

Community Trends

November 2016



SAFETY & SECURITY

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- **A Wake Up Call for Fire Preparedness and Prevention**
- **The "Keys" to a Secure Neighborhood**

....and more



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LARRY P. THOMAS, PCAM
CHAPTER EXECUTIVE DIRECTOR
LARRY@CAINJ.ORG

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DIRECTOR, CONFERENCE & PROGRAMS
ANGELA@CAINJ.ORG

JACLYN OLSZEWSKI
DIRECTOR, EVENTS & EDITORIAL
JACLYN@CAINJ.ORG

LAURA O'CONNOR
DIRECTOR, MEMBERSHIP & MARKETING
LAURA@CAINJ.ORG

MARLA SERAFINO
OFFICE ADMIN & GRAPHIC DESIGNER
MARLA@CAINJ.ORG

Contact CAI-NJ

ADDRESS
CAI-NJ
500 HARDING ROAD
FREEHOLD, NJ 07728

PHONE
609-588-0030

FAX
609-588-0040

WEB
WWW.CAINJ.ORG

EMAIL
INFO@CAINJ.ORG

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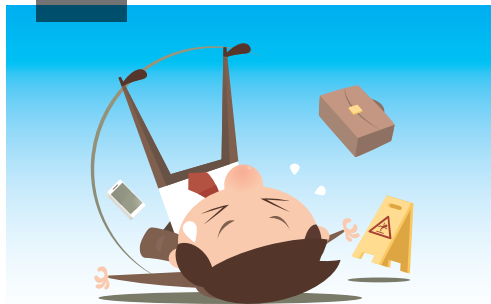
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"IF YOU SEE SOMETHING, SAY SOMETHING "

This month's *Community Trends*® articles are focused on safety and security issues within community associations. Given the state of affairs and incidents that have been occurring locally and on a national level these articles are timely and of importance to all of us. Please continue to be aware of your surroundings and be safe in the future.

Our chapter staff and members have been busy the last few months and I would like to share some noteworthy updates that make CAI-NJ one of the premier and forward-looking chapters in the country.

We held a very successful 2nd Annual Olympics at which a record number of teams and participants raised more than \$3,700, which we presented to the Make a Wish Foundation of New Jersey last month. We invited the staff at Make A Wish to enter a team and attend our Olympics in 2017.

Our signature networking event, the Annual Beach Party was held on August 11th, and the weather cooperated. We had over 700 attendees who had a great time reconnecting with old friends and meeting new ones.

We continue to hold our various educational seminars, 2016 Lecture Series, Managers Leadership Program, Legislative Breakfast and Educated Business Partner Class, each providing timely and relevant educational material to all the attendees. All of these seminars have been sold out

in a short time and in a few instances had a waiting list of prospective attendees. If you have not attended any of these seminars I would encourage you to as we have made an effort to increase the level of expertise and knowledge that is conveyed to our members at each of these respective seminars.

Make sure to keep an eye out for the December issue of *Community Trends*® which will feature a full recap of both

"All of these seminars have been sold out in a short time and in a few instances had a waiting list of prospective attendees."

the Pre-Conference Networking Reception as well as the Conference and Expo.

Thank you all for all that you do to make CAI-NJ a vital and important part of your association, career and or business!

— Lawrence N. Sauer, CPM, CMCA, PCAM
Association Advisors
2016 CAI-NJ President



LOOKING FORWARD

LARRY THOMAS, PCAM | CAI-NJ CHAPTER EXECUTIVE DIRECTOR

Safety and security in our communities is a conversation that has been around since the inception of common interest communities. In today's ever changing world it is imperative that we all take a bigger role in keeping our families and neighbors as safe as possible. Living in a community offers a much greater opportunity for us to all "keep an eye out" for our neighbors and initiate programs and methods on a much broader "community wide" platform. Since most of our communities have a social component, it is easy for us to meet our neighbors and either form an informal or a more formal "awareness" program. Our communities have numerous resources available to help them in accomplishing this. They have internal committees and groups set up to develop neighborhood watch groups, they can rely on their community's security company for advice, and, probably the most overlooked means, are their local government contacts. The local or county police and emergency agencies are always willing to assist with improving security conditions within a private community. As a manager, I remember we used to get the largest crowds at our board meetings when we would invite in the police chief or county sheriff. These professionals can also take a tour of your community and offer advice as to lighting and traffic problems that may cause an accident or injury to your residents or their guests.

As President Larry Sauer stated in his article, we must in this day and age, keep our eyes open at all times, and if something doesn't look right, we must speak up. The days of living in a relatively safe environment are gone and we

must adapt to the new norm. There is no telling when and where an unwelcome violent act will take place. Being diligent and cognizant of our surroundings can minimize and hopefully prevent an unfortunate occurrence.

I would like to suggest that all of our communities, either through their board or committees or through their management team, get serious and take a hard look at safety in their communities. A lot of our residents in our active adult communities are aging, and even if you had some sort of

"The days of living in a relatively safe environment are gone and we must adapt to the new norm."

"neighbor helping neighbor" program in place, it needs to be revisited and updated. Also, a major factor to consider when addressing your community's safety and welfare is that there seems to be a lot more younger people living in our adult communities, and the safety issues change as their interests and activities differ from the considerations that were focused on a decade ago.

So, the days of the mental image of "minding our own business" will remove us from danger is no longer a viable option. We must constantly be aware of our surroundings and take advantage of our neighbors and the increased opportunities that our communities offer to their residents. ■

COMMUNITY ASSOCIATIONS INSTITUTE NEW JERSEY CHAPTER

2016-17 EVENTS & EDUCATION CALENDAR

WWW.CAINJ.ORG | FACEBOOK.COM/CAINJCHAPTER | TWITTER.COM/CAINJCHAPTER

WEDNESDAY
NOV 9 ANNUAL PCAM RECEPTION
Ocean Place
Long Branch, NJ

THURSDAY
NOV 17 MANAGER & BUSINESS PARTNER
ROUNDTABLE
Chart House
Weehawken, NJ

THURSDAY
DEC 8 ANNUAL MEETING & CHAPTER
RETREAT
Clearbrook Community Association
Monroe, NJ

TUESDAY
FEB 21 LECTURE SERIES
CAI-NJ
Freehold, NJ

THURSDAY
FEB 16 ANNUAL AWARDS DINNER
The Palace at Somerset Park
Somerset, NJ

DATE CHANGE!

THURS- SAT
MAR
23-25 M-100: THE ESSENTIALS OF
COMMUNITY ASSOCIATION
MANAGEMENT
West Windsor, NJ

THURSDAY
APR 6 MANAGER & BUSINESS PARTNER
ROUND TABLE
TBD- South Jersey

TUESDAY
APR 25 LECTURE SERIES
CAI-NJ
Freehold, NJ

THURSDAY
APR 27 SPRING BREAK PARTY
Windows on the Water
Sea Bright, NJ

THURS- FRI
MAY
18-19 M-205 : RISK MANAGEMENT
Somerset, NJ

TUESDAY
JUN 13 LECTURE SERIES
CAI-NJ
Freehold, NJ

THURSDAY
JUN 22 MANAGER & BUSINESS PARTNER
ROUND TABLE
TBD

TUESDAY
JUN 27 DENNIS R. CASALE MEMORIAL
GOLF OUTING
Forsgate Country Club
Monroe, NJ



FOR MORE INFORMATION CONTACT EVENTS@CAINJ.ORG OR CALL 609.588.0030

EVENTS SUBJECT TO CHANGE

LEGISLATIVE UPDATE



CHRISTINE F. LI, ESQ., CCAL
PARTNER, GREENBAUM, ROWE, SMITH & DAVIS LLP.
LEGISLATIVE ACTION COMMITTEE CHAIR

Safety and security is the theme of *Community Trends*® this month. Safety and security are often discussed together (as evidenced by this month's theme!) but do the words have different meanings?

The concepts of safety and security often manifest themselves in external facilities and services such as gated communities, security cameras and systems, emergency equipment, and doormen (and women). Security is the condition of being protected from, or not exposed to, external danger in one's physical environment. Think national security. Security suggests freedom from worries that result from knowing that certain external safeguards are in place to protect us and our property.

Safety is internal, an inner certainty that all is well (or confidence that our well-being will be restored) because there are protections either in place or available under the law. We have peace of mind that there we have legal rights and financial standards to respond to problems we may encounter. Our sense of safety is accomplished is large part by the laws governing our communities.

A number of bills has been introduced and are under consideration by the New Jersey Legislature (and, therefore, the Legislative Action Committee) intended to fortify the security of our communities, and to the ensure the safety and welfare of their residents. On their face, some of these bills appear worthy of the support of CAI. As with many writings, a closer reading yields problems, the need to balance interests and, sometimes, opposition.

- **Emergency Generators.** A number of bills were introduced in the aftermath of Storm Sandy addressing a variety of issues, including the installation and operation of emergency generators. S2227/A2156, was introduced on May 23, 2016 and requires "certain residential facilities" to have standby emergency power generators. By definition, a "community residence for the developmentally disabled" is the subject of the bill and,

at first glance, the bill may appear not be of concern to the membership of CAI; however, some communities may include group homes. The application of this bill to common interest communities would impose additional costs and obligations, such as expense of installing, maintaining, servicing and testing generators mandated under the bill. As a result, the LAC has expressed its objection to this bill.

