

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING  
April 11, 2017**

**ATTENDANCE:**

		Jones, Jim	P	Veninger, John	P
Burr, Rob	E				
Colnaghi, Warren	P	Manzo, Rene	P	Zielinski, Gary	P
Patton, Jim	E	Nietzer, Laura	P		
		Sarnowski, Karen	P	Rees, Ginny	E
Marino, Joseph	P	Straubel, Kathy	P	Decina, Dennis	P
Sarnowski, Shelby	P	Quirk, Andrew	P	Donoghue, Paul	P*
Dowling, Kristin	P				

**P= Present      E = Excused      A= Absent      P\*present via Skype**

Attorney Present: James Romer    yes    no

With a quorum present, the meeting was called to order at 7:18 pm by John Veninger.

**Public Session:**

Julia Held addressed the board in reference to the inequitable use of the waterfront parklands specifically the contiguous land-locked property. Discussion ensued about how do we address encroachments when they are brought to the board. She also addressed the fact that there are roads that the township doesn't accept.

Heather Becker addressed the board in reference to becoming a board member. Trustees held a question and answer period with Heather and a discussion ensued.

A motion was made by Karen Sarnowski to nominate Heather Becker for the UGL board of trustees. Laura Nietzer seconded the motion.

12 Yeas; 0 nos; 0 abstentions

A motion was made Karen Sarnowski and seconded by Andrew Quirk to approve the February, 2017 regular meeting minutes as corrected.

8 yeas; 0 no's; 5 abstention

A motion was made by Karen Sarnowski seconded by to approve the February 2017 executive meeting minutes.

8 yeas; 0 no's; 5 abstentions

**Correspondence:** as per Tanya

**March:**

- Cced on a letter to Mt Laurel Beach Club from property owner at 24 Yearling Trail regarding Mt Laurel beach dues. Property owner states they have no obligation to pay.
- Letter for Nominations for volunteer of the year award from town. Letter dated 2/17/17 Nominations must be received by 3/8/17
- VERBAL: The property owner who installed fence at 24 Landing received our cert letter requesting a survey to see if fence is on our property or not. He called and said he had his fence contractor come and they are going to move the fence and contract us when they are finished. I asked for an email stating that so I could provide it to the board and stop any legal action but haven't gotten one yet.
- VERBAL: The property owner at 203 Lakeshore who has been turned over to legal because they have not removed the sand from their parkland property came in to pay their dues. I let them know I could not accept payment because they were not a member in good standing until the situation is rectified. She asked about her dock and I said she would have to remove her dock if she isn't a member. She said she had installed sand bags so no sand would go into the lake and did everything she was supposed to. I said we have had no reply from her at all and that without a reply we would assume she was dismissing the request. I asked her to send an email explaining what she has done to rectify it to me so I could forward to the board but I have not received one yet. She did ask about coming to the board meeting or speaking to someone in person. I did suggest an email first because then we could go from there if needed. We will send a letter notifying them they are not a member in good standing; they need to remove dock and sand or dock will be removed by the association and they will be billed for sand removal and dock removal.
- Letter from Romer regarding tax foreclosure list we received

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## **Membership Secretary's Report: Karen Sarnowski**

Current Membership as of end of Feb 2017 and one day before POA dues & Easement fees are officially due was:

POA – 324

Double Docks – 11

Tenants – 4

Specials – 2

Total POA – 341

Total Easement – 812

These numbers are phenomenal! In 2016 comparatively, our numbers were POA - 263 and Ease – 692, a huge difference! I went and looked at our past historical numbers and since I have been tracking it, these numbers compare to some of our highest membership years ever. And as a comparison to how great these numbers are I looked at some of the years during the recession to see where we were at same time and found 2010-110/381, 2011-164/306, 2012-128/319 with POA/EAS respectively, so you can see what a difference this is. Where we are today is tracking to be above last year's numbers, which was even a good improvement over 2015. Last year's final numbers were 659/1558. Those are the numbers to keep in mind as our goal to exceed in 2017.

My thoughts on why are for a couple of reasons in no particular order: This year, for the first time ever, we posted payments due on our big welcome sign on Warwick Tpk. This was Tanya's idea; I think she saw somewhere else where something similar was done. I think it made for some of the difference so we need to continue this for years to come. Tanya also noted a lot more calls about fees/dues this year prior to our due date and feels the sign might have generated those calls.

There has been A LOT of homes flipped in UGL in the last year. A lot of foreclosures have fortunately come off the market and we have a pretty good number of new owners, with many of them second home buyers and they WANT to use the lake. And finally, the word is out on the street that we are coming after you if you don't pay. I think that has also played a role in this. And that thought process is good and accurate.

Our plan (Tanya and I) is once someone has missed two years payments (Easement) we will notify them that they will be sent to collections if it is not paid. And if they still do not pay, off to collections they go.

