

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING
October 10, 2017**

ATTENDANCE:

| | | | | | |
|-------------------|---|------------------|---|-----------------|---|
| | | Jones, Jim | P | Veninger, John | P |
| Colnaghi, Warren | P | Manzo, Rene | P | Zielinski, Gary | P |
| Patton, Jim | P | Grala, Ed | P | Gerace, Nicole | P |
| Becker, Heather | E | Sarnowski, Karen | E | | |
| Marino, Joseph | P | Straubel, Kathy | P | Decina, Dennis | A |
| Sarnowski, Shelby | P | Quirk, Andrew | P | Donoghue, Paul | E |
| Dowling, Kristin | P | Field, Cliff | E | | |

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

Attorney Present: James Romer [X] yes [] no

With a quorum present, the meeting was called to order at 7:21 pm by John Veninger.

A motion was made by Kristen Dowling and seconded by Jim Patton to approve the September, 2017 regular meeting minutes as corrected

7 yeas; 0 no's; 5 abstentions

Correspondence:

A letter was read from Sabrina Fleming, our past beach manager, thanking the board for the opportunity to be part of the UGL beach for so many years.

A member contacted the board again about recommendations. We have taken this under advisement and have notified the member of same.

Committee Reports Oct 2017

Membership: Karen Sarnowski: (by Tanya)

POA 624

Double Dock 13

Tenants 15

Specials 7

Total POA, tenants & specials: 659

Total Easement: 1566

Third and final billing of the year went out Sept 25. New accounts will be sent to collections and the 2017 amounts will be added to current accounts in collections if they are not paid as of Nov 1, 2017.

Treasurer's Report-Nicole Gerace

Commentary for September 2017 financials:

Easement

- Total past years' Easement collections have reached \$133,936. Current year Easement fee payments have remained steady at 76%. The allowable spend is 100% for non-fixed expenses. We also expect to collect Firehouse rental income later in the year.
- Marine and Parkland Patrol payroll are at 59%, with the summer season now behind us. Security expenses are running at only 39%.
- Utilities are only at 53%, yet we are 75% of the way through the year.
- Payroll for full time employee is at 80%, but we are only 75% though the year. This will be monitored.
- Stumps is only at 39%.
- We've incurred minimal expenses against the Weed budget, and are at only 17% of budget. We should consider a pre-buy for next year in the last quarter of the year if weed expenses remain low.
- Parklands Expense is now at 32% of allowable spend.
- Environmental has not spent any of their budget.
- We remain at 70% on Legal.
- There is currently \$300,585.91 in the future dredging account. We will not be dredging this year, so will collect another year's worth of dredging, further increasing our ability to pay off the upcoming dredging loan with the State of NJ.
- We have a healthy reserve account balance.

POA

- We are at 101% 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 659, a surplus of 4.
- 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 declining, and will continue to go down the remainder of the year. The opportunity to collect additional POA memberships and late fees is

rapidly diminishing at this point. We also have income from Clubhouse rentals throughout the year

- 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 \$585.91. We received the \$2,500 surety bond back in September, which should bring the Activities available funds to \$3,085.91.
- Utilities are only at 56%, lower than would be expected at this point.
- Real Estate taxes remain at 69%.
- Beach PR is at 98%, with the season now over.
- Utilities are at 56%, although we are already 75% through the year.
- 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 \$324K 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.
- The Clubhouse committee has discovered that there are issues with the flooring under the beach bathrooms. The cost of repairs could be significant. Insurance may cover part of the expense, if not; this is an unbudgeted item that will need to be covered out of the reserve.

Jim Jones made a motion to approve the September financials; Andrew Quirk seconded

12 yeas; 0 no's; 0 abstentions

Unfinished Business:

1. **Graffiti- no movement**
2. **Retaining Wall- no movement**
3. **Cameras have been repaired and are fully operational.**
4. **Abandonment- Romer**
5. **Google doc security**

Committees:

A. Activities: Heather Becker/Joe Marino:

Activities Committee continues to meet bi-weekly, with the next meeting taking place on 10/17/2017, to plan remaining 2017 events and discuss potential future events and dates for 2018. Anyone with ideas or recommendations for future events is encouraged to attend!!

- Ongoing: Yoga is still taking place on Mondays and Thursdays with a continued strong attendance.
- September: Fall Fun Fest took place on Saturday, Sept 30th, 2017 and was well attended and received, with approximately 75 attendees and volunteers.