Another generator bill was introduced on May 19, 2016 as A3750/S204. This bill authorizes installation of automatic standby generators in certain residences without zoning or planning board approval. This bill in intended to streamline the process by which an owner or occupant of a single-or two-family residential property may install an automatic standby generator. While the bill may not be at the heart of CAI's concerns, the installation of such generators is beneficial to both residents and communities, the bill lacks clarity as to applicability. The LAC is currently monitoring this bill.

- **Lobby Security.** A3431 was introduced on March 7, 2016 and requires lobby security for "senior citizen high-rise buildings" in areas with high violent crime rates. Depending upon the level of violent crime in the municipality, the bill proposes varying requirements upon buildings with at least 50 units for 24-hour security monitoring, licensed security guards, and video surveillance cameras. The bill also requires licensed security guard(s) to patrol the entire complex where the retirement community has multiple buildings with fewer than 50 units in each.

The bill does not draw any distinction between housing offered for rental or or ownership. Nor does it define "senior citizen" residency. The LAC is currently monitoring this bill as well.

- **Insurance Deductibles.** When I mentioned at the outset the need for the residents of our communities to

"Our sense of safety is accomplished is large part by the laws governing our communities."

feel safe, the maintenance by a community association of insurance coverage clearly imparts a sense of safety. The responsibility for paying insurance deductibles (and the magnitude of those deductibles) often creates uncertainty and financial instability which detracts from that very sense of safety.

A3683 was introduced on May 12, 2016 and prohibits condominium associations from assessing insurance deductibles to individual unit owners or groups of unit owners. The bill is proposed to amend the New Jersey Condominium Act in furtherance of clarifying financial obligations and, perhaps, an inequitable imposition of the obligation to pay insurance deductibles

The LAC is in the process of seeking amendments to A3683 in to address situations where the unit owner may have some culpability in the casualty and clarifying references in the bill to units and common elements.

- **Publication of Information.** S357 was intended to stem the frustration arising from boards that allegedly operate without transparency and accountability to the association's membership. This bill was introduced on January 12, 2016 and requires certain common interest community associations, among other things, to publish certain information about its board members, provide information electronically to unit owners within 24 hours of request, and deliver defined financial materials and reports to owners upon their request.

The wide scope and long reach of the bill negates many of the positives which a bill drafted to achieve clarity and to give guidance might accomplish. For example, the bill originally required board members to provide their personal email address to requiring unit owners. The bill also included language that a unit owner would be provided access to the personal information of other

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INSIDE CONNECTION

JACLYN OLSZEWSKI | DIRECTOR, EVENTS & EDITORIAL

Each year CAI-NJ recognizes excellence in our industry during the Annual Awards Dinner. This event focuses on you, our members, and the contributions that you make to the community association industry. Please note the date of this event has changed. This grand affair is set to be held on Thursday, February 16, 2017 at the Palace at Somerset Park. For anyone who has not attended this in the past, I highly recommend that you join us. The creative details that the awards committee design and bring to life along with the effervescent atmosphere of the event itself make the Annual Awards Dinner a must attend event to kick off the year! This event continues to grow at a rapid pace with increases in attendance that provides guests with more and more networking opportunities.

One of the greatest ways to participate in this event, is through the nomination process. CAI-NJ has opened up the nominations to all CAI-NJ members for categories including, Committee of the Year, Committee Chair of the Year, and Candice Bladt Manager of the Year. For the first year ever, we have opened up two new nomination categories.

Community of the Year is now open for nominations. We strongly encourage our vendors, managers and community boards to submit nominations for the boards that you work with and volunteer on. Please send in your nomination along with supporting documents to help CAI-NJ determine which community will win the inaugural award. Please note that three (3) board members from the community must be members in good standing of CAI-NJ to be eligible for the

award. If you are unsure of the status of a board, feel free to contact the CAI-NJ office. Please use the nomination packet on pages 36-38 of this issue of *Community Trends*®.

The CAI-NJ F.A.S.T. is also introducing an award to be handed out at the Awards Dinner, the Outstanding Young Professional Award. This award will be granted to a young professional in our industry who makes a difference in others' lives through volunteer work, self-sacrificing spirit, diligence, reliability, determination, and follow through. If you have a young professional in your organization that

**The 2017 Annual Awards Dinner
date has been changed to
Thursday, February 16, 2017.
Please mark your calendars
with the new date!**

you would like to nominate, please use the form on page 65 of this issue of *Community Trends*®.

I hope you will consider joining us to celebrate your accomplishments as well as your peers who have given so much to CAI-NJ this past year. If you have any questions regarding this, or any other events please feel free to contact me at jaclyn@cainj.org or 609-588-0030. ■

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CHAPTER TRENDS



BE A PART OF THE TREND! Submit your company's or association's news, milestones and achievements to us at communitytrends@cainj.org for publication in the Chapter Trends section of *Community Trends*®.

mem Files for Trademark Renewal With USPTO

mem property management, recently filed with the United States Patent and Trademark Office (USPTO) a Combined Declaration of Use and Incontestability Under Sections 8 and 15 to further strengthen the company's intellectual property rights.

"We are very proud of our brand and our company logo strongly demonstrates our commitment to servicing New Jersey associations for over 25 years," explains Martin Laderman, founder and CEO of mem property management corporation, "it is with this intention that we are seeking to strengthen our existing intellectual property rights by filing to protect mem property management corporation from the unauthorized use or misuse of our company name or trademark."

A trademark registration is valid as long as the owner timely files all post registration maintenance documents. A Section 8 Declaration of Continued Use is a sworn statement, filed by the owner of the registration, that the mark is in use in commerce. If these documents are not timely filed, the registration will be cancelled and cannot be revived or reinstated. There have been a number of high profile instances of property management companies that have lost significant legal protections by failing to file for trademark renewal.

A Section 15 Declaration is a sworn statement, filed by the owner of a mark registered on the Principal Register, claiming "incontestable" rights in the mark for the goods/services specified. An "incontestable" registration is conclusive evidence of the validity of the registered mark, of the registration of the mark, of the owner's ownership of the mark and of the owner's exclusive right to use the mark with the goods/services.

"As we continue to grow our brand throughout New Jersey communities and online via social media and business networking websites, it is more important than ever to

focus on brand management and protect mem property management nj, this is a continuation of our ongoing efforts to be forward-thinking and innovative in everything we do," said Laderman.

mem Hires Marian Cimato Manager for Covington Village

mem property management, a New Jersey property management company, recently hired Marian Cimato as the new property manager for Covington Village, an upscale active adult community in Lakewood, New Jersey.

Cimato began her professional career at Chase Manhattan Bank before moving on to a highly successful residential real estate career at Coldwell Banker. For the previous 12 years, Cimato had worked at Tishman Construction, an AECOM Company, and one of the leading builders in the world. Among her many management and supervisory responsibilities, Cimato helped provide administrative and office management support for the construction of a \$90 million urban redevelopment project in Asbury Park, New Jersey

As property manager for Covington Village, Cimato will have management responsibility for the day-to-day operations of the premier active-adult condominium community in Ocean County, New Jersey. Cimato's key areas of oversight will include managing and delegating maintenance staff and contractors, property repairs and maintenance and owner and board relations.

"Marian is uniquely qualified to serve the residents of Covington Village with a level of personalized service based on years of experience in the New Jersey real estate market, as both a sales professional and manager for one of the world's largest real estate developers," said Martin Laderman, CEO of mem property management, "we are very excited to have Marian join our outstanding team as a new property manager." ■



Building Risk Control: Reduce Costs by Preventing Slips, Trips and Falls

By Caesar Mistretta,
HUB International Northeast

Maintaining a safe environment for employees, contractors, and other visitors to your building is an essential element of risk management. Slips, trips and falls are among the most common and costly workplace accidents across all industries, accounting for 35% of incidents and 65% of lost workdays.

Slip and fall injuries can be extremely costly. Investing in employee education on preventing slip, trip and fall hazards and ingraining safety best practices into your workplace's culture can lead to substantial long-term cost savings. Consider that the average cost of a typical slip and fall injury is \$20,000, while the cost to defend a slip and fall claim is \$50,000. Additionally, an employee misses an average of 38 work days with a slip-related injury, costing your organization in lost productivity while driving up your insurance costs.

The most common causes of slip and fall accidents are poor walking surfaces (55%) and inadequate footwear (24%), accounting for 79% of incidents. Other common hazards include indoor and outdoor walking surface irregularities; adverse weather conditions; inadequate lighting; messy work areas and improper use of floor mats and runners.

All of these hazards can be addressed and mitigated through implementation of slip, trip and fall prevention best practices. Designing your space and processes to prevent potential exposure to hazards will keep your employees safe while reducing your potential liability and costs.

Your business should contain work processes to prevent discharge, splatter or spillage of liquids, oils, particles or dust onto the floor. Adequate lighting must be provided to keep work areas, aisles, stairwells and other paths of travel well-lit. Consider installation of slip-resistant floors in high-risk areas and make sure stairs have sufficient handrails. A simple yet commonly overlooked aspect of your prevention program is requiring the use of proper footwear. Either provide or hold your employees accountable for wearing slip-resistant footwear.

Maintaining work areas free of clutter and obstacles will greatly reduce hazards and exposure to accidents. Instilling cleanliness and organization in your company will ensure

"Consider that the average cost of a typical slip and fall injury is \$20,000, while the cost to defend a slip and fall claim is \$50,000."



accountability and send a message to your employees that management is committed to a safe environment. Conducting proactive and regular assessments of high-risk areas is an effective preventive measure. The areas that should be assessed regularly include: transition areas; building entrances; doorways; parking lots; common areas; and maintain mats and runners. When it comes to mats and runners, attention to detail can reduce accidents. Select the appropriate mat based on location and performance needs. Limit the difference in height between floor surfaces and mats to no more than 1/4 to 1/2 an inch; Inspect mats and runners so they are not curled.

