

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING
June 13, 2017**

ATTENDANCE:

		Jones, Jim	P	Veninger, John	P
Burr, Rob	P				
Colnaghi, Warren	P	Manzo, Rene	P	Zielinski, Gary	P
Patton, Jim	E	Nietzer, Laura	P	Gerace, Nicole	P
Becker, Heather	P	Sarnowski, Karen	P	Rees, Ginny	E
Marino, Joseph	E	Straubel, Kathy	P	Decina, Dennis	E
Sarnowski, Shelby	P	Quirk, Andrew	P	Donoghue, Paul	P
Dowling, Kristin	P	Field, Cliff	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 7:22 pm by John Veninger.

Public Session:

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

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

A motion was made by Laura Nietzer to not accept Nicole and Cliff as board members at this

time. Paul Donoghue seconded the motion.

3 yea's 10 no's 0 abstentions

A motion was made by Warren Colnaghi to nominate Nicole Gerace for the UGL board of trustees. Andrew Quirk seconded the motion.

10 Yeas; 3 no's; 0 abstentions

A motion was made by Kathy Straubel to nominate Cliff Field for the UGL board of trustees. Warren Colnaghi seconded the motion.

8 Yeas; 5 nos; 0 abstentions

Bob Moskin addressed the board in reference to the board obtaining property to be converted to parklands since it is in tax arrears. It will be foreclosed on soon by the town. He would like approval from the board to approach a resident who is interested in buying the island and ask him to not bid in order for the association to be able to acquire it and make it available to the membership. Paul Donoghue suggested that the resident be advised that procedures must be followed in order to camp on the island.

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

12 yeas; 0 no's; 3 abstentions

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

12 yeas; 0 no's; 3 abstentions

A motion was made Kristen Dowling and seconded by Shelby Sarnowski to approve the May, 2017 regular meeting minutes as corrected.

9 yeas; 0 no's; 5 abstentions

Committee Reports June 2017

Correspondence:

Received Permit for Fireworks from township.

7 Oaklyn Ct. – Notification of request for variance. Jim R will follow up

191 Point Breeze application for zoning permit to demo single family home and replace with single family home – deck currently on parklands would need to be removed. Letter needs to be sent to homeowner, town, etc.

The association has been listed as a defendant in a foreclosure.

Suessman has been providing a list of easement members who have been in arrears to the public after having been advised by the board numerous times to not disseminate this information.

Suessman mailed a letter to Paul Donoghue's home complaining about the handling of the past audit report that has already been addressed and found to be done correctly.

Membership: Karen Sarnowski:

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

POA – 550

Double Docks – 13

Tenants – 10

Specials – 5

Total POA – 578

Total Easement – 1373

Deficit of approximately 69 memberships from the budget number. Many pending foreclosures that were previous POA members. John Veninger suggested that the PR committee reach out to residents who are not renewing their membership

A member who is a special had an argument with a security person while he was blatantly

disobeying state water safety rules.

Laura Nietzer made a motion that we send a letter to the member informing him that he will become a member not in good standing and will lose the privilege of lake use if another incident occurs on the lake. Warren Colnaghi seconded.

14 Yeas no's 1 abstention

A letter was sent to a member who requested a payment plan for past dues informing him that he will have to go through the attorney collection process since he has not responded to any previous attempts to collect the dues.

Property on Racetrack still has boat in the lake when they have been informed that they are trespassing since they have not paid POA dues. Another letter will be sent.

Treasurer's Report-

Commentary for May 2017 financials:

General: Easement payments and POA dues are not where I would like to see them. On the Easement side, we collected an additional \$16K since April, which brings us up from 63% to 67% on collections; not great. We did collect an additional \$23K in late payments. Some of which gets allocated to reserve funds, and most goes towards current expenses. On the POA side, we collected an additional \$14K, and are at 88% of collections. Based on the collection rate, we will need to work on tightening spending on both the Easement and POA side.

Easement • Current year Easement fee payments are at 67%, a slight increase from April's 63%. 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 67% 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 \$71,296, which helps offset current delinquencies. • Dam maintenance and P/R is within \$400 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%, which is on target for the year. • We have spent 52% 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 205% of allowable spend. Spending to date has been on tree removal, and the Firehouse parking lot paving. We will likely need to allocate money from Contingency. I suggest we move the tree removal expense to contingency and see where we are. • We are at 105% on legal. • 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.

POA • We are at 88% 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

578, a deficit of 77. • 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. 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. Activities currently has a net profit of just over \$900. • Real Estate taxes are at 46%. We are running slightly under, but need to see what the second half of the year assessment looks like. • Beach Expense shows as 26% which is misleading. This is the result of booking apparel sales against beach expense. We have \$5,569 in apparel presales, but have not booked the expense of the apparel yet, which skews the numbers. The actual Beach expense is \$9,341.29. Beach is at 64% 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 \$378K 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.