- October: Halloween Party scheduled for Oct 28th, 2017 at 7p.m. It will be a catered buffet and BYOB with Live Music by *The Agents*; tickets \$25 per person in advance (<https://squareup.com/market/uglpoa-inc>)
- November: The second *Broadway on the Lake* has been postponed due to performer scheduling. Emily Dupree and I are in correspondence regarding the event and we will be discussing dates for future events soon.
- December: Breakfast with Santa is scheduled for Dec 9th, 2017.

B. Beach: Kathy S:

Beach has been closed up. Final clean-up was done by Sammie. Rafts need to be taken out of the water by the barge. Sabrina completed a beach manual to be used as reference for beach procedures, etc. This is a great tool for incoming chairs. Highly suggest this for other committees.

Going forward the beach committee and the activities committee will need to communicate better when activities are being held on the beach in order to avoid issues with equipment, etc.

C. Boathouse: Kristin Dowling:

I have created a tracking sheet for payments through a Google Spreadsheet so that if a tenant contacts me on the weekend or evening I can see if they paid at the office. I have shared this with Tanya. Should I share with any other board members? Currently (Sunday) we have three paid tenants. To my knowledge no one has put their boats in, but one has removed his PWC trailer. The following email was sent to all current tenants on 9/22/2017.

“To all past Boathouse Tenants,

I’m Kristin Dowling and I will be the new “manager” for the Boathouse (aka the Old Firehouse). I’ve taken over the management of this as Rob Burr has stepped down from the board.

At this time we will be keeping the storage fees the same as last year. New for this year is that we will not be giving out the combination to tenants. Access will be by appointment only.

I live on Papscoe Road, so I am close by. However, I do work but am usually home by 3:30 in the afternoon on weekdays. I can be available on weekends but would need to schedule a time that works for both of us.

We will require your rental payments in full to the UGLPOA office prior to placing your boat or PWC in storage.

Attached please find the contract for the 2017-2018 season. If you have any questions, please feel free to email me at kmdowling@optonline.net.

Regards,

Kristin Dowling”

Kristen will change the combination on the lock to the boathouse so past tenants won’t have access.

D. Clubhouse: Gary Zielinski:

First toilet in ladies' room not working. Water is not properly filling tank so then doesn't flush right. Joe Ponzo got new part for tank so either Joe or Will are going to fix. (by Tanya)

E. Computer-John Veninger

No report

F. Dam: Andrew Quirk:

Diving Services Inc. finally scheduled us for the operator inspection and installation of the trash rack and staff gauge for October 12th. Unfortunately, it needed to be rescheduled as both Jerry Cross and I will be out of the country. Late October or the first week of November are now being considered.

A padlock was obtained for the gate at the fenced off area at the spillway and the valve house shingles will be replaced this week.

The outflow area was cleared of excessive vegetation, trash and debris. Tree pruning was performed and rip rap replaced after residents had moved it to create a walkway across the stream.

A formal inspection is being planned for 2018.

G. Bylaws Rules & Regs: Karen Sarnowski:

No report

H. Docks: Karen Sarnowski:

Will and Tanya have started a new dock system. The lake has been broken down into sections and each dock space location has been given a dock space #. These are being added to the database so that now each dock space is assigned a person and a plate. The dock space number will never change which will avoid the issues we have of losing track of docks when plates fall off or are replaced. Each dock space is also being photographed (even if no dock is in that space right now), saved electronically and also put into a binder separated by lake section. Each section also has a spreadsheet, a map of the section and a photo of each dock and invoice of the current owner. I will leave the 2 binders that have been completed so far out so you can look at them. We will also now be able to query by sections of the lake and easily query to see if there are dock spaces available in certain coves etc. (by Tanya)

Jim Jones will be pulling derelict docks out later this month. Jim Romer recommended taking pictures of docks that are removed.

I. Dredging: Shelby Sarnowski:

We are still in the process of getting the town signature on the state loan. Once this is completed we will start soliciting for engineering firms. Interestingly, I saw a P&W truck hauling some fill back to the Kutz camp. I am going to take a drive over there and see if I can find where they are bringing the fill and get some information. This may be their "secret spot". Rob Burr called me to let me know that the lot that we were looking at as a possible place to bring the spoils to, is under contract.