If an accident does occur in spite of your best efforts, an immediate response is necessary. Document exactly what occurred, including who was involved and where, why and how it happened. Learning the details of an incident is useful for detecting trends and it can be used to put measures into place to prevent recurrences. Additionally, taking a detailed account of the accident will reduce the likelihood of fraud, which can save you and your business additional dollars and headaches.

Slips, trips and falls are a serious issue that can cause substantial financial damage to your company. Effective inspection, maintenance and housekeeping policies and procedures are critical elements of prevention. Embedding safety training and education efforts into your culture, setting a positive example and holding employees accountable can make a significant impact. ■

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Why Should I Support CA-PAC?

CA-PAC contributions increase the industry's visibility and access to candidates who need to understand and care about our views on legislative and regulatory policies. Many competing trade associations such as the realtors, homebuilders, and bankers have large PACs and have been raising funds for many years. A strong CA-PAC increases the community association industry's political credibility as a way to hold lawmakers accountable for their actions.



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Already this year CA-PAC has sent CAI-NJ members to events for legislators supporting **ELECTION REFORM** such as, Senators Robert Gordon and Jeff Van Drew, supporters of foreclosure reform like, Assembly Speaker Vincent Prieto and Senator Ronald Rice, and supporters of municipal services reform like, Senator Jim Whelan.

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For more information, contact Larry Thomas at larry@cainj.org or call 609.588.0030

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Fire at a Union County Condominium Reminds Residents to

BE PREPARED

By Ginger Pitaccio, PCAM, Executive VP,
Towne & Country Management, Inc.

On a cool March morning, Woodbridge contractor Mark T. was working on cabinetry and varnishing in the walk out basement of a Springfield condominium. The woodwork caught fire. According to the Springfield Police, Lt. Judd Levenson in an NJ.com news report, the 64 year-old man appeared to have used a garden hose to try to extinguish the fire. The basement quickly filled with smoke and the fire rapidly spread. Firefighters arrived quickly on scene and the fire was extinguished. They were not able to save Mark T who had been unable to escape. Firefighters said he was dead at the scene.

This incident is a tragic reminder of how important fire safety is for home owners as well as for management companies to have the proper protocols established BEFORE an emergency occurs.

FIRE PREPAREDNESS AND PREVENTION

In 2014 (the most recent year for which we have statistics), there were more than 380,000 home fires, causing more than 2,700 deaths according to the National Fire Protection Association. Most fires start in the kitchen or with heating equipment and older adults are at a much greater risk.

Many fires can be avoided through proper home maintenance and careful behavior. Space heaters, candles, fireplaces and cigarettes, left unattended, often lead to disaster. Moreover, having proper equipment can make sure you survive a fire if one were to occur. Here are some important reminders:

SMOKE DETECTORS - Test your smoke detectors monthly and replace the batteries at least twice a year. Replace your detectors every 10 years. If you've been living in your home over 10 years and have never replaced them, NOW IS THE TIME.

FIRE EXTINGUISHER - Buy two! Keep one in your kitchen and one in your garage (or utility closet if you do not have a garage). Label "Kitchen" and "Garage." Class A (wood, paper), B (liquids, gases), and C (live electrical) fires can be extinguished by the versatile ABC type extinguisher that smothers the fire with a dry chemical.

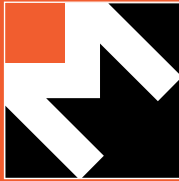
ESCAPE LADDER - Put a chain-link escape ladder upstairs near a second story window that can be easily opened in the event of a fire.

ELECTRIC & PLUMBING - Flickering lights, circuit breakers that trip and fuses that blow frequently are all signs of overloaded circuits. Make sure you haven't plugged in too many devices to the same circuit. Circuit overloads can also be caused by loose or corroded

"Many fires can be avoided through proper home maintenance and careful behavior."

CONTINUES ON PAGE 24

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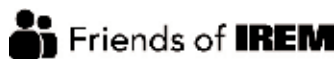


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FIRE...

from page 22.

wires and connections. These wires will need to be replaced immediately.

Have a plumber check to make sure natural gas pipes and fittings are secure and do not allow leaks. Keep your stove and oven clean; grease accumulation is a fire hazard.

DRYER VENTS - The piping that connects your dryer to an outside vent may become clogged even if you routinely clean the machine filter. The internal ductwork should be inspected annually to ensure that it does not get clogged. Plastic coil dryer vents clog easily and should be removed and replaced with sheet metal ducts. Don't forget to clear snow away from your exterior dryer vent and don't push the dryer so close to the wall the duct is kinked or crushed.

FLAMMABLE LIQUIDS - Liquids such as alcohol, acetone or gasoline are flammable and can catch fire if inadvertently exposed to a flame. Do not store in a garage or utility room that has a pilot light – which could cause an explosion. All should be stored in an UL-approved container at room temperature.

EXTENSION CORDS - Should be heavy duty and high quality. Read and learn about different cord ratings.

MATCHES - Can remain lit even after being blown out. Run them under water before you throw them away.

CANDLES - Should not be left unattended. Never leave a room with a candle burning—extinguish it if no one is in the room.

**THE WEBSITE OF CAI-NJ HAS A NEW LOOK —
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Visit www.cainj.org...

FIRE DRILLS - Develop a plan for where you will go in the case of a fire. Who should be contacted? What medications will need to be replaced? Practice exiting your home quickly and make sure items and furniture do not block possible exits.

IN THE EVENT OF A FIRE - Always call 911. Better safe than sorry. Don't pour water on a grease fire. Douse it with baking soda or use your type ABC fire extinguisher.

PROPERTY MANAGEMENT PROTOCOL - After calling 911, management should be contacted. At that time, management will call the association's insurance company. The insurance adjuster will quickly arrive at the community to meet with the owner /resident and management. Management takes the roll of the quarterback and coordinates all parties involved.

A restoration company is called; living arrangements may have to be made for the displaced. Neighbors need to be contacted and adjacent homes inspected. An alert to the owner and residents at large is sent out via email blast & one call system, which is like a reverse 911.

The clean out and restoration of the home begins as soon as the Fire Marshal clears the home for re-entry.

Depending on the severity, the rebuild could take many months. Homeowners should make sure they have insurance for relocations should a home become inhabitable.

Incorporating these items into your life may save your life. ■



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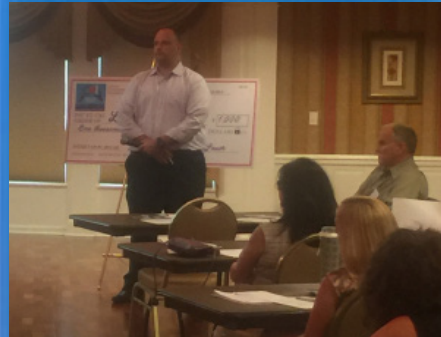
The 2016 Managers Leadership Workshop was held on Wednesday, September 7th at Rossmoor Community Association in Monroe, Twp. With more than 50 attendees, presenters engaged the group with dynamic topics and an interactive Q&A.

Thank you to the presenters for their hard work and dedication to providing the group with these important discussions.



What is the correct process for maintaining employee records, evaluations and terminations?

Presented by: Robert Flanagan, Esq.
– Greenbaum Rowe Smith & Davis, LLP



Understanding the importance of profitability and how it relates to the success of the company and the growth of the manager

Presented by: Tony Nardone, CMCA, AMS - Corner Property Management



Leading for Success

Presented by: Michael Mendillo – FirstService Residential, AAMC

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THE KEYS TO EFFECTIVE SECURITY

By Kevin Oliver, President,
G&C Electronics

It's a new world. You hear that all the time. If you watch the news long enough, you'll begin to feel that our safety is at risk in every facet of our daily routine. It's true that the need for top notch security increases with each new threat that evolves, however, advances in technology also allow security professionals to keep pace with those threats. But that security comes at an added cost for those who are in charge of managing properties. So how do you stay vigilant without completely wiping out your community's budget? The answer is simple: quality information technology.

As a manager or resident board member, you naturally want to map out and create a safe environment within your community. Your residents want the peace of mind that their family members and their property are safe from outside threats. But the price needs to be right and the inconvenience to residents needs to be low. One starting point is intelligent access control.

Living in a gated community sounds great in the brochure. But how often do you come across properties that

"Your residents want the peace of mind that their family members and their property are safe from outside threats."

leave their gates up all day due to equipment issues, poor credential management or just plain convenience? You have to wonder if the price of a service call is worth jeopardizing the safety of the entire community. Make sure your gate systems are working properly at all times. Think about contracting with a reputable company to do scheduled gate maintenance to ensure that the system components last longer and remain working reliably.

If your access gates are currently operating by using 'garage door' type remote controllers, your property isn't secure. When these remotes get lost, stolen or lent out, anyone who has one can easily drive onto the grounds undetected. Inherently, this type of system gives you virtually no information about who is entering or leaving the

property. Consider an upgrade to a monitored database system that uses personal credentials for access. Whether it's an access card or EZ pass type reader, the property manager will know exactly who is coming or going through the gate at any given time. The initial build of the database takes a little more time but there is no comparison to the added security this information provides. If the credentials on a vehicle trying to enter are outdated or turned off, that vehicle is not gaining access to your property. When unwanted people can't get in, then unwanted things can't go on. Keeping outsiders off the property is half the security battle.