Rob Burr made a motion to approve treasury report. Kristen Dowling seconded.

15 yeas 0 no's 0 abstentions

Unfinished Business:

1. Grafitti- John Veninger cleaned this up.
2. Retaining Wall- no report
3. Cameras repaired – no report
4. 7 Oaklyn Ct-abandonment- Romer

Committees:

A. Activities: Ginny Rees & Heather Becker:

We will be having monthly Activity meetings to discuss other ideas and options for Activities and have added a few more people who have volunteered to help out whenever an event requires. This will take the stress out of finding volunteers for events going forward. Meetings have been set for the 3rd Wednesday of each month at 7:30 PM.

If you know anyone who's willing to help out, please let them know about the meetings and let them know we'd love to have them.

Our first Music Under the Stars will be this Saturday featuring Will Cytowitz. Joining him on backup for the 2nd half is Chris Meckelburg. Should be a terrific evening.

Fishing derby is Sunday, June 25. It is the 21st year of the derby.

B. Beach: Laura Nietzer and Kathy S:

We passed inspection and initial water tests so beach is open and people have been there!!! A couple of things that need to be done based on inspection. We have a couple of smaller dead trees that must to be removed and Jay is taking care of that for us.(Approx \$300)

Now we need 2 water tests a week due to the length of the beach with the swim lanes. So that will double our water testing costs. (This is non-negotiable according to Kathy C. , and Sabrina even measured the beach with her.)

One swim platform needs a new cable and will be put out in the water soon.

Lifeguards will have an inservice day at the end of June where they will be tested on the lifeguarding skills to make sure they still remember. Those who don't would work with Sabrina individually and not be on stand until they are able to accomplish all skills necessary for a lifeguard. There will still be a craft day on the beach, self-funding as we charge a nominal fee for supplies for the kids who participate. We are continuing to sell ice/freeze pops on the beach. (Parents like this because it is 3 for \$1 rather than the ice cream truck and we make roughly \$400 from this.) Bob Degnan, one of our beach dads, is going to be helping the beach this year... possible new board member??

Note that Laura will be away in Morocco from July 15-July 28th and the hot dog roast will be held on July 29th so she cannot buy all the supplies for food, drink and ice. I can leave a list of what we need and someone else's credit card will have to be used. She also may not be at the hot dog roast for the entire day depending on jet lag. The beach will organize activities for the kids and swim races, as well as have a sign-up sheet for grilling volunteers. Lifeguards will also clean up.

C. Boat House: Kristen Dowling: Board requested a list to date and 2017-18 contracts. Tanya and Chair do every fall, keeping tabs on market value.

Tenants include: (w=winter, s=summer)

Jim Jones :w/boat-s/trailer Paul Neitzer: w/boat&jetski-s/trailers

Bob Moskin: w/boat-s/trailer Alex Prosapio: w/boat

Mark Roeloffs: w/boat Ed Prosapio: w/jetski

Rob Burr: s/trailer UGL Security/boat&trailer

Wait list is in the Office; there is overhead storage potential - beam clamp/threaded rod is there and ready to install.

D. Clubhouse: Gary Zielinski: The lattice is almost done. Repairs were done to driveway to fix holes etc. Working on estimate for new door. We lost several shingles on the roof and had to have an emergency repair.

E. Computer-John Veninger no report

F. Dam: Andrew Quirk:

The plot adjacent to the spillway on Upper Greenwood Lake Road has been surveyed. The survey and zoning permit application were submitted to the Zoning Officer for permission to proceed with the fence. The application was approved on June 9th and the deposit payment was mailed to "A Better Fence"

Thanks to Ed Igielski new Hazard Warning signs will soon be in place at the spillway.

Jim Jones and volunteer Ray Engel assisted with moving the damaged dock from the spillway and offered their advice on inspecting the 17' ladder inside the valve house that appears to be rusted and therefore unsafe.

The PZT Camera was scheduled to be replaced before June 13th.

G. By-Laws Rules & Regs: Karen Sarnowski:

Met to discuss parkland encroachments in the rules and regs

H. Docks: Karen Sarnowski:

Assigned a dock on the end of Elizabeth Rd.; dock installed is 25'; Karen recommends we approve it as it is very shallow in that area

Karen Sarnowski made a motion that we allow the oversized dock; Jim Jones seconded

15 yeas; 0 nos; 0 abstentions

A resident on Bell Ave. would like to become a POA member. Previous record says that he provided a deed showing that he isn't in the easement. He will be notified that he would have to petition to be a special.

I. Dredging: Rob Burr: Awaiting DEP final agreement, working with the Township, KT invites going out; spoils deposition alternatives being explored.

Silt sampling for permit and destination requirement satisfaction being coordinated with environmental committee.