In regards to non-legal collections with our collection agency, Remit, things are going relatively smoothly. Since giving them clear parameters of when to forward an account back to us for "Let's Make A Deal", we have had no one challenge them that required decision-making by us on a situation that was out of the ordinary. There was an account that I made the decision to pull from them and hand over to Legal Collections due to Remit wanting to relinquish it due to the property owner being extremely nasty and refusing to pay. They didn't feel there was any way this individual would pay them. So I said ok, we will just move him to legal collections (owes 6 years) and we are pulling his deed and putting a packet together.

We have collected from Remit thus far approx \$5000. We continue to collect on foreclosures with past due easements during closings and as the Easement Actuals' sheet reflects we have already collected btwn our work, and both legal and non-legal collection firms almost \$22K. I will emphasize once

again that these large sums of money will eventually end coming into the Association because we will have exhausted all means of collecting past due amounts and will have collected all that we can feasibly collect. There are numerous properties that owe large sums of money but we cannot locate the owners. These are usually small lots that were obtained back when the lake was formed. These will be non-collectible. Currently Tanya has four properties that she had notified realtors regarding past due easements that needed to be collected at closing and the properties closed without us receiving our fees. She asked me about it and I recommended sending letters to the new owners explaining the situation to see where we go with them. Those letters have either just gone out or will in the next couple of days. Overall, Membership is looking great for this year and we should easily make our budgeted member number for POA with the showing thus far!! I will submit a verbal report on Legal Collections at the meeting.

### **Treasurer's Report:**

Rob Burr made a motion to approve the January financials; Jim Patton seconded the motion.

12 Yea's 0 no's 1 abstention

### **Unfinished Business:**

**Graffiti on township property:** The board will ask Julia Held to spearhead this project.

**Unpaved roads:** No new information

**Review of Master Plan submissions:** no new information

**Retaining Wall:** no new information

**7 Oaklyn Ct.** – Jim Romer sent a letter about abandonment

**Cameras repaired:** Dennis Decina emailed about this to company

## **SPECIAL PROJECTS**

**Short Term Projects:** none

**Long Term Projects:** none

## **MARCH COMMITTEE REPORTS:**

**Activities:** Ginny Rees

Comedy night was very successful. We had a good turnout.

Upcoming Events:

New 5 week Yoga session starts 3/13 & 3/16. That will be followed by a 6 week session which will bring us to Memorial Day.

St Pats Party is March 18th. Jimmy the Barber band. \$32 pp. Karen Ponzo is running it.

Bunny Breakfast- Saturday April 1st. The chair is planning to ask for volunteers through the yoga women.

Planning to have a meeting this month to discuss UGL day with those who approached us.

**Beach:** Laura Nietzer

Sabrina will be contacting our lifeguards and gate guards from last year to confirm who is coming back to work on the beach.

We are keeping a list of any inquiries about summer jobs at the beach and will get back to people in April when we know what lifeguards and gate guards are returning. All are being offered their positions again. Kylie, one of our WSI has 'retired' from the beach and we will be asking one of our seasoned guards if he/she would like to get their WSI certification. (FYI- since before my time, we have reimbursed the cost of the WSI training as long as the guard has worked all that summer.)

I would like to explore the option of opening the beach at 11:30 instead of 10:30. No one really goes to the beach that early except the fitness swim lessons. I would like to extend the closing of the beach to 6:30 daily instead of 6:00 and keep one late night with an 8:00 close when we have an activity for the kids.

For any Family barbecue activities on the beach, we will need beach volunteers this year. Beach staff will no longer be working the grill. Sand will be delivered early May; we will need the barges off the beach by the end of April this year.

**Boathouse:** Rob Burr

All Winter 2017 tenants are paid. Kristin Dowling, thank you, is offering to chair; Master Plan ad-hoc committee submission is being updated.

**By-Laws/Rules/Regs:** Karen Sarnowski

Paul Donoghue and I have been diligently meeting every other week on the Rules & Regs with a goal of having something ready by April for board approval. We will tackle By-Laws after that. Rules & Regs are voted on by the Board of Trustees only, whereas By-Laws' changes must be approved by the membership. This requirement then requires official notification to the membership and a meeting to attend to this task. So it is a much more involved process than changing R&R's.