Once the entrances and exits are secured properly, the next step is granting individual access to common areas on the property. Here again, the key to success is taking the extra step to ensure that each individual resident has identifiable access credentials. Door codes and combination locks are a thing of the past. Even if the codes are changed regularly, the information can be passed along to anyone at any time. Rendering the access device useless for actual security. The latest access controls consist of programmed cards or fobs with unique numbers on them. These numbers can be used to create a community database where the access device is assigned to an individual resident or homeowner. Once the readers are installed on a door in a common area on the property, the system will record which resident has used their access device to enter those areas. The system can be managed

CONTINUES ON PAGE 30



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SECURITY...

from page 29.

on site by the property manager for smaller properties and managed off site by a monitoring service for larger ones. The cost of off site management is well worth it for the time savings it provides.

Having tackled the larger problem of identifying who is where on the property, it's time to have a clear record of the activity going on in these areas. The most reliable way to achieve this is with a professional camera system. Emphasis on the word "professional". We've all seen the security camera packages at the

"There are many factors that go into designing the unique camera system for a residential community."



box stores. These are not the type of systems that will yield the results a community manager needs. There are many factors that go into designing the unique camera system for a residential community. From the durability of the cameras, their range and functionality, to the power source, and the overall versatility of the device. Properties with multiple buildings often need to utilize wireless technology to integrate their cameras into an on-site wireless network. It's important to trust a company with community property installation experience to map out a

CONTINUES ON PAGE 67

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This popular and highly-acclaimed program is being offered by NJICLE for the sixth consecutive year.

Join this panel of distinguished community association practitioners and consultants for a program that analyzes key issues faced today by community associations. The discussion will include strategies and solutions for financial and other issues currently impacting associations. These experts will deal with timely topics, such as Fair Housing Act disability issues; the Municipal Services Act 25 years after it became law, alternative dispute resolution from the perspective of a retired judge, and recent developments in case law and legislation impacting community associations.

The program includes an interactive lunchtime presentation on today's top five topics in community association law.

Regardless of whether you are experienced in association practice, involved sporadically with association matters, or interested in pursuing the opportunities this field affords, this program will deliver an in-depth look at the most timely and significant concerns of associations governing condominiums and other types of planned communities.

Program Agenda:

- 9:00 Opening - *Christine F. Li, Esq.*
- 9:10 Fair Housing Act Disability Issues - Triggers, Traps and Solutions - *J. David Ramsey, Esq.*
- 9:50 Ten Things You and Your Board Should Know About Financial Management - *Edward I. Guttenplan, CPA, MBA*
- 10:30 Break
- 10:40 Association Contracts and the Roles of the Lawyer and Manager - *Michael Pesce, PCAM*
- 11:15 Municipal Services Act: 25 Years Later - *Paul Leodori, Esq.*
- 11:50 Luncheon
- 12:00 Lunchtime Presentation - Top Five Topics in Community Association Practice - *Francis J. McGovern, Jr., Esq.*
- 1:20 Effective ADR - The Role of the Arbitrator/Mediator - *Hon. Robert Feldman, JSC (Ret.)*
- 2:00 Key Issues in D&O Insurance - *E. Richard Kennedy, Esq.*
- 2:40 Break
- 2:50 Ethical Issues in the Community Association Practice - *Caroline Record, Esq.*
- 3:40 Case Law and Legislative Update - *A. Christopher Florio, Esq.*
- 4:20 Panel wrap up and Q&A
- 4:30 Adjourn

NJ CLE INFORMATION: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 8.3 hours of total CLE credit. Of these, 1.0 qualify as hours of credit for ethics/professionalism.

REGISTRATION DETAILS

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The Dangers of Grills In a Community Association

By: Nicholas Ginther, DW Smith Associates

These dangers are the driving force behind the regulations governing the storage and use of grills in multi-family residential communities, where the assumed risk of an accident can directly affect neighbors and common property.

8,900
home fires / year

10
deaths / year

According to the "Home Grill Fires Report" published by the National Fire Protection Association (NFPA) and the 2014 State of the Barbecue Industry Report published by the Hearth, Patio & Barbecue Association.

\$118 MIL

property damage
per year

80%

of US households own a grill

191

injuries / year

CHARCOAL

- Relatively inexpensive
- Occupies little space, attractive for owners who have limited space
- 41% of grill-owning households choose charcoal
- Should not be used in tight spaces close to buildings or furniture
- Difficult to ignite
- Often needs to be started with lighter fluid. Lighter fluid should only be applied and allowed to soak into the coals before the grill is lit
- Coals burn long after meal ends, requires extinguishing
- Responsible for 1 out of 6 grill related fires
- IFC prohibits storage and use within 5 feet of combustible construction or on any combustible deck or balcony without fire protection
- Coals must be properly disposed of; doused with water prior to placement in a non-flammable container, and kept a minimum of 10 feet from buildings

PROPANE

- Tailored to the busy schedule and on-demand society
- Offers push button ignition, controllable temperature and immediate extinguishing
- 61% of grill-owning households choose propane or natural gas.
- Responsible for 5 out of 6 grill related fires annually
- Propane fuel is stored in metal tanks under high pressure
- Should be inspected regularly for valve leaks and tank corrosion
- A small split in the connector hose, rust hole in the grease pan or blockage in the burner tube can cause fuel to leak and ignite outside of the grill chamber
- IFC prohibits the storage or use of propane grills or fuel tanks on any deck, balcony, in any portion of a building or under any overhang, within 5 feet from any combustible exterior wall or within 5 feet of an opening in any wall such as a door, window or vent

NATURAL GAS

- Are equipped and function similarly to propane fueled grills
- Can be equipped with many of the same modern conveniences as other grill types, but trade mobility of the unit for the flexibility to be used in tight spaces
- The International Residential Code NJ Edition (IRC), requires a 30" vertical clearance from the surface of the gas grill to any overhanging combustible material or structure, but does not otherwise restrict their use on an outdoor deck, balcony or roof, or under an overhang
- Must be properly installed by a licensed master plumber with an anchored gas supply pipe and equipped with an accessible shutoff valve
- Tethered to supply by a max. 6 foot long connector hose that provides fuel to the regulator
- All natural gas grills to be utilized outdoors should be listed as such by the manufacturer or be otherwise protected from the elements

ELECTRIC

- 10% of grill-owning households have an electric grill or smoker, a number that may be much higher in Association conditions due in part to the lighter use and location restrictions imposed by the IRC and NFPA for these appliances
- Must be connected to a suitably grounded outlet, and if the supply is located outdoors, an outlet equipped with a GFI is recommended
- As they potentially draw a lot of current, it is not recommended that they be used on the same circuit as other high draw appliances or fed by extension cords that are unrated for the rated current
- The NFPA recommends a safety separation of 10 feet from any combustible materials, but the IRC does not restrict their use like open-flame grills
- Remember, to keep all extension cords out of pathways, and if an electrical fire occurs; turn off the supply and extinguish using sand or a Class C Fire Extinguisher, never use water

DON'T FORGET!

Regardless of the fuel sources, remember to store all fuel and grilling equipment safely and securely outside of these restricted areas.

All grills with open flames are a source of carbon-monoxide and should never be used indoors under any circumstances. Grills should never be left unattended and a proper extinguisher, hose, water source or extinguisher should be located nearby.

Due to the fire hazards and liability risks associated with these items, many associations go one step further and outright ban their presence within the community. In the near future, more strict rules may be adopted by the state that upgrades the required clearances for open-flame grills to a minimum of ten feet away from combustible structures.

If in doubt, don't hesitate to contact your local fire code official with questions or concerns regarding grill and fire safety, as each municipality may carry different regulations. Be sure to check with your homeowners insurance carrier as well.

References

"2014 State of the Barbecue Industry Report" by Sue Crosby & Reed Findlay published by the Hearth, Patio & Barbecue Association.

"Home Grill Fires Report" by Marty Ahrens published in April 2016 by the National Fire Protection Association (NFPA).

"2006 International Fire Code New Jersey Edition - Section 308.3.1 Open-flame cooking devices" published by International Code Council, Inc. copyright 2009.

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2017 Annual Awards Dinner Call For Nominations

Each year, the New Jersey chapter of Community Associations Institute celebrates excellence in the industry during the Annual Awards Dinner, held at The Palace at Somerset Park. This year the event will take place on Thursday, February 16, 2017.

Nominations are now open for the following categories including the Candice Bladt Community Manager of the Year, the Committee of the Year and the Committee Chair of the Year.

New this year, CAI-NJ and the Awards Committee are introducing the Board of the Year to be presented to the CAI-NJ member community association board, nominated by its vendors and management companies, who are eager to recognize excellence in

Community Association Volunteers Leaders. Please note, a minimum of three (3) board members must be members of CAI-NJ to be eligible.

There is no limit to the number of nominations a person can submit, and self nominations are welcomed.

All award nominees must be members in good standing in CAI-NJ.

Enclosed are the official call for nominations entry forms, rules and instructions.

You can also download these forms on the website, www.cainj.org/awards.

DEADLINE TO SUBMIT NOMINATIONS IS FRIDAY, JANUARY 13, 2017

Nomination Contact Information

Name: _____

Company: _____

Phone: _____

Email: _____

Nomination Form

I am submitting a nomination for (please select one):

Candice Bladt Manager of the Year

CAI-NJ Committee Chair of the Year

Community Board of the Year

CAI-NJ Committee of the Year

Eligible Committees and Committe Chairs Include:

Awards : Kari Prout

Conference & Expo: Kevin Oliver

Membership: Dan Turi

Beach Party: Kate Costello

Editorial: Robert Roop

Spring Break: Melissa Volet, Esq.

