

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING
December 12, 2017**

ATTENDANCE:

		Jones, Jim	E	Veninger, John	P
Colnaghi, Warren	P	Manzo, Rene	P	Zielinski, Gary	P
Patton, Jim	E	Grala, Ed	P	Gerace, Nicole	P
Becker, Heather	E	Sarnowski, Karen	P		
Marino, Joseph	E	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 7:28 pm by John Veninger.

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

8 yeas; 0 no's; 3 abstentions

A motion was made by Karen Sarnowski and seconded by Shelby Sarnowski to approve the November, 2017 executive meeting minutes as corrected.

8 yeas; 0 no's; 3 abstentions

A motion was made by Karen Sarnowski and seconded by Kristin Dowling to approve the November, 2017 easement meeting minutes as corrected.

10 yeas; 0 no's; 1 abstention

Correspondence:

Insurance company declined our request for coverage for the bathroom floor damage.

Lakeland Bank notified the board that a property that owes past dues has been foreclosed on

Lakeshore – survey to use to determine if more docks can be installed in boat launch cove

Committee Reports

Membership: Karen Sarnowski:

POA 625

Double Dock 13

Tenants 15

Specials 7

Total POA, tenants & specials: 660

Total Easement: 1595

Treasurer's Report-Nicole Gerace

UGL Treasurer's Report for month ending November 2017

Commentary for November 2017 financials:

Easement

- “ We had a strong past-years collection jump of \$14,205.53 in November bringing the total past years Easement collections to \$163,004.51. Current year Easement fee payments remain at 78%.
- “ Dam Maintenance and Payroll is currently at 173% due to various maintenance issues that were required following inspection.
- “ The weed pre-buy took place this month, bringing the weed budget up to \$40,233.28, or 67%.
- “ Utilities are at 70%.
- “ Payroll for full time employees is just slightly over at 101% due to Tanya's 2017 raise.
- “ Payroll for part time employees is approaching its budget at 93%. This will be closely monitored throughout December.
- “ Stumps is only at 60%.
- “ Parklands Expense is now at 67% of allowable spend.
- “ Environmental has not spent any of their budget.
- “ We are at 75% on Legal.
- “ Mailing, printing and postage is currently over budget at 124%. At the end of the year, this overage will be transferred over to Office Expenses, which is currently at 61%.
- “ The stump sinking fund, future dredging fund and dredging loan fund were fully funded at 100% this month.
- “ We have a healthy reserve account balance.

POA

- “ We are at 101% collection of POA membership dues. Our budget is based on 660 memberships (combined: dues, tenants, specials, and double docks). We have collected a total of 659, a surplus of 4.
- “ 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.
- “ Office expenses has nearly reached its budget at 99%
- “ Activities currently has a net profit of \$824.58.
- “ Clubhouse maintenance is over at 103%.
- “ 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.

Karen Sarnowski made a motion to approve the November financials; Andrew Quirk seconded

11 yeas; 0 no’s; 0 abstentions

A. Activities: Heather Becker/Joe Marino:

No report

B. Beach: Kathy S:

I’m meeting with Sammie this week to discuss what needs to be purchased for the beach for next year. We are in a good position with close to \$3000 left in our budget. Fencing to combat the geese, first aid equipment and new picnic tables/umbrellas are among the items being discussed. Also, chicken wire will need to be installed in the roof of the pavilion to prevent roosting of birds.

C. Boathouse: Kristin Dowling:

All boats are in with the exception of the Security Boat. Tanya and I are planning on looking into the cost of storage at a marina and also an indoor storage facility. We feel that the “rent” charged is not in line with what other storage facilities would charge.

Kristen may look into developing a limited schedule for storing and retrieving boats.

D. Clubhouse: Gary Zielinski:

Gary discussed the 3 bids he received for the ripping up of the floors to determine the extent of the damage.

\$5700 - Grayson

\$4800 - another company

\$2800 - Barbaris

He'd like to approve the bid for Barbaris. Karen mentioned that a structural engineer should be involved during the replacement.

E. **Computer-John Veninger** No report

F. **Dam: Andrew Quirk:**

Possible date of Dec 21st is being explored for trash rack installation. The preferred date was Dec. 14th but our Dam Engineer Jerry Cross will not be available.

G. **Bylaws Rules & Regs: Karen Sarnowski:**

No report

H. **Docks: Karen Sarnowski:**

After a lengthy discussion by the board including analysis of map and anecdotal evidence from board members who have walked the parkland property in the boat launch cove a vote was taken on the addition of docks to the Boat Launch cove area across from the clubhouse.

A motion was made by Shelby Sarnowski and seconded by Andrew Quirk to add docks on Boat Launch Cove on the parklands.

8 yeas; 3 no's; 0 abstentions

I. **Dredging: Shelby Sarnowski:**

No new information at this time.

J. **Easement: Paul T. Donoghue**

No members from the public attended the easement meeting. Based on a member's suggestion at the last public Easement meeting, Karen Sarnowski will contact Dolan and Dolan Collection Co. to have them discuss their services with the treasurer.

K. **Entertainment: Warren Colnaghi**

Board dinner will be postponed until April. As Warren will not be in attendance at the January, February and March meetings, coffee will need to be handled by another board member.

L. **Environmental: Kathy Straubel:**

I'm still waiting to hear back about the Spring tree planting. Committee will plan a meeting to analyze data from Princeton Hydro's water testing.

M. **Executive**

At 9:04pm Paul Donoghue made a motion to go into executive session; Shelby Sarnowski seconded it.

11 yeas; 0 no's; 0 abstentions

At 9:53pm Paul Donoghue made a motion to leave executive session; Kristen Dowling seconded it.

11 yeas; 0 no's; 0 abstentions

N. Insurance: Dennis Decina:

no report

O. Legal:

Jim Romer agrees that as long as the meeting begins with a quorum, we can still pass motions if board members have to leave before the end of the meeting and we have less than a quorum.

Karen Sarnowski suggested the board revise our clubhouse rental agreement contract including recording renter's proof of homeowner's insurance of \$500,000 and alcohol addendum in order to reduce the association's liability.

P. Master Plan:

No report

Q. Parklands: Jim Jones:

No report

Q1. Encroachments: Nicole Gerace

689 Lakeshore – A letter will be sent to the property owner regarding the septic system.

The board discussed sending a letter with the bills this year stating that encroachments will be aggressively dealt with going forward.

R. Publicity & Public Relations: Jim Patton:

The board discussed having Jim Patton contact our website contractor to check that all duties agreed to are being met.

S. Security: Joe Marino: No report

T. Stumps: Jim Jones: No report

U. Township: no report

V. Weeds: Rene Manzo

Pre-buy has been made. Larry Kovar of Aquatic Analysts would like to present to the environmental committee in reference to weed harvesting.

W. Ad Hoc Committees:

1. Storm Drain retrofit-Status: no report

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**

New Business:

1. 2018 special memberships:

Paul Donoghue made a motion to approve the 2012 special memberships that live around the lake to continue as 2018 special memberships with equivalent POA and easement payments; Dennis Decina seconded.

10 yeas; 0 no's; 0 abstentions

2. Part-time employee: Will Cytowicz was aggressively confronted by a member while working for the association in the stump dumping lot.

Meeting was adjourned by acclamation at 10:25pm.

Respectfully submitted by Kathy Straubel