member of either the Board of Governors or Board of Directors, or other security officers, or Club Lifeguards, are endangering their lives and/or property or the lives and/or property of others may be requested to leave the Lake for that day. Offenders shall be reported to the Water Quality/Conservation Chair for such action as they deem appropriate, which could include but not be limited to loss of privileges, suspension, censure or termination as provided for in the PLCA By-Laws.
- K. PLCA does not accept responsibility for damage to and/or loss or theft of boats on PLCA property.
- L. Boat Sizes
  - a. Rowboats shall be no longer than 14 feet long, no wider than 58 to 66 inches and must be fitted with oarlocks and oars. A rowboat must be rowable at all times. A rowboat can have a flat, round or V-type hull. Pontoon style hulls are not permitted.
  - b. Canoes shall be no longer than 18 feet in length.
  - c. Sailboats shall be no longer than 16 feet in length with a mast height at a maximum of 24 feet high.
    - 1. Oversize sailboats registered and being stored at the Yacht Club are not permitted to be used on Packanack Lake. (Storage Only)
  - d. Skulls shall be a maximum of 20 feet long. The maximum length for a two-person skull shall be 30 feet.
  - e. Kayaks shall be a maximum of 16 feet long.
  - f. Paddle boats shall be no greater than 8 feet long and 5 feet wide with a maximum of 4 passengers.
  - g. All watercraft must comply with maximum weight standards advised by the manufacturer that the craft is allowed to safely carry.
  - h. Non-rowable sport craft and pontoon-hull constructed boats of any kind are not permitted.
- M. Boat Motors
  - a. All gasoline motors are prohibited on Packanack Lake with the exception of the PLCA maintenance boat, the Yacht Club safety rescue boat, official emergency and rescue craft as well as PLCA approved water treatment vendors.

- b. Rowboats, (as defined in Section L.a.) may use one electric 12 volt only motor.
    - 1. The motor will have a maximum thrust rating of 55 lb. or peak thrust rating of 55 lb.
    - 2. Motor props will be manufactured of plastic and fitted with shear pins. No metal props are permitted.
  - c. Motor make and model number along with the thrust rating are required with annual boat registration beginning January 1, 2009 for a primary motor and/or a trolling motor. Electric motors also must be registered with the Club office.
  - d. Only rowboats meeting the above requirements are permitted to use approved electric motors as described in b.1. and b.2. The rowboat may be propelled by only one motor.
  - e. Rowboats using electric trolling motors will be required to provide motor make and model number along with thrust rating at the annual boat registration.
  - f. Batteries – One 12-volt battery is permitted to power one electric 12-volt motor for a rowboat. The battery must be contained in a plastic battery box.
    - 1. By January 1, 2009, all 12-volt batteries must be the factory-sealed type. A marine deep cycle sealed battery is recommended.
    - 2. All 12-volt batteries must be removed when boat is not in use.
    - 3. Members who dock their boats in front of their property may not leave the battery in the boat overnight.
  - g. All watercraft must comply with maximum weight standards advised by the manufacturer that the craft is allowed to safely carry.
- N. Inflatable craft of any kind, pontoon boats, water craft with outriggers of any kind, raft-type craft and any other boat not described in L. are not permitted on Packanack Lake.

## **Section VI - Floats**

Floats are not permitted on the lake.

## **Section VII – Dock Rules**

- A. Written permission must be secured from the PLCA Office and approved by the Water Quality/ Conservation Chair before installation or alteration of a dock.
- B. A construction and location plan must be submitted with the permit application and conform to all applicable federal, state and local requirements prior to installation or alteration of a dock.
- C. Docks may not extend more than 12 feet from the shoreline, be more than 12 feet in width or 20 percent of the Lake frontage, whichever is less, or

more than 2 feet above the waterline and also must conform to Township of Wayne guidelines for docks.