A problem that has arisen that is more of an immediate concern is the newer practice of people in our community renting their homes on a short time basis thru websites such as Air BnB, Home Away/VRBO. Doing a search brings up at least 9 properties listed here in UGL. Some of the amenities that are listed on the Air BnB listings is the use of motorized boat, non-motorized boats, beach use, fishing, Music Under the Stars. This is troubling. The thought that anyone can get into a boat and out driving on the lake with no knowledge of our lake and potentially no experience in running a boat is pretty scary. Not to mention that these short-term users have no right to using our lake. Just as long-term tenants have no rights, their user privileges are only what we allow. The only people who have the rights to bathe, boat and fish are deeded property owners and their guests, who need to be accompanied by the deeded property owner. Paul and I will be looking at getting some language into what our current regs state to prevent this use from happening by short term renters, for our next meeting. I will then compose a letter to send to all property owners who have rentals listed letting them

know very clearly what any short-term renter will be allowed to do on “our private” lake (private is used on a number of the rental descriptions; guess they really don’t know what private means.) One interesting item noted is difference between the two different sites is that everyone who listed on Home Away specifically said that it is a private lake and that the lake cannot be used by renters. Found this interesting. Not sure if it is actually followed thru by the renters or it is just for show or not. There were less offerings on Home Away. And as a finale to this topic, one of the offerings is the property that has the patio on our parklands and that is a very big featured item on that owners listing. This is the property on the Island section that we have had a number of letters go out during the sale, the purchase and post purchase including attorney written. Might be why they are ignoring us, removal of the patio might make their rental not so desirable.

**Clubhouse:** Gary Zielinski

On Friday Tanya was doing a wine & design fundraiser and the lights in the main hall would not go on. She called Kenny Hall who came right down and changed out dimmer switch temporarily to regular switch until he could return with proper switch. Ken returned on Tuesday and fixed. On Saturday night as Joe Ponzo was walking out with the people from the party, the wind took the door and it unattached from the metal brackets on top and swung into the night drop box and broke the glass on one of the panels. (The inside panel did not break) Joe witnessed it and says it was not the fault of the people who were renting. He fixed the metal brackets that night. On Monday Tanya noticed the handle for the water sprayer in the kitchen was broken. A new one was ordered from Grainger and Tanya replaced.

Heat: The Company came and worked on the heat. They said they would charge us to put in dampers so that we could turn down the heat and/or AC in the board room so more goes to Tanya’s office. Joe Ponzo said he would put the dampers in. Three were ordered from Grainger for office, entranceway & board room. They did fix the base boards so they are now working.

New doors: Working on estimates for new doors. Chose what we want and have to make sure that one door is acceptable for fire code.

**Computers:** no report

**Dams:** Andrew Quirk

Repairs required by NJ Department of Dam Safety 2016 report completed on stabilizing concrete gulley at spillway.

Walker Diving of Hammonton NJ has pulled out of the bidding process for the trash rack and staff gauge. Eight companies have been contacted but only one bid has been received and this was discussed at February's board meeting. In order to meet our proposed Spring deadline for the work to commence I would like the board's discussion and approval of the bid that was submitted by Diving Services Inc. of RI

**Docks:** Karen Sarnowski

Sabrina & Tanya took the current Dock List (about 30) and the current list of Docks given up/available and matched individuals to locations/docks based upon their home address or a specific location request. I am now going thru each area; ie. Clubhouse, Firehouse, Racetrack, etc., and double checking the locations and if the assigned spot is feasible. There are some areas of concern, Firehouse we pulled some docks last year so hopefully current dock owners didn’t take the opportunity to give themselves some more space (it has happened in areas), same situation in Sewell. So each area needs to be double checked. Once I am secure on a couple of areas we can then start assigning the people. We did remove

a couple of people from the list, one who is delinquent on easement for two years. Another whom I spent a good deal of time with and couldn't decide and then just never got back to me. I am trying to reach another two people on the list who I wasn't able to last summer. But we do have spots for each of them.

There is a newer applicant who was actually assigned a dock in 2015(maybe end of summer 2014) in Clubhouse (only area they wanted) and that needed some repair and turned around and gave it up a year later. Now has submitted a new application. I suspect that they didn't want to do any work on the dock and are looking for a dock in stellar condition. There is nothing in Clubhouse after others assigned and I personally take issue with this work around kind of behavior. Already spent time with meeting her and going thru the process. The whole thing is very suspect. And annoying. If the weather cooperates and I can get out and about we can look at starting assigning locations in April. Will probably use Will C. for some of the assigning. This will get the list down to the few that are looking for specific locations, believe it is four, one who is planning to share until a spot comes available (CH) and I will encourage the others to share or take other locations until something comes available. Having two people working together with a map, Mapquest, the dock apps and the available dock list made a huge difference in figuring out where everyone could go that makes sense. What took them 2-3 hours working together would have taken me many more hours. If we get the list down to just those waiting on certain areas it means that as an application comes in we can get a person assigned within a week or two. And maybe we can get working on other Dock issues like docks in disrepair.