Business Partner: Ben Basch

Golf: Ray Barnes, CMCA, AMS, PCAM

LAC: Christine Li, Esq.

CAVL: Thomas Lycan

Managers: Tony Nardone, CMCA, AMS

PAC: James Rademacher

Nominee Information (please fill out all applicable information)

Nominee/ Chair/ Committee/ Board President Name

Company/ Community Name

Nominee Email

Nominee Phone

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ULTIMATE PARTNER Profile

Association Advisors Questions answered by Lawrence N. Sauer, CMCA, PCAM, CPM



Courtesy CAHNU

Association Advisors New Jersey is a dynamic property management company specializing in building healthy communities through customized property management for each client. Our experienced managerial and financial staff apply a hands-on approach to each and every facet of our Community Management Services.

A mid-sized company managing communities throughout New Jersey and New York, Association Advisors New Jersey is your resource for all types of homeowner and condominium associations, including upscale adult and luxury high-rises; many with substantial on-site amenity facilities. Commercial properties and all types of real estate are managed in the same efficient and professional manner.

Driven by commitment to improve each individual community while keeping the community's best interest at heart, Association Advisors New Jersey is motivated by customer

satisfaction. Successful management is a long term investment and at Association Advisors New Jersey, that client relationship is our top priority.

What is your role in the organization? What is your background?

I, Lawrence N. Sauer, CMCA, PCAM, CPM, am the Managing Partner at Association Advisors New Jersey LLC. In this capacity I oversee the daily operations, supervise personnel and am involved in all marketing and new business opportunities. I am a leader at Association Advisors New Jersey;



Lawrence N. Sauer, CMCA, PCAM, CPM

a medium-sized company that has evolved, through hard work and commitment, into a multimillion dollar property



management company servicing over 10,000 homeowners in the Tri-State area.

I began my career in property management working for a local owner of apartment complexes. Since that time, I have owned a regional management company that specialized in managing community associations and have worked with other companies in various executive capacities such as managing offices, regions and business development. I have been a member of CAI since 1985, serving on various committees over the years and received the Recruiter of the Year award in 2013. I received my CMCA in 1988 and PCAM designation in 1990. I am the 2016 President of Community Associations Institute of New Jersey Chapter. Additionally, I earned the Certified Property Manager (CPM) designation from the Institute of Real Estate Management in 1994 and served as 2012 and 2013 President of New Jersey Chapter # 1. I currently serve as a Trustee of the Families in Crisis Foundation.

Is there a specific program that you would like to highlight?

Healthy Communities. What is a healthy community? Is your community healthy? Our Healthy Community program is devoted to achieving well managed, financially secure communities. Sharing professional knowledge and providing guidance to our board members as well as communicating with the members of our communities helps ensure a healthy community. Analyzing the current status of a community, how it could be made better with efficient management, technology implementation, community-wide

improvements, and fiscal recommendations are just a few of the many facets of a healthy community. We even provide a complimentary check-up to help ensure that your community is a healthy community.

What might someone be surprised to learn about your company?

Association Advisors New Jersey clients are surprised to learn how diverse our experience is as well as how hands-on and accessible our managers really are. In an after-hours emergency, our emergency number is always answered by a person and managers are notified immediately so they can address the emergency in real time.

Another company function that clients are often surprised at is our "Team" management approach to meet the physical, fiscal and operational needs of each community. Attentive and diversified support is given to each client at all times with *specialized* support in service, technical and advanced management needs.

Our managers share their experience, knowledge and resources with one another. Assisting one another with exceptional "out-of-the-ordinary" problems helps make our managers more efficient; resulting in smoother running communities.

Our maintenance, accounting and help departments are just some of the assets our communities share, allowing managers to efficiently "take care of the community" while the other departments directly address the concerns of the client.

What trends do you see for the Community Association Institute?

We see a few areas in the future that will be important for our industry. First, the need to continue to aggressively monitor all proposed legislative action as this will have a direct impact on the management of all of our association clients. Secondly, continue efforts to encourage and support some type of Community Manager registration or licensing which will include a minimal continuing education component as well as a sanctioning actions for those Community Managers that do not adhere to the approved guidelines. Finally, continued education of volunteer Board Members so that they can effectively and professionally perform their responsibilities for the benefit of their communities. ■

See the complete list of Ultimate Sponsors on page 2 of this issue.



ULTIMATE PARTNER Profile

FWH Associates, P.A. Questions answered by Dan Rush, RS



Courtesy CAI-NJ

FWH Associates, P.A. was founded in 1989. We started as a very small company providing consulting engineering and land surveying services for developers and homeowners throughout NJ. As the company grew and the communities we designed were under construction, we worked closely with the property managers on these sites. FWH began to provide engineering and architecture services to community associations in the early 90s based on those initial relationships. The property managers and other professionals we worked with told us about this organization called CAI. FWH subsequently joined CAI and has benefitted from our involvement ever since.

What is your role in the organization? What is your background? How long have you been in the industry?

I am a principal in the company and the director of our Community Association Department. I also oversee all of the construction inspection activities performed by FWH. My background includes growing up in a large family with a construction background. My father owned a commercial construction company and one of my six siblings is also a professional engineer. I started my career at the age of 14 making blueprints at my brother's engineering

office. I graduated from Stevens Institute of Technology in Hoboken, NJ in 1988 as a structural engineer. I have been working with community associations since 1992 when I joined FWH.

Is there a specific project or program that you would like to highlight? Please describe.

The team at FWH takes pride in helping community associations through complex renovation projects. We are very proud of our recent projects at the Renaissance at Manchester Clubhouse Complex. On this project, FWH evolved an extensive renovation concept into a successful design, coordinated the bidding process, and provided the construction oversight through completion. FWH worked closely with the board, property management team, the various contractors, and the municipality to renovate and upgrade the exterior and certain interior spaces of the clubhouse and other community buildings.

What might someone be surprised to learn about your company?

As our company continued to grow over the past 27 years, so has our diverse team of professionals and their areas of expertise. While we are known within CAI as



Jersey (SBACNJ), and three SAM Awards by the New Jersey Builders Association (NJBA).

My employees continue to impress me every day with their dedication to the industry with their diverse certifications and honors. One of my fellow partners, Chris Rosati, and two of my department employees, Georgette Kyriacou and Jay Burak, each serve on a CAI-NJ committee, two of which have won awards for being committee of the year over the past two years. Individually, Ian Martin and I are Infrared Thermography Certified, Jon McAvoy is LEED Certified, and this year six more of our employees became 30-Hour OSHA Certified. More recently, Georgette Kyriacou has received her Educated Business Partner distinction, was awarded the position of Chair of the New Jersey Builders Association Young Professionals Council, and was also presented with the Shore Builders Association of Central New Jersey 2016 Rookie of the Year Award.

industry leaders for Reserve Studies, Transition Studies, and Construction Specifications, FWH also offers services including site feasibility, planning, and design; architectural services including house-raising and custom home design, commercial fit-up, and community recreational area plans; landscape architecture services; environmental consulting; land surveying; and professional planning including zoning and land use studies. Our 70-person strong team is comprised of Professional Engineers, Registered Architects, Licensed Landscape Architects, Professional Planners, Certified Green Professionals, Certified Playground Safety Inspectors, Professional Land Surveyors, Licensed Site Remediation Professionals, and Reserve Specialists.

Have you or your company received any recent awards or certifications?

As a company, FWH has been awarded four FAME Awards by the Shore Builders Association of Central New

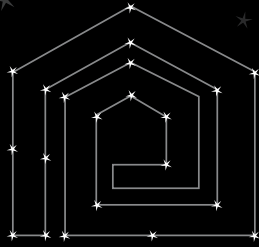
What trends do you see for the Community Association industry?

The recent trend of new land development has been primarily multi-family housing including townhomes and condominiums. As technology and energy efficiency improve, and both existing community associations and newly-built communities continue to age, the amount of services required will continue to increase as these communities strive to emulate the culture of new construction. ■



See the complete list of Ultimate Sponsors on page 2 of this issue.





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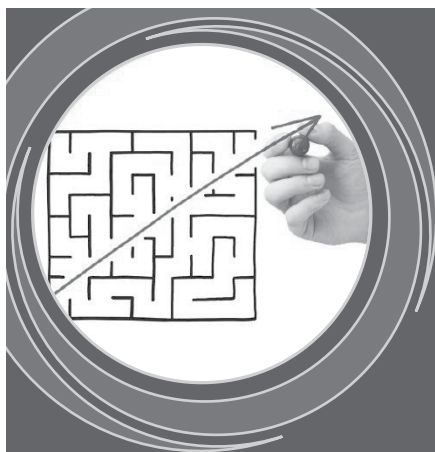
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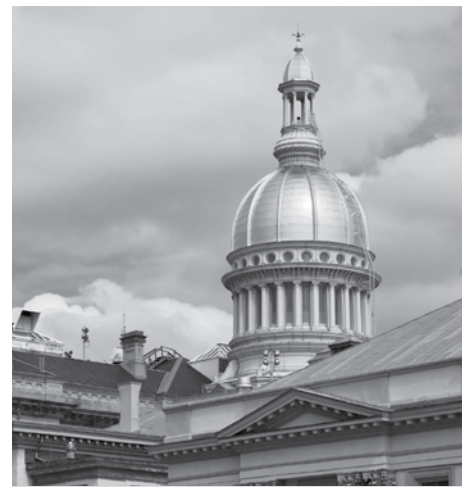
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The CAI Amicus Program is looking for your help. For years, CAI has participated in New Jersey court cases involving significant community association issues. We do this through our "Amicus" or "Friend of the Court" Program. With the court's permission, CAI files briefs in court cases advocating the interests of our members. CAI has successfully appeared in a number of important New Jersey cases, including *Twin Rivers*. It is important for our members to let CAI know when they are involved in, or become aware of, a lawsuit which may have an impact of general concern to the industry. We can only participate and have our views expressed when we know about these cases when they first arise. So, this is an important request on behalf of both the National and Chapter Legislative Action Committees to please advise the Chapter office of any litigation involving community association issues of potential importance to the entire industry. For any such notices, please contact Larry Thomas, PCAM at (609) 588-0030 or at larry@cainj.org. ■

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(As of September 30, 2016)

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Take the Recruiter Club Challenge and win a FREE Trip to Las Vegas! Details are on page 52!