- D. The underpinning must be open so as to not obstruct free water flow.
- E. No superstructure is permitted except a railing which is not to exceed 3 feet in height above the dock surface or as otherwise required by federal, state or local laws.
- F. All docks must be kept in good repair.

### **Section VIII - Retaining Walls and Shoreline Rules**

- A. A natural shoreline is encouraged. No fences or other structures, whether permanent or temporary, are to be erected on PLCA easements surrounding the lake without the written permission of the Board of Governors in response to a written request submitted to the Board. Fences four feet high may be built 25 feet from the shoreline with formal approval secured from the PLCA office and the Water Quality/Conservation Committee before installation.
- B. Formal approvals and permits must be secured from the New Jersey Department of Environmental Protection, if applicable, and any other state, federal or local authority, if applicable, and written permission must be secured from PLCA and the Water Quality/Conservation Chair prior to any installation or alteration of a retaining wall or shoreline. Members must make a written request to the PLCA office and a construction and location plan must accompany the application prior to any installation or alteration of a retaining wall.
- C. The construction must be on the owner's property as defined in owner's and PLCA's deeds.
- D. Retaining walls must be constructed of railroad ties, dry stone, mortar and stone or stone-faced block.
- E. Retaining wall height may not exceed 18 inches above the water line.
- F. The ends of any retaining wall must meet adjacent property walls where they exist.
- G. All retaining walls must be kept in good repair.
- H. Lakefront property owners must keep their shorelines neat and clean; shrubbery, lawns and trees trimmed; weeds, debris and flotsam removed from the water's edge. The PLCA is responsible for the shoreline of its properties.
- I. Leaves, grass clippings and other vegetative matter are not to be introduced into the lake or exposed shoreline at any time.

## **Section IX - Swimming Rules**

Swimming in the Lake, other than at designated PLCA beach areas, is prohibited, except that Lakefront members and their guests may swim at their own risk within an area bounded by their property lines extended and a line 100 feet from the property owner's shoreline.

## **Section X - Use of Club Properties**

- A. A permit must be obtained from the PLCA office for the use of any PLCA properties for any group function. The use of Kilroy and Hess Fields and basketball courts are authorized by the Athletic Committee for sponsored organizations.
- B. Club properties must be maintained and left in their natural state after use by a permittee.
- C. All refuse and/or debris created by the permittee must be removed immediately after use of PLCA property.
- D. No alteration, addition or removal of PLCA property is permitted without the written permission of the Board of Governors in response to a written request submitted to the Board. There shall be no fences or other structures erected on any property where PLCA has easement rights unless approved by the Water Quality/Conservation Committee and the PLCA office.
- E. Specific rules on this subject, as applicable to the Clubhouse and Clubhouse Plaza, are the responsibility of the House Committee.
- F. Specific rules on this subject, as applicable to the East and West beach facilities are the responsibility of the Beach Committee.
- G. There is no overnight parking on PLCA property without prior written approval from the Club Manager. Vehicles in violation are subject to towing at the owner's expense.

## **Section XI -- Sailboarding Rules**

- A. All sailboards must be registered with the PLCA and must display an assigned identification number which will be renewed annually.
- B. Sailboard owners are responsible for maintaining their equipment in seaworthy condition.
- C. Sailboards may be kept at a PLCA storage facility after application to the PLCA office and payment of applicable fees.
- D. Only one person is permitted on any sailboard at a time.

- E. Anyone operating a sailboard must wear a Coast Guard approved PFD.
- F. An uphaul line is required at all times and must remain fastened to the boom.
- G. Anyone between the ages of 14 and 17 must always be accompanied by a "buddy" while sailboarding, either on another sailboard or any other PLCA approved craft. This ensures that in the event of an accident, help can be immediately called.
- H. While sailboarding, one must follow the proper right-of-way rules.
- I. Individuals must be at least 14 years of age to operate a sailboard.
- J. All sailboarders must sail within their ability and comfort levels.
- K. Reckless sailboarders or those in violation of the rules listed above will have their sailboarding privileges suspended. Repeat offenders shall lose the right to operate a sailboard on the lake.

