

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING  
January 9, 2018**

**ATTENDANCE:**

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

**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 7:18 pm by John Veninger.**

**A motion was made by Karen Sarnowski and seconded by Dennis Decina to approve the December, 2017 regular meeting minutes as corrected.**

**8 yeas; 0 no's; 2 abstentions**

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

**8 yeas; 0 no's; 2 abstentions**

**Correspondence:**

A Christmas card was received from Andy Fineman.

**Committee Reports**

**Jan 2018**

**Correspondence:**

1. Engagement letter from accountant for 2018

**Membership: Karen Sarnowski:**

Final POA #ø

660 members including Specials, Tenants and Double Docks

Only one additional member for the year over 2016

## Easement

1615 members 2017 which is 67 more or a 4% higher than 2016 (1548)

I would like to see us increase POA membership by 3% or approximately 20 new members this coming year. Will talk to Tanya about ideas on how we can accomplish that. One thought is to send an email / letter to new residents informing them that they have a free beach weekend to schedule with us for the upcoming season.

Karen communicated to a member that she has 3 options to pay her back dues which include paying her back dues in full, paying her back dues in a payment plan or going to collections.

## **Treasurer's Report-**

UGL Treasurer's Report for month ending December 2017

Commentary for December 2017 financials:

### Easement

- É Total past years collection reached \$167,873. Current year Easement fee payments are at 79%.
- É Dam Maintenance and Payroll is currently at 223% due to various maintenance issues that were required following inspection.
- É Utilities remained lower than expected at 78%.
- É Payroll for full time employees is just slightly over at 109% due to Tanya's 2017 raise.
- É Stumps jumped to 89% this month.
- É Parklands Expense is at 99% of allowable spend.
- É Environmental did not spend any of their budget this year.
- É We are at 75% on Legal.
- É Mailing, printing and postage is currently over budget at 142%. This overage will be transferred over to Office Expenses, which is currently at 65%.
- É The stump sinking fund, future dredging fund and dredging loan fund were fully funded at 100% this month.
- É We have a healthy reserve account balance.
- É Overall for the year, easement came in under budget at 86%.

## POA

- É 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 660, a surplus of 5.
- É 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.
- É Office expenses has slightly exceeded its budget at 101%

- É Activities net profit decreased to \$388.88.
- É Utilities is slightly over budget at 101%.
- É Printing and reproduction is over budget by \$49.50.
- É Overall, POA remains very slightly under budget for the year at 97%.

John will reach out to Tanya to schedule an audit of the financials.

Our accountant has notified us that the fee for the 2017 audit will increase by 25% to \$5000. This will need to be negotiated with them.

2018 POA budget: We had decided not to increase the POA fee, so any increases in budgeting items would have to decrease from other items.

Jim Patton made a motion to maintain the 2018 POA budget at the same line items as the 2017 budget

10 yeas ; 0 noes; 0 abstentions

### **Unfinished Business:**

1. Graffiti- no report
2. Retaining Wall- no report
3. Abandonment- Romer - no report
4. Google doc security

### **Committees:**

#### **A. Activities: Heather Becker/Joe Marino:**

The 2017 Activities year ended with an extremely successful and well attended Breakfast with Santa. Financially, the activities committee closed 2017 with \$388 profit, and the success of Broadway on the Lake and the apparel sales allowed some freedom to try several new activities.

We have reserved dates for the 2018 activities, and are looking to post a calendar as soon as we have them firmed up.

A new Yoga session began yesterday, January 8th, 2018, with Monday and Thursday sessions running until, February 15th, 2018.

Comedy night has been reserved for Saturday, February 17th, 2018; Tanya has begun corresponding with Chuck from Summit Comedy and we should have final confirmation on comedians shortly.

We will look to meet as a committee in early February to continue preparation for the 2018 events, anyone who may be interested is encouraged to shoot Joe an email.

The more the merrier!!!

#### **B. Beach: Kathy S:**

New equipment and supplies have been ordered with remaining beach budget. First aid supplies, 2 new rescue belts, 2 umbrellas for lifeguard stand and check-in table, 4 umbrellas for picnic tables with stands, new tetherball and rope, new volleyball net, goose fencing, whiteboard, and a chalkboard sidewalk sign are among the items ordered.

A discussion about a lightning rod for the pavilion ensued. Jim Jones will get estimates for lightning rod.

**C. Boathouse: Kristin Dowling:**

All boats are in including the Security boat. The following are the current rates and fees. These were set prior to my taking over the Boathouse.

Pontoon Boat	\$350/season
Motor Boat over 20ø	\$325/season
Motor Boat up to 20ø	\$275/season
PWC	\$110/season
Trailer, over 16ø	\$75/season
Trailer up to 16ø	\$60/season

These are the current tenants for 2017-2018

Name:	Vehicle	Season	Paid	Vehicle	Season	Paid
Jim Jones	Boat	Winter	paid	Trailer	Summer	
Paul Neitzer	Boat	Winter	paid	Trailer	Summer	paid
Paul Neitzer	Jet ski	Winter	paid	Trailer	Summer	paid
Bob Moskin	Boat	Winter	paid	Trailer	Summer	
Alex Prosapio	Boat	Winter	paid			
Mark Roeloffs	Boat	Winter	paid			
Ed Prosapio	Jet ski	Winter	paid			
Rob Burr				Trailer	summer	
UGL Security Boat	Boat	Winter	FREE	Trailer	summer	FREE

Kristen will research prices for comparable storage to possibly increase the current rate.

