

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING**

**April 10, 2018**

**ATTENDANCE:**

Jones, Jim	P	Veninger, John	P	Colnaghi, Warren	E	Manzo, Rene	P
Zielinski, Gary	P	Patton, Jim	A	Grala, Ed	E	Gerace, Nicole	E
Becker, Heather	P	Sarnowski, Karen	P	Marino, Joseph	P	Straubel, Kathy	P
Decina, Dennis	P	Sarnowski, Shelby	P	Quirk, Andrew	P	Zemsky, Eric	P
Donoghue, Paul	E	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 7:21 pm by John Veninger**

**A motion was made by Karen Sarnowski and seconded by Joe Marino to approve the March, 2018 regular meeting minutes as corrected.**

**9 yeas; 0 no's; 3 abstentions**

**A motion was made by Karen Sarnowski and seconded by Dennis Decina to approve the amended March, 2018 executive meeting minutes.**

**9 yeas; 0 no's; 3 abstentions**

## **Correspondence:**

Letter from lawyer was received asking to transfer easement rights from an easement member to a non-easement member. Paul Donoghue will inform easement member that this is not allowed.

517 Lakeshore ó notice of application for addition to the house.

10 Yearling Trail ó notification of septic upgrade.

10 Parlin Ct. ó notification of demolition of house; owner would like to cross parklands property to remove debris, etc. UGLPOA will agree if the following conditions are agreed to: if any damage occurs to parklands it must be remediated, no equipment can stay on parklands overnight and the UGLPOA must be named by contractors as additional insured and notification of start and end dates of project.

## **April Committee Reports**

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

Current Membership:

POA - 454 (10 less than 2017)

Dbl Docks - 13 (1 more than 2017)

Tenants & Specials - 3 (6 less than 2017)

Total 470 (15 less than 2017) Not concerned with this difference as it is minimal at this time in our year and with the winter seemingly longer, people just may not have been ready to commit

Easement Only - 711 (16 less than 2017)

Total Easement - 1181 (total of 31 less than 2017) Weød watch the numbers over the next two months.

Last month we talked about offering a free weekend pass to new property owners to be able to use the beach in an effort to spur membership. Iød like to make this formal with a motion at the meeting, so that Tanya and I can work on a pass to be given out.

Legal collections have been busy with judgements being issued and POs wanting to work out payment plans. In all cases we attempt to have balances paid in full within two years since these payment plans result in a lot more work for our record-keeping.

I am scheduled to meet with Bob next week on two new cases being submitted to the courts and the office just updated amounts due on five new cases to be submitted for judgements.

We have also submitted a foreclosure to Bob that we are attempting to get the lender to pay for arrearages and they are citing HOA laws which are not applicable to a POA. Bob has successfully corresponded on a number of these cases and we sent this one also over to him. Generally just a letter from him citing past court cases and the legal deeded easement info is enough to get them to pay.

I have one PO request to discuss in Legal.

We received a drawn up document from a person who called and then came into the office with this paperwork that was completed by an attorney essentially giving him easement rights to use the lake from two owners of an empty lot in UGL. Jim Romer's initial response was that the right to boat, bathe and fish in UGL runs to the property owner and is non-transferable to others. Paul will be penning a letter to go out to all concerned. In the meantime, Tanya did speak with the individual about buying one of the lots the township is advertising for sale and then he would have rights to use the lake. He planned to look into it.

Joe Marino made a motion that the UGLPOA formalize a free weekend pass to the beach for new property owners. Shelby Sarnowski seconded.

Approved by acclamation

### **Treasurer's Report- Nicole Gerace**

No report

### **Unfinished Business:**

1. Graffiti-
2. Retaining Wall-
3. Google doc security -Kristin Dowling and Kathy Straubel have worked to finalize procedures for this.

### **Committees:**

#### **A. Activities: Heather Becker:**

July 21 Music event with a buffet dinner on the deck.

All upcoming events are linked on the UGLPOA website: <http://uglpoa.org/>

July 1st is 22nd annual fishing derby

**B. Beach: Kathy S:**

I attended a meeting with Kathy Coyman- Health Department, at the town hall regarding the new NJ bathing regulations. There are only a few minor things we need to address. The major change involves having an AED which we already have installed in our clubhouse. Based on returning lifeguard numbers we will be hiring 2-3 new lifeguards this year. Sand will be delivered around April 21. Barges will need to be removed from beach by this date and swimming rafts put into lake by boat docks. May 5 will be the beach clean-up day.

We have come up with a new method of distributing beach tags where POA member will pick up tags from lifeguard/gate guard the first time they visit the beach. At this time they will sign two copies of the beach rules; one copy for them and one for us to have on file. This procedure will stress the importance of the rules as well as provide us evidence of each member having been made aware of the rules. Additionally, guards can explain the procedure used to assess a child's ability to swim to platforms; i.e. wristbands. A savings on postage will also be seen from not mailing the beach tags.