**Dredging:** Rob Burr

Dredging Plan and loan application await signature from the state. Jim Romer to advise of legal opinion of the draft – gotchas and/or similarity to prior agreement the focus. Paul Donoghue shared a draft of his town approach, wants snippets of why the town should do, all suggestions welcome. Jim Jones attended Greenwood Lake meeting and obtained NJ/NY contacts from which we may be able to confirm intra-state disposal rules and regs. Engineering RFP is being worked on with Joe Marino and Shelby Sarnowski, off to a good start, Kristin Dowling joining sub-committee. The Schedule, thank you Shelby, is being managed. Request Board approving authorization for the Dredging and Executive Committees to approve and sign the 2% 20 year State Loan Agreement not to exceed \$1M

**Easement:** An Easement meeting was held on April 11, 2017 at 7pm. (see Public Session) The state loan as approved at the November Easement meeting has been solicited and is in progress. Dredging planning is underway.

**Encroachment:** no report

**Environment:** Kathy Straubel

Environmental committee met on February 28. We determined the 7 sites that will be tested by Princeton Hydro in our water testing survey, as well as identifying the 3 sites which will also be tested for bacteria. We discussed which streams we'd like to test for our upcoming stream assessment on Saturday, April 29. Anyone is welcome to attend the stream assessment, so spread the word. We discussed our Spring Clean-up which coincides with West Milford's Clean-up day on Saturday, April 22 (Earth Day). Kathy will not be able to attend but will get all materials, etc. ready prior to the date. Other committee members will run the event that day. Discussion about building bird boxes continued, but not finalized. This may be a project for next year.

**Entertainment:** no report

**Executive:** no report

**Insurance:** Dennis Decina

Recently, after our last meeting, Paul Donoghue emailed me to inform me of an issue regarding Tanya receiving the insurance bill from our insurance broker late, and almost at the due date. Then Tanya had to cut the check and try to get it signed properly, with no time to do it. And, there was an incident where our insurance was apparently 'dropped'. I spoke to Tanya who reiterated her dilemma...adding that the bill was sent by the broker, and not the primary carrier, which delayed the process.

Also, she had asked if she could get access online, as she does with other office expenses, and view the bill with ample time. They gave her a way to get on line, but it wasn't successful. I called our insurance rep, and asked her for the current amount for that month, and she provided it to me, and I sent it to Tanya so she could send it out immediately. I spoke to her at length about the incident Paul mentioned to me, and that it would be a disaster to our association if we were to not have insurance even for a minute, and that I would have to highly consider another company if they could not guarantee that this would never happen again. I also mentioned the billing delays, and how they were almost impossible for us as we required two principle signatures on our checks. I asked that we get real online access. She apologized and contacted Tanya with her IT team and got Tanya the access she needs.

Next, there's the issue of our damages cameras claim with our insurance company. I called Ken Bartyzel, and told him of the difficulties we were having with the Vendor, Master Fire Protection and their , Drew, not responding, not following up, and not filling out the insurance paperwork as promised. He was on vacation, but said he would place a call to the owner's brother. Two days later I received an email from Drew of Master Fire Protection, informing me he had sent the form, and would be installing the new cameras within a week.

They did install 4 cameras, with one yet to be replaced. They were working temporarily, but the PTZ zoom needs adjustment. They are scheduled to return 'soon.' Our insurance rep on that claim, Robin Butler, just sent me a follow-up email that they are ready to pay the claim, and I responded that we will provide the invoice shortly

As far as the woman injured when getting off of her boat at the clubhouse, it apparently was resolved directly with our insurance rep, and we have had no further correspondence with that woman.

**Legal:** no report

**Master Plan:** Rob Burr

Master plan distribution to the board before end of Q1 being prepared. Additions are welcome.

**Parklands:** Jim Jones

A member needs a tree removed at 125 Pt Breeze. One contractor looked at it for an estimate. Waiting for a copy of survey to make sure tree is on POA property.

**Publicity:** no report

**Newsletter:** no report

**Security:** no report

**Stumps:** Jim Jones

Mike Bartyzel was contacted to get the motor onto the barge and get it up and running as soon as possible to remove a snowmobile from the lake that had fallen through the ice.

**Township:** no report

**Weeds:** Rene Manzo

Contract signed with Larry Kovar. Larry Kovar was given dates of fishing tournaments for purposes of timing with weed application.

### **APRIL COMMITTEE REPORTS**

**Correspondence:** Tanya Mekelburg

- Letter-Dam restoration Loan program from the state
- Letter from Karen Crowe (fell at clubhouse last year and we turned her over to our insurance company) She says she still hasn't been paid.
- 21 Laramie trail zoning permit for replacing the roof. No encroachment.

**Membership:** Karen Sarnowski

Current Membership as of end of March 2017 was:

POA – 464

Double Docks – 12

Tenants – 7

Specials – 2

Total POA – 485

Total Easement – 1212 (727)

These numbers are tracking similarly back to numbers we saw in the 2004 – 2008 time period, and in those same years we would see an additional 50-70 new POA members in the next month, so we are getting there. In 2016 comparatively, our numbers were POA - 470 and Ease – 679, so we are still tracking for a better year than 2016.