J. Easement: Paul T. Donoghue

The annual Easement meeting is Sunday 11/19/17 at 10:00 AM in the clubhouse. An agenda will be prepared based on what committees will be represented. Ideally, we'll get a brief report from Easement committees. No need to cover beach, activities, or clubhouse; as they are POA only. Based on the discussion at the September Board meeting, unless the Board decides otherwise, we will keep the same Easement budget for 2018, with no dues changes, or need for a budget vote.

K. Entertainment:

A board holiday party was discussed with possible date being December 8.

L. Environmental: Kathy Straubel:

Andrew Quirk ran the fall clean - up. Volunteers bagged trash and recyclables and left them on the roadside where WMDPW picked up all refuse. Parklands where children congregate and dive off the cliff was also cleared. Six bags of trash were removed. Thanks to all who volunteered! Would love to get scout groups involved in this. If anyone has any connections with these groups let me know.

Third water testing was done in September and report is being compiled by Princeton Hydro.

Emailed Ron Farr again to discuss planting trees on parklands from the pipeline contract.

M. Executive

No report

N. Insurance: Dennis Decina:

Gary, Joe Ponzo and I had met with the adjuster regarding collapsing bathroom floor. Followed up last week with the adjuster regarding our submission / claim for money to repair. He mentioned that there was a \$15k limit, and it would be difficult to attain as this was an ongoing condition due to moisture and moldy subfloor. He went on to say that it was submitted to Philadelphia Insurance and I would hear back from them. Still waiting on that and I had followed up with our insurance rep this past week as well. Also, inquired as to whether our dam was covered by insurance so I can be familiar with it, as well as the 'dam' between us and Mt Laurel Lake as per Andrew's inquiry. Waiting for a response on that as well.

O. Legal:

A motion was made by Jim Jones to go into executive session at 8:29pm; Jim Patton seconded.

12 yea's; 0 no's 0 abstentions

Jim Patton a motion to leave executive session at 9:16pm; Andrew Quirk seconded.

12 Yea's; 0 no's; 0 abstentions

P. Master Plan: no report

Q. Parklands: Jim Jones:

Jim Jones reported that the barge will take boat rafts out in November. He cleaned up the staging area on Longhouse Rd. and he will complete plantings for firehouse area.

Q1. Encroachments: Nicole Gerace

603 lakeshore – handled by attorney

203 lakeshore – we will remove sand. Tanya should check on new ownership

689 Lakeshore – is being surveyed

R. Publicity & Public Relations: Jim Patton:

no report

S. Security: Joe Marino:

Security patrol is winding down for the year, with some patrol time being used for dock mapping. Still plan on hosting an end of year meeting to discuss changes with the Security staff including but not limited to: CPR/First Aid/AED certification, new logs/forms, new job descriptions, job trainings, etc.

Thanks to everyone who took the time to complete the Survey Monkey that was sent around. Out of 10 responses, the following results were very helpful.

Summary: Satisfaction is currently at 2.2 out of 4 (~55%). The majority of people feel that Security should be certified in CPR, First Aid, and AED, and their focus should be divided evenly amongst Trespassing, Boating, Parklands, and Docks.

I have considered various options to enable the Security team to enter shallower/stump-laden coves. I am strongly recommending the purchase of a trolling motor for the Security boat as I think it will empower the Security team to access all areas of the lake, and will save on the potential costs of damage to the main motor.

Items to discuss:

- Details of Purchase
- Moving of Security Boat docking location to eastern-most beach dock during season.

U. Township: Andrew Quirk attended the West Milford Lakes Commission lecture on Dam Safety presented by John Kale of NJDEP Bureau of Dam Safety.

V. Weeds: Rene Manzo

Survey is finished as of 9/30. Spent about 35k this year. Water quality is good. Lake is healthy. This was also stated in Princeton Hydro's report.

Would like to do another prebuy of 30 k.

W. Ad Hoc Committees:

1. Storm Drain retrofit-Status: no report
- 2.

NEW BUSINESS:

1. Violations Procedure Author: Nicole Gerace

Discussed in executive session.

2. Committee Report Security Issue Author: Kristin Dowling

Committee reports need to be shared only with current board members through shared folder. Andrew mentioned that it would be helpful to have committee report doc shared earlier in the month and a reminder a week before.

3. Canada Goose population control: Author: Andrew Quirk

The process is as follows : Apply after Jan 1st 2018 for a free permit from US Dept Fish and Wildlife. Addle or oil eggs from March 1st to June 30th and then report number of eggs affected or nests destroyed. Alternatively obtain hunting permit for season running from mid-January to mid-February.

Respectfully submitted by Kathy Straubel