## **ARTICLE VIII**

### **GROUP ACTIVITIES COMMITTEE**

#### **Section I - Purpose**

The purpose of this committee is to promote the social aspect of PLCA's activities by sponsoring and conducting traditional and other activities and assisting sponsored organizations in their efforts along these lines.

#### **Section II - Committee Responsibilities**

- A. The Group Activities Committee, in conjunction with the Club Manager, shall be responsible for establishing and maintaining an annual calendar of social events as pertains to the use of Clubhouse and other PLCA facilities. Traditional social activities held on an annual basis will be scheduled one year in advance. Other requests for dates shall be considered on the basis of receipt of request.
- B. The Group Activities Committee shall supervise programs to celebrate special occasions in the life of PLCA such as anniversary celebrations at five-year intervals; children's holiday parties and teenage events when specifically sanctioned by the Board of Governors.
- C. The Group Activities Committee will plan and approve the annual dinner for the Board of Governors and Board of Directors to be held within two months following the Annual Membership Meeting.
- D. The Group Activities Committee shall supervise in conjunction with the Club Manager fund raising events held by PLCA sponsored organizations.

Each PLCA sponsored organization shall be given at least one opportunity each year to sponsor an event. The sponsored organization will be responsible for providing and erecting decorations, for publicity and the promotion of ticket sales. The PLCA office will assume responsibility for sale of tickets and collection of fees.

## **ARTICLE IX**

### **HOUSE COMMITTEE**

#### **Section I - Purpose**

To maintain that portion of PLCA properties including the Clubhouse, Clubhouse Plaza, Haas Building, garage on Osborne Terrace and such other structures as may be built or acquired in adequate repair and appearance. To maintain these structures for the benefit of PLCA members by establishment and enforcement of rules for use of these properties and setting fees for use of these facilities.

#### **Section II - Committee Responsibilities**

- A. In conjunction with the Club Manager, the Committee is to ensure that there is adequate provision for the safety of members and guests using the specific PLCA facilities identified, that sanitary facilities are adequate and that all such facilities are well kept.
- B. The Committee shall establish fees for use of PLCA property mentioned under Section I above subject to the approval of the Board of Governors.
- C. The Club Manager, with the approval of the Committee, shall schedule usage of the Clubhouse.
- D. Any concession or rental in conjunction with the building structures and their management is the responsibility of the House Committee.

#### **Section III - Committee Rules**

- A. PLCA property, as mentioned above, is not available for private use of PLCA members or outside organizations unless specifically approved by the Board of Governors upon receipt of written application.
- B. Organizations using PLCA property are responsible for abiding by the House Committee rules and the House Committee Chair in conjunction with the Club Manager, who is responsible for their enforcement.
- C. All real property, which is permanently attached or stored within said building structures, is the property of the PLCA. Installation of all real property or alteration to existing structures must be sanctioned by the House Committee and done in a safe and prudent manner. Storage within



said structures must be approved by the House Committee prior to said storage taking place. Control, usage and maintenance of all real property remains with the organization that acquired said real property.

- D. All alterations, improvements or renovations to any PLCA buildings or structures must be approved by the Board of Governors before the start of work.

## **ARTICLE X**

### **MEMBERSHIP COMMITTEE**

#### **Section I - Purpose**

The purpose of this committee is to ensure that the purpose of PLCA, as described In Article II of the By-Laws, is furthered by careful determination of membership eligibility.

#### **Section II - Membership Committee Organization**

The Membership Committee, a standing committee specifically required by the PLCA By-Laws, shall consist of a minimum of two members, one from the Board of Governors who shall be the Chair and the second from the Board of Directors. These two appointments to this committee are made by the chairs of the respective boards. Any additional appointments are made by the Committee Chair with the approval of the President.