In regards to non-legal collections with our collection agency, Remit, things continue to go smoothly. Non-legal Collections currently total \$7267 which is net of any fees incurred from doing business, ie. We have to pay sales tax and although the collector's fees are added to the amount due it is not exact therefore we may pay some bit of money out of pocket. We have also been informed that non-cooperative accounts are being reported to the Credit Agencies, which we have heard from some of our bad debtors who are not happy about it. This is the last recourse until we have to move the account to

## Legal Collections.

We continue to collect on foreclosures with past due easements during closings and as the Easement Actuals' sheet reflects we have already collected between our work, and both legal and non-legal collection firms almost \$31K. I will emphasize once again that these large sums of money will eventually end coming into the Association because we will have exhausted all means of collecting past due amounts and will have collected all that we can feasibly collect. There are numerous properties that owe large sums of money but we cannot locate the owners. These are usually small lots that were obtained back when the lake was formed. These will be non-collectible.

For everyone's edification of the breakdown of Past Years on the Easement Actuals budget sheet I have listed what it includes: Late Fees-Late fees collected in the office from our own efforts, or from closings or from financial institutions in foreclosed properties; Late Fees Legal-Those late fees collected thru Legal Collections Methods; Late Fees Collections-Those late fees collected thru Non-legal Collections (Remit); Past Years Collections- Monies collected in the office from our own efforts, or from closings or from financial institutions in foreclosed properties; Past Years Legal- Past due fees collected thru Legal Collections (Bob Masessa; Past Years Non-legal- Past due fees collected thru Non-legal Collections (Remit).

The referenced properties from last month as being delinquent at closings are still open. In one case we have been in contact with the new PO and he was advised to contact his title company which he apparently did since they have sent us a letter requesting the past amounts due and owing. The other three properties will have letters go out by end of next week. March is a pretty crazy month due to the influx of memberships and fees and therefore Tanya was a bit swamped with other items in the office. Will apprise next month. I will submit a verbal report on Legal Collections at the meeting.

## Treasurer's Report Paul Donoghue

UGL Treasurer's Report for month ending April 2017

Commentary for April 2017 financials:

### General

- We received the draft audit which is attached at the end of the April financials. I've reviewed the report, and do not have any major issues with it. As previously discussed, the accountant, has capitalized several items, which will impact the December 2016 year-end financial reports. Once we approve the audit, the accountant will forward Tanya journal entries to make, and she will reissue the December 2016 financials for Board review and approval. I would like to get Board approval of the audit at the May 9th Board meeting so the accountant can file our tax return by 5/15/17. If you have any questions on the audit report, please email or call me ASAP.
- Early in the year, Easement payments and POA dues were running ahead of prior years. Sending the bills out early seems to help, as well as publicizing the due date on the Warwick Turnpike sign. Now, easement fee and POA dues are not where I would like to see them. The second bill will be going out shortly. If collections do not increase, we will need to reduce allowable spend for discretionary Easement items, and make cuts to the discretionary POA budgets. We usually see an influx of payments before Memorial Day as people want to get their boats in. Let's hope this happens.

### Easement

- Current year Easement fee payment are at 63%, a slight increase from March's 59%. We have left the allowable spend at 55% for non-fixed expenses. This is based on collecting 75% of all easement properties. If our collection rate of 63% does not go up, we will need to reduce allowable spend. This will be somewhat offset by prior years' collections.
- Past years collections have brought in \$47,822, which helps offset current delinquencies.
- Dam maintenance and P/R is within \$680 of max allowable spend remaining.
- We have not incurred much in Marine Patrol & Security expenses. I expect as the boating season gets

underway, that will change.