THE 2016 CAI-NJ RECRUITER CLUB CHALLENGE... RECRUIT YOUR WAY TO A FREE TRIP TO LAS VEGAS!

Recruit at least five new CAI-NJ members and you qualify to win this year's CAI-NJ Recruiter Club Challenge. New members can be any combination of Business Partners, Managers, Community Association Volunteer Leaders, and Management Companies.

For contest details contact CAI-NJ:
609.588.0030 or membership@cainj.org

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1. To be eligible recruit at least 5 new members between December 1, 2015-November 30, 2016.
2. The member with the most new member recruits between December 1, 2015-November 30, 2016 will win.
3. Recruiters can only win 1 prize per year.
4. CAI-NJ may allow substitutions of prizes in certain circumstances.
5. Prize winners will be announced at the CAI-NJ Chapter Retreat in December 2016.
6. Winner(s) need not be present to win.
7. *The Grand Prize is a trip to the 2017 CAI National Conference in Las Vegas, NV. Includes airfare to Las Vegas, NV, from Newark, NJ, or Philadelphia, PA; two nights at conference hotel and conference registration.

CAI MEMBERSHIP APPLICATION

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 Phone: (609) 588-0030 Fax: (609) 588-0040
 Web: www.cainj.org
 Email: membership@cainj.org

MEMBERSHIP CONTACT (Where membership materials will be sent):

Name: _____

Title: _____

Association/
 Company: _____

Address: _____

City/State/Zip: _____

Phone: (W) _____ (H) _____

Fax: _____

E-Mail: _____

Select your Chapter: NEW JERSEY

Recruiter Name/Co. Name: _____

CATEGORY OF MEMBERSHIP: (Select one)

- Community Association Volunteer Leader (CAVL) *Dues vary**
- Manager \$142
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PAYMENT METHOD:

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Important Tax Information: Under the provisions of section 1070(a) of the Revenue Act passed by Congress in 12/87, please note the following. Contributions or gifts to CAI are not tax-deductible as charitable contributions for federal income tax purposes. However, they may be deductible as ordinary and necessary business expenses subject to restrictions imposed as a result of association lobbying activities. CAI estimates that the non-deductible portion of your dues is 2%. For specific guidelines concerning your particular tax situation, consult a tax professional. CAI's Federal ID number is 23-7392984. \$39 of annual membership dues is for your non-refundable subscription to *Common Ground*.

Complete only the portion of the remainder of the application that applies to your category of membership.

For CAI-NJ use only:	_____ BP
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COMMUNITY ASSOCIATION VOLUNTEER LEADER (CAVL):

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- 3rd Board Member \$285
- 4th Board Member \$375
- 5th Board Member \$425
- 6th Board Member \$480
- 7th Board Member \$535

For 2-3 Member Board applications, please indicate below who should receive membership renewal information. Please contact CAI National Customer Service at (888) 224-4321 for Board memberships exceeding 7 individuals.

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MANAGEMENT TRENDS

Planning to Keep Your Community Safe

By Jeff Cirkus, CMCA, AMS, PCAM
Associa — Community Management Corp.

As community managers, our instincts are regularly tested while making decisions on the fly and tackling all sorts of problems as they occur. Putting out “fires” as some like to say. This leads to some stressful days, months, who am I kidding, careers... While we can't prevent every issue from occurring, we can use the systems we have available to us and proactively put plans in place for larger disasters, so that we are as prepared as possible when they inevitably do occur.

Understand Your Fire Safety Systems

Whether you're managing a townhome community, high-rise building, or home owners association, communities generally have fire safety equipment that the association is responsible for. These systems may include fire alarm monitors, sprinklers, pumps and hoses, as well as hydrants. Know what systems you have, who services them and generally how they work. For instance, if condo units include common sprinklers, know where they are located and if it's a wet or dry system. Another important item to know is how long the battery backup will last on your fire alarm monitors should the power go out. Your fire protection vendor and municipal fire official are natural resources for questions you may have. Ensure that all systems are tested annually or as suggested and in compliance with municipal requirements. While municipalities will dictate necessary repairs, it is smart to keep up with any vendor suggested repairs as well. A simple matrix or checklist is a useful tool to keep track of who services what, as well as when inspections were last done and next due.

Deter Crime with Security

Understanding your association's security systems is important as well, and many of the same points made



"While we can't prevent every issue from occurring, we can use the systems we have available to us and proactively put plans in place..."

above apply. Understanding the systems in place including their purpose and limitations is step one. Know how key fobs are programmed for residents and how visitor management is handled. Whether your association has security cameras, key fobs, gates, or security guards, these systems are meant as deterrents until the police arrive.

When evaluating the effectiveness of an existing system or considering new ones, learn from the experience and mistakes others have made. Avoid entry systems with codes where possible as they are not the most secure. Never use a dummy camera system, this will provide a false sense of security and could put the association at risk of a lawsuit. Gate systems, while expensive to maintain, are very effective and can add value to homes within the community. Lastly, virtual guards are an inexpensive and effective deterrent in certain instances. A virtual guard cannot be

CONTINUES ON PAGE 58



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MANAGEMENT TRENDS...

from page 56.

threatened with a gun but can slow down an intruder until police arrive.

Planning for Disasters

Natural disasters will always be a potential threat, all we can do is prepare for the worst. By preparing for the worst, we're preparing a lot of leg work that can be used both for a large natural disaster as well as smaller but still chaotic situations, like large snow storms and power outages.

Review your community's property and layout to identify any specific issues that would need to be addressed prior to a storm or may

CONTINUES ON PAGE 60



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MANAGEMENT TRENDS...

from page 58.

hinder resident's ability to evacuate. Some examples to look for are an area that has flooded in the past, as well as any ongoing construction. For high-rises and condo buildings, make sure you have an evacuation plan in place. Consider a generator for buildings with common heat or even for a clubhouse, which can be used as a place of shelter if necessary.

Familiarize yourself with municipal police, fire, EMS departments who should be familiar with your community and provide feedback for a natural disaster plan as well. These departments should have your contact information on file, be provided with your evacuation plan as well as any special needs residents. Many municipalities use a reverse 911 service like Nixle to notify residents of important matters via text or email. Make sure to sign up for this service and suggest your residents do as well.

Lastly, I can't stress how important communicating with residents is. Communicate regularly, before disasters, during and after. It is extremely important to have current contact information for your residents as well to have a means to get that info out. Some effective options are email blasts, community websites, and reverse 911 services.

By spending some time preparing now, your boards and the owners will be put at ease when it most matters. ■

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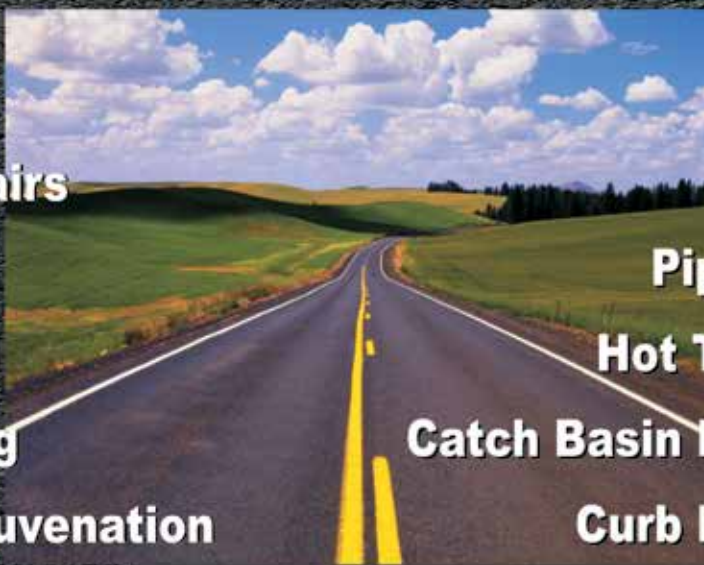
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Your requests are welcome...

Readers of *Community Trends*® can ask the Editorial Committee of the magazine for their feedback about any issue facing the community association industry. The committee is made up of legal, insurance, engineering and property management professionals with a wealth of information and experience specific to community associations.