The following is in dredging as there is more material being added to the lake bottom that we are responsible for:

Other Business: Mount Laurel - UGLPOA reference(s) of note

From: Mt. Laurel Beach Club [mailto:mtlaurelbeach@optonline.net]

Sent: Monday, June 5, 2017 6:03 PM

To: Undisclosed-Recipient;

Subject: Sand Update and Address

Mount Laurel is now a community with no additional rights

Hi again everyone,

Good news, many of you have been so generous already. We now have \$770 towards our sand account goal of \$1000.

I know we can hit this. If you haven't already made a contribution, please do so if it is possible for you. Please send your donation to:

Mt. Laurel Beach Club P.O. Box 39 Hewitt, New Jersey 07421

Whatever you can spare will add to the total, we really need another

load to make a nice new foundation for the beach. Much thanks to all of you and hope to see you at the lake. Thanks, The Mt. Laurel Beach Club Officers

The Mt. Laurel Beach Club is not affiliated with the Upper Greenwood Lake Property Owner's Association or the Upper Greenwood Lake Beach

Committee is considering looking at property in UGL to be able to dump dredged material from this project and any future projects.

J. **Easement: Rob Burr:** An easement meeting was held at 7:00pm on Tuesday, June 13, 2017. No members attended.

K. **Entertainment:** no report

L. **Environmental: Kathy Straubel:**

A meeting is being planned in the next 2 weeks to determine the 3 core sampling sites for PH to sample.

M. **Executive** no report

N. **Insurance: Dennis Decina:** no report

O. **Legal:**

P. **Master Plan: Rob Burr:**

Full plan V1 is now in the Office; confidentiality of portions to be managed by shared drive password protection addressing Trustees joining and departing from the Board. Paper changes ensuring this is legally required; we're improving electronically but MP1 is blocked from public consumption until confidentiality is preserved.

Q. **Parklands: Jim Jones:**

Firehouse parking lot has been paved; striping still needs to be done for the fire lane; Laura Nietzer suggested a "No Skateboarding" sign.

Q1. Encroachments: Shelby Sarnowski

663 Lakeshore Retaining Wall- On June 2, 2017 Karen Sarnowski and I met with the homeowner to discuss the removal of 2 courses. The homeowner only removed 1 course. Contractor stated that removal of the second course could make the other Retaining Wall (on homeowner's property) unsound and may be a safety hazard. Later that night at a Parklands / Encroachment Committee meeting we made the decision that we would allow the homeowner to leave it as is. We did not feel it was in our interest to pay for a structural engineer to review the structural integrity of the retaining wall and when removing 1 course of block.

Encroachment Committee Meeting- Jim Jones, Paul Donoghue, Karen Sarnowski and I all met on Friday June 2, 2017 to discuss the current rules and regs in regards to parklands/encroachments. We are going to create a list of items that need to be added to the rules and regs to clarify what is allowed and what is not allowed on parklands.

203 Lakeshore (Sand)- Homeowner is selling house and would like to know what she needs to do in order to comply with rules and regs. I spoke with Geri on 6/13. I told her to remove the sand that she put down and that she does not need to remove the sand that was already there. I also gave her permission to use a machine on UGL POA property to remove the sand.

Point Breeze patio has been moved, but still may not be off of parklands. Needs to be reviewed.

Passaic Drive – stairs need to be reviewed

R. Publicity & Public Relations: Jim Patton:

I met with Oleg and we had a long discussion about the website, the contract, maintenance, and ongoing service. It is my opinion that Oleg is both competent, and reasonably priced. I strongly suggest that we sign off on the website deal/contract ASAP so Oleg can get to work on the site, and keep it safe. The deal I believe is \$200/month and the sooner we can get Oleg paid, and contract signed the better. Also I will be working on the UGL “sign” in the future.

S. Security: Kathy Straubel:

Boat is out and about securing lake. New buoys still need to be addressed with the state. No response as of yet. CPR/first aid class is in the works for all security personnel. A new phone was purchased for the security boat; same number applies. Stump area needs to be patrolled more frequently and maps given out to boaters to alert them to dangerous conditions.

T. Stumps: Jim Jones:

Discussion ensued around lending/renting/leasing the barge to GWL for their stump removal project. Board decided not to pursue due to insurance issues.

U. Township: No report

V. **Weeds: Rene Manzo:** There were reports of foam and water discoloration in several coves last week. Went to Dover, Sewell, boat launch and Witte coves, as well as swamp along Warwick Turnpike. Some samples were collected and pictures taken. Sorry not sure how to attach images. Larry Kovar came out and surveyed lake on 6/1. Thoughts were Pollen and Algae. Most of this is now gone. Lake to be surveyed this week.

W. **Ad Hoc Committees:**

1. Storm Drain retrofit-Status:

NEW BUSINESS

1. No Skateboarding sign at Firehouse Parking lot Author: L. Nietzer
2. Shared documents need to have password protection. We may need to have an information access policy. (Ex - employment applications – are SSN's needed?) Kristen Dowling will look into this.