- Real Estate taxes are at 48%, but we made the May 1st Q2 payment in April, and have paid half of our real estate taxes for the year. Next payment is due 8/1.
- We have spent 44% of Part Time Employee budget. We need to be careful when using part time help, or we will run out of money.
  - Parklands Expense is at 97% if allowable spend. Spending to date has been on tree removal, and the first two payments for the Firehouse parking lot paving. We will likely need to allocate money from Contingency.
  - From a cash flow perspective, keep in mind that we have collected the majority of income for the Easement at this point. We will spend down against what is in the bank for the rest of the year. Late collections and fees will somewhat offset the spend.
  - We have a healthy reserve account balance. UGL Treasurer's Report for month ending April 2017 POA • We are at 80% collection of POA membership dues. Our budget is based on 655 memberships (combined: dues, tenants, specials, and double docks). We have collected a total of 522, a deficit of 133. Tanya will be sending out a second collection notice.
  - As in the Easement, we have collected the balance of the dues for the year, and we need to fund ongoing operations for the rest of the year. Cash on hand is at its peak, and will go down throughout the year. We hope to collect more POA memberships and late fees, especially for those with docks who have not yet paid. We also have income from Clubhouse rentals throughout the year. We will need to adjust spend based on what we actually collect. Unlike the Easement, we don't get large collections from prior years.
  - The Activities budget can be confusing. Tanya has broken it out on the POA actuals sheet to more clearly present the information. The Activities committee has a budget to fund the fireworks. Our fireworks are funded by the Activities budget, plus donations. That pays the fireworks company, and ancillary expenses like Police, Fire and the permit. o Activities events need to generate enough income to break even. We make money on some events, for example, comedy night. Those funds are used to offset expenses for Music Under the Stars, and children's events such as Breakfast with the Bunny, and Breakfast with Santa. There is no fat in the Activities budget. If we over spend, we risk having to cancel future events. o Activities currently has a net profit of just over \$900, less outstanding expenses of \$423, so about \$477 positive. From that we still have to pay the yoga instructor.
- Real Estate taxes are at 46%, but we made the May 1st Q2 payment in April, and have paid half of our real estate taxes for the year. Next payment is due 8/1.
  - Beach Expense shows as 20% which is misleading. This is the result of booking apparel sales against beach expense. We have \$4,013 in apparel presales, but have not booked the expense of the apparel yet, which skews the numbers. The actual Beach expense is \$6,983.81. Beach is at 48% of their total expense spend. This may be slightly offset by any small profit on apparel sales.
  - Cash reserves for the POA are OK, but not great. As mentioned above, we've collected the bulk of our cash for the year, and will spend against what's in the bank. We have just over \$366K in liquid assets. In addition to funding the rest of 2017's expenses, we are planning on paying for the bulkhead repairs as well as clubhouse repairs out of those funds.

Joe Marino made a motion to approve the March financials; Karen Sarnowski seconded the motion.

12 Yea's 0 no's 1 abstentions

**Activities:** Ginny Rees

Breakfast with Bunny was successful. Numbers have fallen over the past two years. Only possible cause is that we raised the price from \$5 pp to \$8 pp. Broadway on the Lake will be April 22nd. It is a free event and we are requesting donations. People must RSVP. Piano will be delivered tomorrow (Sat April 8) Fireworks contact and deposit was mailed. We have received the sign off for the two properties within blast zone. Letters were sent to fireman & ambulance to be on site during fireworks. An email was sent to Fire Marshall requesting permit this week so we can apply ASAP. (Cost of permit has been \$331 in the past)

Jim Jones discussed the purchase of the piano including 2 tunings which totaled \$600. He would like to see this as a capital expense and not an activities expense. Paul Donoghue stated that this will have to come out of the activities budget due to the fact that this is not a capital expense.

**Beach:** Laura Neitzer:

Sand has been ordered and will be delivered in the first week of May. Sabrina has chosen one of the first weekends in May for lifeguards to clean up the beach and ready it for the spreading of sand. We will need the barges off the beach by May 1st at the latest please. (Who do I contact so this will get done on time?? Still Jim??)

All but one of our lifeguards will be returning this coming year, which is great but we will not have a big need for new guards in the beginning of the summer. We may need some coverage in mid-August, have to see about guards going away to college. We are only considering guards from UGL, as has been the policy in the past. We also are only hiring guards who are already certified, not going to become certified, as that is not a guarantee of passing (so if you know of anyone who is considering applying for a job, have them get waterfront certified asap as we already have one application from a certified guard). If one of our gate guards becomes certified to be a lifeguard, they will have priority as they are already an employee of the beach and all three of them were responsible and great with the beach crowd.

I have already been in contact with Sabrina. This will be Sabrina's last year. We began training Samantha (Sammie) Fleming to be the new beach manager last year and she will take more responsibility this year. (Beach manager cannot go away to college, they need to be local, so they can work through Labor Day.) Sabrina has been putting together a beach manual with all the necessary info about inspections, pre-opening work and timeline, policies, etc..... And at least one of our guards are going for the WSI certification.

We are going to change the beach hours this year. Now we will open at 11:30 Monday - Friday and close at 7:00 Monday through Friday & Weds until 8pm. (Same # of hours open, but pushed back an hour. No one during the week really comes before 11:30 and there is a late beach crowd. Plus those who work can come for a bit to cool off.) Saturday and Sunday hours will be 11:00-6:00, maybe 6:30 close, I am going to talk to Sabrina about close time for weekends. (She said she does get people earlier on the weekend.) With the change of beach hours, we are thinking of running swim lessons so kids have 4 lessons a week instead of 5 (we used to only have swim lessons 4 days a week) and they will be Monday - Friday with a drop day for each lesson. Otherwise we will go too late in the day with lessons if we open at 11:30. Tanya suggested we get this out on Facebook and any push pages so that

people will know and maybe we will get some new members. Also we want to move the dock further away from the shoreline and request that the barge help drag the weights out further once it is in the water. Right now it is a bit too close to the shore.

**Boat House:** Rob Burr:

Tenants are paid up, spring is here. Kristin Dowling, thank you again; Master Plan ad-hoc committee submission being updated.