Requests should be directed to:

Jackie Olszewski at (609) 588-0030
or communitytrends@cainj.org

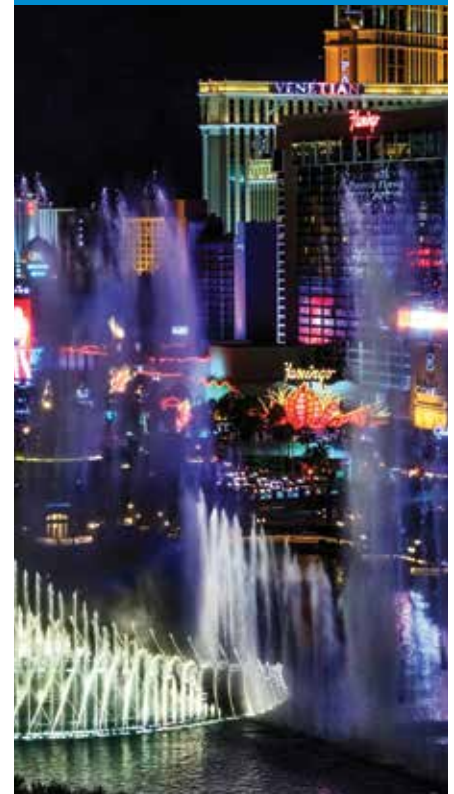


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CAI-NJ F.A.S.T. has developed a new award for the 2017 Annual Awards Dinner, which will be held on Thursday, February 16, 2017 at The Palace at Somerset Park.



The group is seeking to honor a young professional in our industry who gives without asking in return. We are asking for companies to nominate the young professionals on their team who they feel should be recognized for their efforts made in both their personal and professional life.

The nominated young professionals should meet the following criteria:

- Working in an aspect of the community association industry and member of CAI-NJ
- Under the age of 35
- Has gone above and beyond that which is expected of them personally and/or professionally



We are looking for someone who has made a difference in others' lives through volunteer work, self-sacrificing spirit, diligence, reliability, determination, follow through, etc. If you look at them and say "I'm Impressed" then nominate them for the first "2016 Young Professional of the Year" award.

Complete the information below and return it to jaclyn@cainj.org, along with supporting documents including the following:

- One letter of recommendation from a supervisor
- One letter of recommendation from a co-worker
- Any additional documents that support the nomination

All nominations must be submitted by Friday, January 13, 2017.

Nominee Name: _____

Nominee Company: _____

Nominee Email: _____ Nominee Phone: _____

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SECURITY...

from page 30.

design and explain the best equipment options.

For best results, the camera system should integrate with the access controls that have been put into place. For example, overhead and license plate cameras compliment the gate access control system for a total security perimeter at each entrance. Properly placed cameras in the common areas that are access controlled provide the same blanket coverage for places like the pool area, clubhouse and gym. Parking lot cameras add a security element to both the walkways and the cars parked in the lot. Not to mention, they can capture activity in the dumpster areas to deter the ever present problem of unwanted garbage dumping on the property.

The properties that make quality information technology a priority are the properties with the most peace of mind for both residents and managers. Knowing that you have the proper systems in place is essential to that peace of mind. Making sure your security budget is spent wisely is the key. It's a new world. Commonsense and the latest security technology can keep you one step ahead of it at home. ■

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This program is an alternative to litigation, as mandated by state law. This service includes negotiation and mediation with a neutral party, and is offered to community associations. Use our trained mediators to quickly and economically resolve your dispute.

Examples of disputes covered are:

- Parking
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- Noise
- Rules Violations
- Maintenance Problems

For information on CAI-NJ's ADR Program, please contact us at:

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How do you communicate to your residents in an emergency?

I feel that communicating with residents especially during an emergency is extremely important so we encourage our residents to sign up for the Association website so they may receive email blasts. In addition, we understand that some homeowners do not utilize a computer so in that case we post notices on the housing of the mailbox stations and dumpster enclosures. Lastly, we do have residents who may be elderly or are unable to get around well outside so we never shy away from picking up the phone and calling them.

Miranda M. Lardieri, CMCA, AMS
Premier Management Associates

We have a Standing Board Advisory Committee called the Voice of Clearbrook (VOC) that airs live broadcasts from their on-site studio in the Clubhouse on Comcast Channel 26. In an emergency situation, the VOC can broadcast live and residents who subscribe to Comcast can view the broadcasts. In addition, we can post information on our website, send out community emails and robo calls.

Lori Pescherine, CFM, CMCA
Clearbrook Community Association

We send out email bulletins through our websites, and voice broadcasting through Voice Shot.

Dawn M. Mackanic
Association Advisors

We use a variety of methods. We have emergency email blast through our community websites. We use reverse 911 systems.

For high rises, we post notices, use building link, and occasionally use door hanger flyers.

Tony Nardone, CMCA, AMS
Corner Property Management

We communicate emergencies in a number of ways, dependent on the community type and size.

We use a reverse 9-1-1 system that calls everyone and can also send text if the owner opts in to the service, we send E-mail blasts, we do mailers (depending on how emergent, it can be by mail or notices door-to-door).

In larger communities, we have block captains that disseminate information, we have designated community meetings in the Clubhouse for information in the event of power loss (the meetings are scheduled ahead of emergencies so they occur automatically in the event of a major event (like Superstorm Sandy), we post information on the website of the community as well as on bulletin boards.

An example of the community meetings is as follows. We knew Sandy was coming, so we told everyone that in the event of a power loss or loss of communication capabilities, there would be an emergency update meeting in the Clubhouse for Streets A-C at 1:00 PM daily, D-F at 2:00 PM daily and streets G-M at 3:00 PM daily until power/communications were restored. This way, people knew each day there was a point of information in person they could rely on in the event normal communication channels were compromised.

Christopher Nicosia, CMCA, AMS, MM
Prime Management, Inc. AAMC

At the communities that I manage we mainly use email and notices at the cluster mailboxes.

Beth Duffy, CMCA, AMS
Premier Management Associates

We communicate emergencies via Building Link. Messages can go out via email, text & voice. There is always the paper notice placed under doors.

Gail M. Davis
2100 Linwood Avenue Owners, Inc.

We find email blasts through association websites to be an effective way to communicate during an emergency. This can be done from anywhere the manager has an internet connection.

Jeff Cirkus, PCAM, Vice President
 Associa® – Community Management Corp.

Next Month's Question...

Do you feel that board members should be required to take some type of training? Please explain.

Send Your Answers to Jaclyn Olszewski at jaclyn@cainj.org



ATTENTION BUSINESS PARTNERS:

Make sure all of your employees receive updates from CAI-NJ.



CAI-NJ Business Partner - Employee Contact Form

As a Business Partner member of CAI- NJ your employees are eligible to receive electronic member communications and attend chapter events at the member rate.

Please complete the form below for any employee with your company who frequently attends events or should be receiving correspondences from CAI-NJ. By submitting this information, your employees will receive email updates regarding events, legislative affairs, the weekly e-newsletter, *Community Trends*® e-Issue and many other members' only communications. There is no limit to the number of forms you can submit and there is no charge as a Business Partner Member of CAI-NJ.

For questions, contact Laura O'Connor, Director of Membership & Marketing at laura@cainj.org or (609) 588-0030.

Contact Information	
Company:	
First Name:	
Last Name:	
Suffix:	
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City/ State/ Zip Code:	
Office Phone:	
Cell Phone:	
Fax:	
Email:	
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Return completed forms by email to laura@cainj.org or fax (609) 588-0040 or visit the CAI-NJ website link <http://www.cainj.org/membership/employee-contact-form/>.



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Two networking sessions (6:30 p.m. - 7:15 p.m. and
8:45 p.m. - 9:30 p.m.)

All attendees are invited to join the Business Partner
Roundtable attendees for the networking sessions.

Date: Thursday, November 17, 2016

Location: The Chart House
Lincoln Harbor Pier D-T
1700 Harbor Blvd.
Weehawken, NJ 07086

Agenda: 6:30 p.m. - 7:15 p.m.: Cocktail Reception
and networking with Business Partners
7:15 p.m. - 8:45 p.m.: Roundtables
8:45 p.m. - 9:30 p.m.: Dessert Reception
and networking with Business Partners

Pre-registration is required.

*If you register for this program and cannot attend, please
call the chapter office at (609) 588-0030 to cancel.*

We require a cancellation notice at least 72 hours in advance. If a notice is not received,
a \$25 cancellation fee may be charged per registrant. Substitutions are permitted if you
cannot attend.

Questions? Email Angela Kavanaugh at Angela@cainj.org
or call (609) 588-0030.

Space is limited. Attendees are strongly encouraged to
register by Friday, November 11, 2016.

CAI-NJ advises that for training, marketing or other purposes, this event may be recorded, videotaped and/or
photographed. By attending this event, the registrant(s) consents to the use of his or her image by CAI-NJ and
agrees to waive any claim for the use of his or her image, including without limitation, the appropriation of his
of her image for commercial purposes or the invasion of his or her privacy.

Please note: CAI-NJ only reviews CAI designations, certifications, and accreditations for validity and current
status. Registrants are advised that each individual company is solely responsible for the content they provide
on registration forms including all designations, certifications, accreditations and licenses by the company or
the individual employee. Concerns about the validity of non-CAI designations, certifications, accreditations,
and licenses should be directed to the specific company or individual in question. Removal of designations,
certifications, accreditations, and licenses by CAI-NJ will only take place upon the submission of a letter writ-
ten by the official credentialing and/or licensing body to CAI-NJ.

CONTINUING EDUCATION NOTICE:

By successfully completing this program, the New Jersey Chapter of Community Associa-
tions Institute (CAI-NJ) will approve 3 hours credit for this program towards the Professional
Management Development Program (PMDP).