The Club Manager acts in an advisory capacity to this committee and will normally meet with applicants, obtain signed applications and submit such applications to the Committee for approval.

#### **Section III - Membership Committee Responsibilities**

- A. Enforcing all areas of the By-Laws which pertain to membership.
- B. Maintaining the PLCA membership percentage as high as possible, employing where it deems necessary a commissioned agent to assist in accomplishing this responsibility.
- C. Maintaining the delinquent membership percentage as low as possible.
- D. Recommending membership policy and practices beyond that stated in the By-Laws.

#### **Section IV - Membership Committee Rules**

- A. The Chair shall:

1. Review all membership applications and indicate approval or disapproval by noting (initials and date) in the upper right hand corner of the original application. Any disapproved application will also be noted by the second member of the Committee.
  2. Keep a record of all membership applications and report status periodically to the Board of Governors.
  3. Make every effort to obtain a 100% PLCA membership.
  4. Recommend to the Board of Governors quarterly the names of delinquent members for possible legal action or other efforts to effect collection of dues, fees, liens, and assessments owed to PLCA.
  5. Handle all non-routine membership questions.
  6. Approve all charges assigned to Membership Committee operating account except salaries and wages.
  7. Ensure that membership agreements are binding on both parties.
- B. The committee members shall assist and advise the chair on any pertinent matters.
- C. The Club Manager will:
1. Interview all membership applicants and accomplish the following:
    - a. Have the applicant complete the application form and sign the membership agreement.
    - b. Ensure that the applicant has a copy of the By-Laws, Rules and Procedures, a current issue of Pack-A-News and the PLCA website address.
    - c. Advise and collect from applicants and members all applicable dues, fees and assessments.
  2. When an application is approved by the Membership Committee Chair, advise the new member accordingly and send membership cards.
  3. Answer all routine membership questions.
  4. Ensure that the PLCA office maintains an up-to-date list on membership status, and submit such list quarterly to the Board of Directors at a regularly scheduled meeting.

## **ARTICLE XI**

### **PLANNING COMMITTEE**

#### **Section I - Purpose**

To plan major projects and/or major improvements to existing facilities that involve the expenditure of capital improvement monies.

## **Section II - Organization**

There shall be at least three members of the Planning Committee and preferably there shall be five members: The Planning Chair as appointed by the President, one member from the Board of Directors, the Board of Governors, and at least two members from PLCA membership.

## **Section III - Responsibilities**

- A. The Committee shall review all major projects that involve changes to PLCA properties and/or facilities and submit to the Board of Governors their comments and recommendations for decision by the Board of Governors.
- B. The Committee shall periodically solicit from PLCA and affiliated and sponsored organizations ideas for improvement, expansion or acquisition of facilities so as to improve the PLCA.
- C. The Committee shall receive and approve or disapprove prior to submission to the Board of Governors all requests for capital improvement monies made by affiliated or sponsored clubs and committees. All requests shall be submitted in writing.

## **ARTICLE XII**

### **AGENDA OF ANNUAL AND SEMI-ANNUAL MEMBERSHIP MEETINGS**

#### **Section I - General Order**

The Annual and Semi-Annual Membership Meetings shall normally be conducted in the following order:

- A. Call to order
- B. Opening Ceremony
- C. Minutes of preceding Membership Meeting
- D. Nominating Committee report and election
- E. President's report
- F. Treasurer's report
- G. Committee reports

- H. Old business
- I. New business including special reports and any changes in By-Laws

## **Section II - Notification**

Written notification of the Agenda shall be sent to all Class A members as required by Article V Section 6 of the By-Laws.

## **ARTICLE XIII GUEST POLICY**

The guest policy has been developed by the Board of Governors to provide a maximum degree of safety and reasonable availability in the use of PLCA facilities by members and their guests.

