

**\*\*\*Final\*\*\***  
**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION**  
**BOARD OF TRUSTEES MEETING**  
**July 11, 2017**

**ATTENDANCE:**

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

**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: pm by John Veninger.

**Public Session:**

**Correspondance:**

11 Yearling Trail - Applied for deck and stairs permit- not on Parklands

Thank-you note from Julia Held

Letter received about abandonment of septic system; Romer will need to review this to determine if the association can accept this. Tanya should send letter.

A motion was made Karen Sarnowski and seconded by Jim Patton to approve the June, 2017 regular meeting minutes as corrected.

11 yeas; 0 no's; 3 abstentions

A motion was made by Karen Sarnowski seconded by Jim Patton to approve the June 2017 POA public meeting minutes.

12 yeas; 0 no's; 2 abstentions

## **Committee Reports June 2017**

### **Membership: Karen Sarnowski:**

Current Membership:

POA – 603

Double Docks – 13

Tenants – 14

Specials – 5

Total POA – 635

Total Easement – 1472

One member paid one of her two properties, but not the other. This member is not considered a member in good standing since one property is still past due.

A member requested a waiver of \$100 late fee. We will not waive late fee, but we can institute a payment plan for the balance.

40 Cedarbrook Rd. – didn't know that she was responsible for dues. \$3300 is past due. Karen can set up a payment plan for this past due amount.

A member divorced from husband and bought property from said husband. \$3600 is owed on property. She would like this amount waived. Board determined that this money is owed.

63 Larchmont Rd. – would like us to consider waiving \$3538 in late fees and past dues. Payment plan can be set up.

A member had a bankruptcy – we had to write off 4 years. She would like the late fees waived. Board determined that she owes all fees, but a payment plan can be done.

A member owes dues from 2015-2017 ; \$651 ; wants late fees waived. Board determined dues need to be paid in full

A resident says he's not responsible for past dues on the property he just bought. Realtor and title company are responsible to resident. Owner is responsible to association.

An older member is experiencing a hardship so the late fee will be waived in this case.

A resident on Melinda Ln asked to be considered as a special membership. Since the area is not in the easement, he will not be offered a special membership.

### **Treasurer's Report-**

Commentary for June 2017 financials:

#### 2018 Budgets

If the Board desires to change the POA Dues or the Easement Fee for 2018, we need to begin discussions. I encourage each committee chair to review their budget requirements for 2018. If there is a change in POA dues, it must be presented at the August 12th POA meeting for a vote. Any changes will need to be approved by the Board by the 8/8 meeting.

Changes to the Easement budget must be presented for a vote at the November Easement meeting, date to be confirmed. As we raised POA dues \$25 and the Easement fee \$11 in 2017; I assume that we will not raise dues/fee again next year.

If you need help analyzing your current or 2018 budget, please let me know.

The Board needs to discuss where to allocate the proposed web maintenance contract. Proposal is for \$200/month, which would be \$1,200 for the remainder of 2017, and \$2,400 in 2018. Also need to discuss split between Easement and POA. Easement

Current year Easement fee payments are at 72%, a slight increase from May's 67%. We have upped the allowable spend to 82% for non-fixed expenses. This is based on collecting 72% of all easement properties. We have received additional prior year and late payments in June, allowing us to spend at the 82% level. Past years collections have brought in \$85,744, which helps offset current delinquencies.

Dam escrow fund has been charged \$20,900 so far this year, leaving \$77,188 in the dam escrow fund. We still need to pay for the installation of the trash rack. These charges went directly to the Balance Sheet. They will need to be run through the P&L, and a depreciation schedule will need to be developed. I'll work with Tanya on this.

Charges to date: \$17,500 trash rack work; \$750 survey; \$2,650 fence

We've incurred minimal expenses against the Weed budget, and are at only 2% of budget. Parklands Expense is at 139% of allowable spend. Spending to date has been on tree removal, and the Firehouse parking lot paving. I recommend the Board move \$3,625 for tree work to the Contingency line. This would put Parklands at 104% of budget. We can look at also moving the

Firehouse paving to Contingency. Firehouse paving was \$15,460. We can look at putting the lot striping costs against Firehouse maintenance, if needed, and if they have funds available. They are presently at \$0 spend.

We have spent 63% of Part Time Employee budget. We need to be careful when using part time help, or we will run out of money.

We are at 105% on Legal. I recommend that the Board move \$3,512.50 spent researching the status of unimproved roads to Contingency, as this was UGL Treasurer's Report for month ending June 2017 research not related to ongoing legal matters. That would put Legal at 70% of budget.

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 97% 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 635, a deficit of 20. We still need to reach a total of 655 to fully achieve our budget. 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. The opportunity to collect additional POA memberships and late fees is diminishing at this point. We may get a few more 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. I'm working with Tanya to review remaining Clubhouse rental bookings, and see if that will offset the membership numbers.