TOPICS:

- Privacy expectations as it relates to security documentation within the community
- Rules and responsibilities of the concierge and/or security guard
- Security systems – keypads, cameras, access control, biometrics
- Insurance – What should be included in your insurance policy regarding security?
- Cooling towers, testing, compliance and cleaning as it pertains to Legionnaires Disease
- Rebates for lighting conversions –A case study

**MANAGER BEST
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Non-Members:	\$25.00

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Payment Methods:

1.) Pay by check, payable to CAI-NJ.

Mail completed form and payment to:

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Attn: 2016 Roundtable Discussion

500 Harding Road

Freehold, NJ 07728

2.) Pay by credit card. Please fax to (609) 588-0040.

Or email to angela@cainj.org.

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**BUSINESS PARTNER
BEST PRACTICES ROUNDTABLE
DISCUSSION AND NETWORKING RECEPTION**

Two networking sessions (6:30 p.m. - 7:15 p.m. and 8:45 p.m. - 9:30 p.m.)

All attendees are invited to join the Managers Roundtable attendees for the networking sessions.

Date: Thursday, November 17, 2016

Location: The Chart House
Lincoln Harbor Pier D-T
1700 Harbor Blvd.
Weehawken, NJ 07086

Agenda: 6:30 p.m. - 7:15 p.m.: Cocktail Reception and networking with Managers
7:15 p.m. - 8:45 p.m.: Roundtables
8:45 p.m. - 9:30 p.m.: Dessert Reception and networking with Managers

Pre-registration is required.

If you register for this program and cannot attend, please call the chapter office at (609) 588-0030 to cancel.

Questions? Email Angela Kavanaugh at Angela@cainj.org or call (609) 588-0030.

Space is limited. Attendees are strongly encouraged to register by Friday, November 11, 2016.

TOPICS:

- **Friends with Benefits – unlocking the value in your business partner relationships**
- **How to provide services to the luxury community**
- **A Fair Labor Standards ACT (FLSA) update and its impact on business**

BUSINESS PARTNER BEST PRACTICES ROUNDTABLE DISCUSSION AND NETWORKING RECEPTION

Name: _____

CAI Designation(s): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

REGISTRATION FEES:

CAI-NJ Business Partner Members:	\$50.00
Non-Members:	\$100.00

Payment Options:
TOTAL: \$ _____

Payment Methods:

1.) Pay by check, payable to CAI-NJ.

Mail completed form and payment to:
CAI-NJ
Attn: 2016 Roundtable Discussion
500 Harding Road
Freehold, NJ 07728

2.) Pay by credit card. Please fax to (609) 588-0040. Or email to angela@cainj.org.

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Community Trends® is a monthly publication of the New Jersey Chapter of the Community Associations Institute (CAI-NJ). The purpose of this magazine is for the dissemination of informative and noteworthy information that is relevant to the lives of every person living in or working with community associations throughout New Jersey. *Community Trends®* should not be used to provide the kind of authoritative and comprehensive information that must be tailored to serve individual needs when legal, accounting or other professional advice is required.

CAI-NJ encourages interested persons to submit articles for consideration by the Editorial Committee. Publication in *Community Trends®* is a wonderful opportunity to write about an issue relevant to community associations, and the Editorial Committee will carefully review all submissions. When an article is published, the opinion of the author and accuracy of the facts presented in the article are not specifically endorsed by either CAI-NJ or the Editorial Committee. Neither CAI-NJ nor *Community Trends®* guarantees a placement of any submitted article, and any article can be rejected for any reason at any time by the Editorial Committee or CAI-NJ. All articles should be written in the third person.

The submission of an article by an author implies that the article is the original work of the submitting author, and the submitted article has also not been published in any other publication or on-line previously. Authors found to be in violation of these policies can be subject to discipline by the CAI-NJ Board of Directors, which may levy penalties including the following:

- A. Temporary or permanent ineligibility from authoring articles for *Community Trends®*;
- B. Temporary or permanent ineligibility for membership on CAI-NJ Committees and Work Groups;
- C. Referral to CAI National for review and possible further sanctions; and/or,
- D. Suspension of any and all chapter privileges as determined by the Board.

Authors may submit a photograph with their article. Please note that CAI-NJ has the exclusive right to refuse to publish any photograph for any reason. Permission to reprint any article first published in *Community Trends®* is subject to the single condition that all reprints must include the following ownership acknowledgment, "Reprinted from the (month) 20__ issue of the CAI-NJ's *Community Trends®*."

Community Trends®,

Robert Roop,
Editorial Chair

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LEGISLATIVE UPDATE...

from page 9.

unit owners. These two requirements were amended out. On balance, these provisions could have been far more detrimental to the interests of board members and to innocent unit owners, than beneficial to those who gain access to this information.

The bill also has a requirement that any contract for maintenance, management, or operation services entered into by the executive board or association shall provide for 24-hour emergency maintenance or management services, as applicable, which shall include a 24-hour emergency maintenance or management telephone hotline for use by unit owners. While no one could argue with the accountability that such a requirement would ensure, one needs to balance this contractual requirement against the additional cost which would be incurred under these contracts and ask if there exist different means by which to achieve this result.

I hope I have demonstrated the diligence with which the LAC looks to protect CAI's membership, as well as some of the road blocks to the swift adoption of legislation. Always free to contact me at cli@greenbaumlaw.com with your thoughts. ■

ATTENTION ALL CAI-NJ SEMINAR ATTENDEES:



Please remember to keep your seminar completion certificates in a safe place.

These certificates are distributed at the end of each CAI-NJ seminar. This is proof that you attended and completed the seminar. You may need to reference the certificate in the future and CAI-NJ does not keep track of each member's attendance record. Community managers will definitely need the certificates to obtain credit for continuing education towards their designations.



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Mr. Scott Dalley, CMCA, AMS, PCAM, CPM
4 Walter E Foran Blvd Ste 311
Flemington, NJ 08822-4668
Phone: (908)237-9900
Fax: (908)237-1826
Email: sdalley@accesspm.com
Website: www.accesspm.com

Associa Mid-Atlantic, AAMC

Ms. Nancy Hastings, CMCA, AMS, PCAM
14000 Horizon Way Ste 200
Mount Laurel, NJ 08054-4342
Phone: (856)996-1640
Fax: (856)234-5479
Email: nancy.hastings@associa.us
Website: www.associamidatlantic.com

Executive Property Management, AAMC

Mr. Leonard Barber, CMCA, PCAM
408 Towne Centre Dr
North Brunswick, NJ 08902-1200
Phone: (732)821-3224
Fax: (732)821-6565
Email: len.barber@epmwebsite.com
Website: www.epmweb.net

FirstService Residential, AAMC

Mr. Michael Mendillo
21 Christopher Way
Eatontown, NJ 07724
Phone: (800)310-0326
Email: michael.mendillo@fsresidential.com
Website: www.epmweb.net

Homestead Management Services, Inc., AAMC

Mr. Louis Curtis, CMCA, AMS, PCAM
PO Box 7499
Hillsborough, NJ 08844-7499
Phone: (908)874-6991
Fax: (908)874-6951
Email: lcurtis@homesteadmgmt.org
Website: www.homesteadmgmt.org

Integra Management Corporation, AAMC

Mr. Edward San George, PCAM
200 Valley Rd Ste 203
Mount Arlington, NJ 07856-1320
Phone: (973)770-1500
Fax: (973)770-3669
Email: esangeorge@integramgtcorp.com
Website: www.integramgtcorp.com

JCR Management Services, Inc., AAMC

Mr. John Roberts, CMCA, AMS, PCAM
PO Box A
Point Pleasant Boro, NJ 08742-0810
Phone: (732)899-5524
Fax: (732)899-5552
Email: JCR@Mycondo.com
Website: www.mycondo.com

Preferred Community Management Services, Inc., AAMC

Mr. Glen A. Masullo, CMCA, PCAM
35 Clyde Road Suite 102
Somerset, NJ 08873
Phone: (732) 873-1258 ext. 205
Email: gmasullo@pcmsus.com

Premier Management Associates, AAMC

Ms. Lori Kenyon, CMCA, PCAM
140 Sylvan Ave Fl 3
Englewood Cliffs, NJ 07632-2514
Phone: (201)947-1001
Fax: (201)947-5005
Email: lkenyon@premiermanagement.net
Website: www.premiermanagement.net

Prime Management, Inc., AAMC

Ms. Barbara Drummond, CMCA, PCAM
684 E Bay Ave
Barnegat, NJ 08005-2465
Phone: (609)693-0090
Fax: (609)698-2517
Email: bdrummond@primemanagementinc.com
Website: www.primemanagementinc.com

RCP Management Company, AAMC, AMO

Ms. Mary Faith Nugiel, AMS, PCAM, CPM
10 Centre Dr
Monroe Township, NJ 08831-1564
Phone:
Fax: (609)683-5495
Email: mnugiel@rcpmanagement.com
Website: www.rcpmanagement.com

RMG, Regency Management Group, Inc., AAMC

Ms. Elaine Warga-Murray, CMCA, AMS, PCAM
605 Candlewood Commons
Howell, NJ 07731-2173
Phone: (732)364-5900
Fax: (732)905-8606
Email: ewm@regencymanagementgroup.biz
Website: www.regencymanagementgroup.biz

Taylor Management Company, AAMC, AMO

Mr. Paul Santoriello, PCAM
80 South Jefferson Road
Whippany, NJ 07981
Phone: (973) 296-9000
Fax: (973) 267-0943
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