### **Section I – Basic Policy**

Guest privileges may be extended only to the invited guests of PLCA members in good standing provided:

1. That guests are accompanied by members.
2. Facilities and grounds are available for such use.
3. Other members' privileges are not restricted due to the use of PLCA's facilities by guests.
4. That members abide by Article III, Section 2 of the Packanack Lake By-Laws.

### **Section II – Specific Policies**

1. Beaches:

All guests must abide by the beach rules and regulations.

PLCA members must accompany guests on the beaches.

People using beach facilities must be invited guests of members.

PLCA reserves the right to restrict the use of the beaches by guests at any time if conditions deem such action advisable.

## 2. Clubhouse, Lake and Other Properties

The Clubhouse and properties of PLCA are reserved for use of members and their invited guests. Guests accompanied by members will be permitted the use of these facilities only when such use does not deprive other members.

The outdoor basketball courts are available for use by guests of members provided other members are not deprived of their use and such usage does not conflict with the needs of PLAA. Members must accompany guests in boats when on the Lake, and on all other PLCA properties, such as the Peninsula and ball fields.

## 3. Sponsored Groups

All members of sponsored groups using PLCA facilities shall be members in good standing of PLCA. A non-member may not become a member of a Sponsored group by being a perpetual guest.

## 4. Special Activities of Sponsored Groups

There are occasions which require the use of PLCA facilities by sizable groups of non-members, such as swimming meets, Yacht Club regattas, dramatic events, etc. It is not the intention of PLCA to discourage such occasions. However, sponsored groups must submit a written request for the extension of guest privileges to these visitors, stating the date, hours, number of visitors expected and special needs for PLCA services, if any. PLCA reserves the right to turn down such a request if necessary.

## 5. Activities and Functions of Non-Sponsored Groups

Use of PLCA grounds and buildings is not permitted to non-sponsored or outside groups. Special events which involve many PLCA members, as well as non-members, such as Church functions, Scouting activities, Honor Societies, etc., may occur. In such cases, where the use of PLCA properties is desired, a detailed written request for permission must be submitted to the Board of Governors at least 30 days prior to such event. Here again, the Board reserves the right to reject such use if necessary.

Activities of non-sponsored groups not involving Club members are not permitted.

**ARTICLE XIV**  
**SECURITY AND SAFETY**

**Section I**

The Lake Ranger shall have the authority and duty to enforce all PLCA By-Laws, Rules and Procedures and Wayne Township Ordinances and restrictions as they apply to PLCA-owned or PLCA-controlled property.

- A. The Ranger shall assist and enforce wherever necessary all standing rules and regulations as they apply to the property of the Packanack Lake Community Association as contained in the By-Laws and Rules and Procedures.
- B. Loitering, littering, disorder, annoyances, abusive or insulting language or actions, interloping disturbances and trespassing shall be considered non-conforming and will not be permitted.
- C. PLCA members shall carry current membership cards or current beach tags to identify themselves as members while on PLCA property. Members shall exhibit same upon request by the Ranger or other security officers or PLCA officials.
- D. PLCA decals, if distributed, shall be prominently displayed on vehicles while on PLCA property.
- E. Automobiles and other motor driven vehicles including snowmobiles, motorbikes, go-carts and similar powered vehicles are not to be driven on PLCA properties except where specifically permitted.
- F. "On the spot" interpretation and enforcement of these rules are permitted by the Club Manager, Ranger and/or Board of Governor appointed assistants, subject to later review by either or both Boards.
- G. No individual or groups shall remain on PLCA property, including the lake, after 9:00 p.m. or darkness whichever occurs first, unless engaged in a scheduled activity for which written permission has been previously obtained from the PLCA office or involved in a scheduled use of an athletic facility as a member or members of a duly recognized athletic group.
- H. Iceboats are not permitted on the lake. The use of gas powered motor boats on the lake is limited to PLCA owned work and safety boats and the Yacht Club safety and rescue boat, and official emergency and rescue craft as well as PLCA approved water treating vendors.
- I. Scuba diving is not permitted unless approved in writing by the PLCA office.
- J. Swimming shall not be permitted from any PLCA property except designated beach areas. Swimming from designated beach areas is

permitted only when PLCA lifeguards are on duty. Township ordinances concerning swimming must be observed.