Kristin Dowling discussed some work that should be done to the boathouse. She will discuss the boathouse budget with Rob Burr.

**Clubhouse:** Gary Zielinski

New doors: Working on estimates for new doors. Chose what we want and have to make sure that one door is acceptable for fire code. Dennis Decina said he will help with this.

**Computer:**No report

**Dam:** Andrew Quirk:

As previously submitted for the March meeting a decision is requested on the bid received from Diving Services Inc. Two estimates have been received for fencing and a gate at the spillway and a third is being sought. New grass and wildflower seed will be applied this month. Mastercare have been contacted again about completing the installation of the new cameras.

Andrew Quirk made a motion to accept the bid from Diving Services Inc to install new inlet trash rack and level staff gauge; not to exceed \$ 25,000 out of dam reserve fund on the trash rack

13 yeas; 0 no's; 0 abstentions

**By-Laws Rules & Regs:** Karen Sarnowski:

Proposed R&R change to be made at this board Mtg.: I referenced this last month in my written report. This is in regards to short term rentals and use of lake. These changes should very clearly show that a short term renter should not be using the lake and if they are found to be, the property owner can be held responsible. Once this is adopted all prop owners that we are aware of advertising their properties for short term use will receive a letter from me as Membership Secretary regarding the adoption of these R&R's and the specific impact to their renting. These changes have been reviewed by Jim Romer, our legal counsel, and approved for board consideration.

Current Rule: Section I Definitions J. Tenant - A person currently renting an improved property within the Upper Greenwood Lake development, and at a minimum, a part time resident.

Proposed Change: J. Tenant – A person currently renting an improved property within the Upper Greenwood Lake development, and at a minimum, a part time resident. has a lease for a minimum of a six month term

Current Rule: Section III B. Beach - Only current members of the Association, their immediate family and guests are permitted to use the beach, subject to the following rules and limitations: 1. No person

who is eligible for UGLPOA membership may be a guest of a member. Sharing of membership is strictly prohibited and will result in confiscation of identification buttons and dock plates. 2. No dogs or other pets are permitted on the beach. 3. No soap or detergent is permitted to be used on the beach or adjacent waters. 4. NO GLASS ON THE BEACH, PLEASE! 5. Recyclables used on the beach must be discarded in the proper receptacles. 6. No diapers are to be changed or disposed of in the lake. 7. The UGLPOA has the right to confiscate identification buttons from members disregarding any rule. Proposed Change: Insert a new number 2, and move all other rules down. POA member must be present at all times for their guests to use the Beach.

Current Rule: Section IV General Rules and Regulations L. Guests - Guests of a property owner are permitted to use the Lakes only when invited and in the company of the property owner. In the absence of the property owner, proof of invitation including the name, and telephone number of the property owner is required.

Proposed Change: L. Guests – Guests of a property owner are permitted to use the Lakes only when invited and in the company of the property owner. In the absence of the property owner, proof of invitation including the name, and telephone number of the property owner is required. guests may not use the lakes or parklands. Guests may not launch boats in the lake.

Keep in mind that this is an immediate “fix” to the issue and that our overall R&R revisions may end up being a bit different than the above. But this will work for us in the meantime.

Kristin made a motion to accept the changes to the rules and regs; Karen seconded

13 yeas; 0 no's; 0 abstentions

**Docks:** Karen Sarnowski:

Assigned first Dock/Dock Space of the season, two weekends ago. I will note here that this individual had been on my wait list back when docks were taken over by GG. For whatever reason, this applicant, along with a number of others, were dropped from the waiting list. Earlier this year the applicant called and stated that they had been waiting for years, yet they were not on the current list. Because the name sounded familiar, I went back and checked my old Dock list and found that they had been on the list. We immediately put them at the top of the list. Unfortunately this happened to a number of people in the transition and we were able to put all that I could remember back on the list when Ed and I took docks back over. Unfortunately this applicant got missed. But all is good now and they were very understanding about it. With weather improving we/I will be tackling the list and the assignments that Tanya and Sabrina put together last month. Will be enlisting Will to assist me in getting some of the assigning done to help to speed the process. Will is working on organizing dock photos taken last year so that we have documentation of all docks around the lake and the state of repair, size, spacing, etc. for our records. This will help in a number of ways. We will have a reference of point in time as to condition; some people act like their dock in disrepair just happened when that is not the case. We will have documentation as to dock size/characteristics and will know if that has been changed without permission. We have had some instances where people have relocated their dock without permission and encroached on dock neighbors, this will help in resolving those types of issues. We will have photo documentation of Dock Plate # for all docks and these will be mapped for the entire lake. This way anyone can assign a specific dock in the future. The mapping of docks has been an ongoing cause for years. I personally use a “map” I created in Excel from years ago, but has not been wholly updated with new docks, new dock plates, new owners. But it is useful and we do use it for what was from years ago when trying to figure out who was where, etc. It is easily searchable which is also helpful.