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 \$585. We also have a surety bond that will be refunded.

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 38% which is misleading. This is the result of booking apparel sales against beach expense. We have \$5,574 in apparel presales, but have not booked the expense of the apparel yet, which skews the numbers. The actual Beach expense is \$11,281. Beach is at 78% of their total expense spend. This is expected to be offset by \$1,700 profit on apparel sales, which would put spending at approximately 66%.

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 \$372K 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.

If POA budgets are to be changed, it has to be presented at the public meeting.

Dam escrow fund paid for the fence and trash rack. This needs to go through the P&L.

Paul Donoghue recommends money paid for trees and parking lot come from the contingency fund

Kristen Dowling made a motion to move \$3625 from parklands for trees to contingency fund; \$15,460 from parklands for paving to contingency and \$3512.50 from legal for road research to contingency.

Jim Patton seconded.

15 yeas; 0 no's ; 0 abstentions

Kristen Dowling made a motion to approve treasury report. Jim Patton seconded.

15 yeas 0 no's 0 abstentions

### **Unfinished Business:**

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

### **Committees:**

#### **A. Activities: Ginny Rees & Heather Becker:**

- June Music Under Stars for June was cancelled due to weather. Next one is July 22nd with Will C. the featured musician. Would love to find more volunteers for this. Anyone know Dads or Grads to man the grill etc. please let me know..
- Activities Committee set for 3rd Wednesday of each month. No concrete adds to the current calendar. More people attending as volunteers which we are happy to see.
- Yoga continues a success. Eva (and Tanya) suggested Saturday on the beach for an additional session on July 15th at 9am.

#### **B. Beach: Laura Nietzer and Kathy S:**

- Swim lessons have begun. People were trying to sign up after lessons began (they are asked to sign up before UGL Day and info is sent with tags and there were reminders)

and we had to turn away people as lessons were filled and schedules set. (If there was availability without changing the published lesson schedule, we included the children.)

- There was an anonymous complaint filed with Kathy Coyman about pigeon poop in the pavilion. The area has been cleaned and both Laura and Kathy spoke with Sabrina. Apparently a lot of nesting birds in the spring. Take a moment to look up at the rafters. It is highly recommended that we look for a way to prevent this nesting next year. Kathy asked Tanya to have Will attach chicken wire under rafters to prevent this. He will address when he is back from vacation.
- Bird's nest under the 15 foot swim platform so that has been closed until the birds leave. Keeping an eye out.
- Laura, Kathy and Sabrina will be away July 21-28th. Tanya has been made aware of this and who should Tanya or Sammie call if any major issues arise?
- Hot dog roast is July 29th and we will need help. Kathy will not be around and Laura will be dealing with Jet Lag. Sabrina and Sammie will get sign-ups for grilling and arrange games. Will need someone to pick up Cross Cove trophy for us. Will leave details with Tanya. Kathy will place order for food from ShopRite at home but will need a check cut and someone to be here when food is delivered Friday, July 28th. Would love to see board members at the hot dog roast.
- Many new faces and families with young children on the beach this year. Really nice to see.

#### **C. Boat House: Kristen Dowling:**

Spreadsheet developed and current tenants will be asked about returning;

#### **D. Clubhouse: Gary Zielinski:**

Gary discussed lattice being installed and LED lights. Front doors still need to be addressed. We planted a new butterfly bush next to the front porch, cleaned up old asphalt bags that were there and mulched. Currently getting bids on roof. Paul mentioned that a member had asked about solar panels on roof. There are some downsides to solar that the committee is concerned about.

#### **E. Computer-John Veninger** no report

#### **F. Dam: Andrew Quirk:**

The fence at the Dam has been installed and a padlock for the gate will be obtained.

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

No report

#### **H. Docks: Karen Sarnowski:**

Karen needs help with addressing docks in disrepair. Heather and Nicole volunteered to help with this matter.

103 – 105 Lakeshore – tenants are not members; broken down dock in front of these areas; seen launching jet skis from the shore. Karen would like to rip out dock in this area. Letter should be sent to landlords that they will be charged with trespassing if tenants are using the lake and notify that the dock will be removed in 15 days. Jim said he would remove dock with barge.

Many boats are on the parklands in this area.

Karen is still assigning docks.

**I. Dredging: Rob Burr:**

Dredging workshop is scheduled for Saturday July 22. DEP contact confirmed Attorney General approving our loan agreement that he expects to receive via snail mail and forward before the end of this week. He'll also share with us the flexibility we have for use of the funds (see Easement below). He will be on vacation next week with no one backing him up and is aware of our efforts to begin the project this coming winter. Committee is meeting again Wed 7/12 with the objective of getting the Engineering Request for Proposal out the door asap.