- K. No ice fishing is permitted.
- L. PLCA assumes no responsibility for any aspect of ice-skating. PLCA does not monitor ice conditions for thickness or safety. There are areas of thin ice and standing water that are hazardous. Those choosing to ice skate do so at their own risk.

## **ARTICLE XV**

### **SPONSORED AND AFFILIATED ORGANIZATIONS**

#### **Section I – Purpose**

In recognition of the strength of bond between members having similar interests, the PLCA has encouraged the formation of various organizations which conduct and promote activities in concert with the purpose of the Packanack Lake Community Association.

The relationship of these organizations with the PLCA is defined in this Article.

#### **Section II – Sponsored Organizations**

- A. Sponsored organizations shall comprise members in good standing of the PLCA who have formed continuing formal organizations as evidenced by constitution or by-laws or some method of record keeping which are acceptable to the Board of Governors and whose organization has been formally accepted by the Board of Governors as a designated “Sponsored Organization.”
- B. Sponsored organizations, unless legally incorporated, must take proper steps (e.g., maintaining proper levels of insurance) to ensure that the PLCA is adequately protected from financial assessment or legal action by proper conduct of their business including submission of annual reports of liabilities and assets and income and disbursements to the treasurer.
- C. Sponsored organizations enjoy the right to use the PLCA properties as a group provided a proper application is submitted and approved.
- D. Sponsored organizations will limit membership in their organization to Packanack Lake Community Association members in good standing and shall submit annual membership lists and/or changes to the PLCA office for this purpose.
- E. All sponsored organizations will submit an annual profit and loss statement and balance sheet and membership roster to the Club Manager by February 1. Those organizations that operate on a seasonal basis will submit rosters at the start of their respective seasons. Failure to comply

will result in losing privileges to use Club facilities including but not limited to the beach, ball fields, playgrounds, Clubhouse, lake, etc.

F. The current sponsored organizations are:

Anglers' Club  
Art & Photography  
Athletic Association  
Book Club  
Bridge Club  
Children's Theater  
Duplicate Bridge Club  
Garden Club  
Golf Club  
Lakeside Fitness including Pilates  
Leisure Club  
Mothers' Club  
Summer Recreation  
Swim Club  
Tennis Club  
Train Club  
Yacht Club

### **Section III – Affiliated Organizations**

A. Affiliated organizations are those organizations operating both within and without the PLCA area which predominantly include members of the PLCA and which the PLCA wishes to encourage although there is no direct connection between such organizations and the PLCA.

B. Affiliated organizations upon written request may be granted the use of PLCA properties at the discretion of the Board of Governors providing the Club itself or a sponsored organization does not have a conflicting use.

C. The affiliated organizations are:

Boy Scouts of America – Troop 104, Ship 104, Pack 104 and Explorer Scouts  
Girl Scouts of America – Daisy, Brownie, Junior, Cadette, Senior Troops  
Ladies Auxiliary of Packanack Lake Fire Company #5  
Packanack Lake Fire Company #5  
Pack-A-News  
United Givers Plan of Packanack Lake, Inc.



## **Summer Recreation Program**

The Summer Recreation Director shall ensure that a summer recreation program is properly planned and supervised for boys and girls, teens and such adult activities where interest is shown.

This program shall be supervised by a paid staff and operate for several weeks during the summer.

The program activities shall include but not be limited to arts and crafts, swimming instruction, sports, and instructional courses in basic sailing and basic golfing shall be offered if there is sufficient interest.

The Summer Recreation Director shall submit to the Board of Governors at its June meeting, a schedule of activities prior to the start of the program.