**D. Clubhouse: Gary Zielinski:**

We need to find out who we have a contract with for snow plowing. Parking lot was plowed badly and Belgian block was damaged last year. John will speak to Tanya about this

Gary did a quick fix on the front doors.

Gary needs to speak to Barbarese about starting demolition work in bathrooms. John will follow up with Tanya in regards to signing contract.

**F. Dam: Andrew Quirk:**

The installation of the trash rack was again postponed by the Contractor. Equipment failure was the problem this time in addition to severe weather conditions and over 12 inches of ice. A new date will be set for the Spring

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

Winter season is our perfect time to meet and Paul and I will get restarted on these. Plan to also ask Nicole to see if she is interested in joining the committee.

**H. Docks: Karen Sarnowski:**

By the end of February I will be all queued up to start assigning again in March if our weather cooperates. Jim can report on Parklands work on the new open area across from the Clubhouse Parking that we will be looking to assign a number of docks at. One thing that I did not mention at last months meeting about assigning people to this area is that I will be giving those people on the waiting list higher scrutiny of whether this is an appropriate area for them. I will be looking for people who are willing to be respectful of the neighboring homeowners before approaching them to offer them a spot at this location in order to be sensitive to the homeowners who are close to this area.

**I. Dredging: Paul Donoghue:**

A meeting will be scheduled to discuss the township backing our loan. If the town refuses to sign the loan we will need to discuss self-funding.

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

No members from the public attended the January Easement Committee meeting.

**K. Entertainment:**

No report

**L. Environmental: Kathy Straubel:**

Princeton Hydro have completed the draft report and it is in review by Dr Souza. Chris Mikolajczyk, who conducted the research, is willing to come to our March 13th meeting to give a 15-20 minute presentation reviewing the findings of the study

We've been contacted by a contractor working with the EPA about a stream assessment on Longhouse Creek. The creek was randomly chosen to participate in the USEPA rivers and streams water quality assessment to be done in the summer. We will receive water quality data back from the EPA. The data is used for research purposes and is not used in a regulatory manner.

Below is a link to the EPA site describing the program and past reports are linked here.

<https://www.epa.gov/national-aquatic-resource-surveys/national-rivers-and-streams-assessment-2008-2009-report>

An application has been submitted to allow Canada Goose egg addling after March 1st.

**M. Executive No report**

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

O. **Legal:** no report

P. **Master Plan:** No report

Q. **Parklands: Jim Jones:**

Pre buy of some trees. Opened up pathway on other side of clubhouse cove to provide access to new docks. He will plant shrubbery to ensure privacy of nearby homeowners

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

R. **Publicity & Public Relations: Jim Patton:** Website developer needs to invoice us in order to be paid

S. **Security: Joe Marino:**

The Security boat was detailed and winterized, and the invoice paid with 2017 budget funds.

In addition, another propeller was purchased, with remaining 2017 funds, to have on hand for the 2018 season, leaving our 2017 Security Expenses spend at 89% of the budget.

Furthermore, \$5000 was paid to the West Milford Police Department as a pre-buy for Police Patrol for the 2018 season placing the Marine & Parklands Patrol line item at 87% spend of the 2017 budget.

I will be meeting with Kenny to plan a Security Staff meeting, in addition to discussing winter patrol.

We did receive correspondence from someone inquiring about our monitoring of Mount Laurel Lake (see below). Upon further clarification, he was actually referring to Upper Mount Laurel Lake. I informed him that this lake is owned by the township of West Milford and that he should take up his concern with West Milford Police Department.

In talking through this inquiry, I did want feedback regarding our responsibility to patrol **Mount Laurel Lake**. We do own Mount Laurel and though I know we don't typically patrol this area in the boating season, I am not sure if we have or should patrol this during winter months.

----- Original Message -----

Subject: Mount Laurel

From: "Steve Kovary" <[stevekovary@yahoo.com](mailto:stevekovary@yahoo.com)>

Date: 1/6/18 2:44 pm

To: "[office@uglpoa.com](mailto:office@uglpoa.com)" <[office@uglpoa.com](mailto:office@uglpoa.com)>

*How come you do not have someone oversee the winter use of Mount Laurel? There are numerous infractions of your rules, noise pollution from vehicles without proper mufflers, motorcycles on the lake, rider's without proper protective gear, ect. This has been going on for years. It's about time you took corrective action.*

U. **Township:** no report

V. **Weeds:** If we were to entertain weed harvesting where could we dispose of material? Material could be disposed of in our vacant lot on Longhouse.

W. **Ad Hoc Committees:**

1. Storm Drain retrofit-Status: No report on the storm drains, I did not get over there before the snow but did want to report that I spoke with Julia regarding her role as our town liaison and she informed me that she needs to step aside from this responsibility at this time. She suggested that I take over her role until someone else might come along. Since we are doing less projects now it is not such a big deal as it was earlier in the program.

### NEW BUSINESS:

1. Author: Kathy Straubel I will be taking over sharing the Google committee reports and will make sure all have access and it is secure.