**J. Easement: Rob Burr:** An easement meeting was held at 7:00pm on Tuesday, July 11, 2017. No members attended.

**K. Entertainment:** no report

**L. Environmental: Kathy Straubel:**

Environmental committee met on Wednesday, July 5. The following topics were addressed:

- An environmental email was fleshed out dealing with recommendations for residents for maintaining a healthy lake. Recommendations include not dumping leaves in the lake, etc.
- The three site for core sampling by Princeton Hydro were determined with input from a new committee member, Jeremy Deeks, an environmental scientist.
- We've been in contact with the WM environmental commissioner in reference to acquiring trees from the pipeline agreement. Jim Jones will assist with determining areas for trees to be planted in the fall.
- Erosion issue brought to committee's attention. Discussed trees and reeds as possible options and possibly rip rap.
- Possible septic leak in boat launch cove discussed. (yellow concrete house) Will make complaint with WM DOH when resident is present as it is used as vacation house.

Since meeting the results from the first water testing done in May were received. The following conclusions were made based on the this first testing:

1. Overall the lake's clarity, phosphorus concentrations and dissolved oxygen levels, along with the other indicators used to assess the lake's recreational and ecological status, were all consistent with the high water quality conditions that would be expected of a eutrophic lake sampled in the late-spring.

2. Thermal stratification was not observed in Upper Greenwood Lake, with water column well oxygenated from surface to bottom. However, as the summer progresses, the lake is expected to show signs of thermal stratification.

3. In-lake nutrient concentrations were relatively low. For example, TP concentrations were for the most part just above the analytical detection limit. Given the relatively low concentrations of the required plant nutrients, as would be expected there was very little planktonic or overall benthic algal growth. However, *Lyngbya* was observed in dense patches.

4. The data collected at Stations #4, #6 and #7 initially document water quality conditions different than those measured in the middle of the lake, particularly at Station #4. Although the most recent data shows elevated conductivity levels, it is most likely not the result of a direct discharge into the lake. Rather it is more likely the result of a combination of surface runoff and groundwater conveyed to the lake via a collection of drains, inlets and other sources. This condition will continue to be monitored at 2017 progresses.

A POA member emailed her concern about *N. fowleri*, commonly known as the "brain-eating amoeba". This protist is rare and usually found in lakes in the southern US, if at all, due to its preference for high temperature and stagnant freshwater. I called Garden State water testing and was advised that no laboratories in NJ test for this as it is not known as an issue. I spoke with member and advised same.

M. **Executive** no report

N. **Insurance: Dennis Decina:**

I have approved our insurance renewal for the coming year forward. We are covered most adequately, and there are no pending insurance claims or complaints that I have been made aware of.

O. **Legal:**

Laura Nietzer made a motion to go into executive session at 8:41 pm ; Rob Burr seconded.

17 yeas; 0 no's; 0 abstentions

Laura Nietzer made a motion at 9:05pm to leave executive session; Ginny Rees seconded



17 yeas; 0 no's; 0 abstentions

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

Joe volunteered to assist Rob.

**Q. Parklands: Jim Jones:**

83 people participated in fishing derby.

Part-time employee will be used to help in remediating POA island including placing "dogs" on dock and cleaning up dock of the goose poop.

**Q1. Encroachments: Shelby Sarnowski** no report

**R. Publicity & Public Relations: Jim Patton:**

Still recommending we sign off on Oleg's contract/agreement, and get him paid so he can do maintenance on website, and make it more interactive and user friendly. Please advise as to status as Oleg has contacted me twice via a vis the website contract.

John will review and exec will sign contract.

**S. Security: Kathy Straubel:**

Maps were copied and placed on security boat for personnel to distribute to boaters in dangerous areas. Cell phone number is the same as last year, 201-264-2673. Tanya needs to pay balance as monthly charge increased when new cell phone was purchased. Should be done this week.

A boating safety handout/brochure is being looked into for personnel to hand out to boaters.

Map at boat launch should be replaced.

**T. Stumps: Jim Jones:**

New employees being trained on the barge.

**U. Township:** No report

**V. Weeds: Rene Manzo:**

Met with the environmental committee. Listened to thoughts about adding beneficial weeds for fish after dredging work. Planting reeds along shore for erosion.

As stated in the environmental committee's report the lake water quality is good.

Weed treatment was held till after the fishing derby, tournament.

**W. Ad Hoc Committees:**

1. Storm Drain retrofit-Status: Township working on plans for next retrofits. Julia spoke to township about cleaning up an area.

**NEW BUSINESS**

1. Shared documents need to have password protection. August committee reports will be shared through Google emails.

Meeting was adjourned by acclamation at 9:56pm