There is also a map that Ed created and Tanya and Will are working with that one in creating the new one. The new “map” will be more of a database with each area around the lake and pics attached to the dock info. It will be helpful to Dock Committee, Security and maybe others in the future. My goal is to have all dock waiting list aps assigned by end of June. This may change as new applications come in but it’s what we will strive for.

**Dredging:** Rob Burr

Plan and loan application await signatures from the state; we’ve assurance that the 1 year engineering, 2 year work start and 6 year total project length are acceptable to the state. Legal comments are being reviewed for possible inclusion in the final agreement. The Committee is going to verify silt depth, how deep we must go to get to solid ground in some of the coves; there are tactical implications affecting cost and how to handle depending on the findings. The Kepner Tregoe Panel meeting will be 7/22/17; invitee list is being prioritized and the invitation finalized. Paul Donoghue is well prepared to head up solicitation of Town approval. Jim Jones is progressing with NJ/NY contacts for intra-state disposal rules and regulations to give us the greatest flexibility for disposal of the spoils. Engineering RFP and contractor agreement template development is in progress with insurance requirements being taken into consideration. The Schedule is being managed with integration of all the above.

Request a Motion to authorize the Dredging &/or Executive Committees to approve and sign the 2% 20 year \$1M NJ State Loan Agreement.

**Easement:** Rob Burr:

The state dredging loan is in progress, planning is advancing with the Easement objective of getting the most bang for the Easement buck.

**Entertainment:** No report

**Environmental:** Kathy Straubel

West Milford Fire Dept. responded to our call regarding a small gasoline and oil leak that was determined to be from an automobile. It was located at the boat launch and a boom was erected and clean up completed. By viewing the video footage the van responsible for the leak was identified as belonging to a Warwick Turnpike resident who used it to launch his pontoon.

It was reported and verified that the snow mobile that went through the ice was pulled out by its’ owner, who we were never able to identify.

**Executive-**No report

**Insurance:** Dennis Decina:

Nothing has really changed from my last submission of last month. The only thing is that I have received another email from our insurance company asking for the final invoice on our replaced cameras and installation. I contacted Tanya who told me that we are waiting for the Fire Protection to return and complete the installation, I contacted the insurance rep and let her know.

**Legal:**

At 8:48pm Laura Nietzer made a motion that the board go into executive session; Joe Marino seconded the motion

13 Yeas; 0 no's; 0 abstentions

At 9:14 pm Laura Nietzer made a motion that the board leave executive session; Kristen Dowling seconded the motion

13 Yeas; 0 no's; 0 abstentions

**Master Plan:** Rob Burr:

MPdraft1; additions always welcome; sent through and now being edited exclusively through the Office. The Plan contains potentially volatile information and history that Trustees are bound to keep confidential. Evolving the Plan to separate parts for the public and parts for Trustees is an approach. Alternatively, it can be kept with STRICT confidentiality. Suggest binders printed and signed along with code of conduct that get returned upon departure from the Board.

Also suggest the Board make a motion and approve appropriate protections for the content and cross reference with the Code.

**Parklands:** Jim Jones:

A member needs a tree removed at 125 Pt Breeze. One contractor looked at it for an estimate. Waiting for a copy of survey to make sure tree is on POA property. - NO SURVEY YET

Another member wanted to add fill along the lake by his property at 495 Lakeshore Dr. He was told he cannot if it is parkland property.

Living Word church is doing renovations which were approved in 2014. We will keep an eye on this in future.

Jim Jones made a motion that we accept the bid from Longstaff Paving for the paving of the firehouse parking lot and Dennis Decina seconded.

13 yeas; 0 no's; 0 abstentions

**Publicity & Public Relations:** No report

**Security:** Kathy Straubel:

See environmental report re: oil spill. Head of security called by Tanya to respond.

Tanya will call NJ Marine Police about getting replacement buoys for the lake. Messages have been left previously with them.

**Stumps:** Jim Jones:

Barge will be removed from beach once weather permits. The snow mobile that was in the lake has

been removed by owner.  
Stumpbusters company will be looked at by Jim Jones.

**Township:** Karen reported that Julia spoke to engineering dept. They will be doing storm drain replacement starting in the fall.

**Weeds:** Rene Manzo:

Responded to member at 369 Lakeshore about her weed questions and will stop by her house when I get a boat in. Boat weed surveys to start this month. Responded to oil spill at boat launch with Andrew Quirk. Was cleaned up in part by Fire Company. Video of suspect vehicle. Thanks for researching this Tanya. Would be nice to have a camera at ramp.

**Ad hoc committees:**

**Storm drains:** no report

**New Business:**

A motion was made by Andrew Quirk and was seconded by Kathy Straubel to adjourn the meeting at 9:33pm.

Approved by acclamation.

*Draft respectfully submitted by Kathy Straubel*