**C. Boathouse: Kristin Dowling:**

All tenants of the Boathouse were advised of my limited availability starting 4/23. I've included the email here:

I will be having surgery on 4/23 and will be unable to drive for two weeks after. If you are planning to get your boat out of the Old Firehouse during this time please give me at least two days notice to arrange for a ride to the Firehouse or to find an alternate to let you in. Sorry for the inconvenience and I appreciate your patience.

I apologize to the board for not following up with prices for the fall rental season. I will have that information for the May meeting.

**D. Clubhouse: Gary Zielinski:**

Gary will get bids on snow removal and Andrew will get bids on landscaping. Bathrooms will be completed in another 2 weeks; Heather notified Gary about some general maintenance that needs to be done.

**E. Computer-John Veninger**

No report

**F. Dam: Andrew Quirk:**

The Dam committee met to discuss and prepare for the formal inspection that will be performed by Jerry Cross in May. The formal inspection is required by the NJ Dept of Dam Safety every six years and many documents, manuals and protocols are being updated by the committee. Residents who live in areas that would be threatened by a breach of the dam have been contacted to verify correct telephone numbers as an updated Emergency Action Plan is formulated. The trash rack installation and assessment of the operator and valve plate by Diving Services Inc. is scheduled for May 3-4th and will be supervised by Jerry Cross and members of the committee. A paddle boat is currently stuck on the spillway and will need to be removed before the inspection.

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

The Easement Encroachment/Rules & Regs committee met (Jim J., Shelby S. Karen S., Nicole G. and Joe M., as additional member. Paul D. was unable to attend). This committee was formed last summer to address the increase of use by adjacent property owners in a manner that signals that easement property is only for the use of said adjacent owner or dock owner. Last summer we appeared to have agreement in general as to what could or could not be left on parklands and what could not be done to parklands (i.e. applying material to a section of the parklands to delineate ownership) We met recently so that offenders could be notified in writing of their encroachments and told that said items would need to be removed in order for POA membership. Upon sending out a sample letter the question of what specifically we could list as allowable to be left on Parklands created a fissure in the committee's agreement. We remain at this juncture and at this point need some feedback from the board as to what they will support (or not) as definable items that can be incorporated into these letters as well as into the Rules and Regs.

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

We had a PO who is anxious to be assigned a dock and called the office and left a voicemail on 3/22. Tanya called him back and told him that dock assigning would start in the spring. and so he replies, yesterday was the first day of spring. and yes there was a good amount of snow on the ground and the lake frozen. she had to explain that spring meant the lake was thawed and snow gone so we could see the spaces and walk to them.

We had discussed keeping the area next to a resident's house and deck clear of new docks in the clubhouse cove area. In looking at it and thinking about it I am planning to assign the new owners a dock space there and will reassign the old dock location that the prior owners had to someone else.

First assignment of the year goes to an applicant who is near Hilton Ct. (road before Landing Rd which goes to the Island Section) where a prior owner who has just foreclosed on his property had reinstalled a floating dock illegally and was told to remove or it would be reassigned in the

late summer /early fall. We took no action since it was late in season but now that property foreclosed I just looked to see if he had removed the dock and he had not so these applicants get a brand new floating dock very near to their home. Quite the score for them.

I will be working on getting people assigned as quickly as possible in the upcoming weeks.

There is an anxious new owner who lives over on Yardville Cove who posted on "Next Door" and is looking for a dock to share until he is assigned a dock space. He spoke about "willing to split the dock fees" and "if". UGL people said it's ok to do this as long as we inform them in writing. Tanya had spoken to this person and that was not what she told him. She told him our policy: It is ok to share a dock as long as we are informed in writing that the person sharing agrees and BOTH dock users pay the POA membership fee. I want this to be clear to all board members so that if you see something like this in a public forum you can at a minimum send it to me and Tanya so we can intervene and correct the issue and please feel free to interject in the said public forum the correct information. Anyone using a dock for more than 24 hours must be a paid member. If they are sharing a dock for a long (or temp) term we need to know in the office and have the proper information in our records. This info is also passed along to Security so they know when traveling around the lake and see two boats tied to a dock.

Dock with blue lights that light up the surrounding area in Laramie will also be contacted about an oversized dock/platform or whatever you want to call it. I would like some direction on the solar light thing so we can come up with a clear policy on dock lighting.

## **I. Dredging: Shelby Sarnowski:**

### **Dredging Report**

Engineering RFP:

- Solicited to 5 engineering firms.
- We received two proposals: XXXXXX and XXXXXXXX. XXXXXX teamed with XXXXXX, XXXXXXXX declined (doesn't work with the NJDEP anymore), XXXXXXXX was non-responsive. We are not expecting any more proposals.
- XXXX's price is \$71,000. XXXXXXXX's price is \$38,500.
- XXXXXXXX is missing one certification / permit that should cost around \$2-3K more. He is revising his proposal to include the NJDEP RFA
- XXXXXXXX's office is located locally. I think this would be an advantage for meetings and plan reviews.
- XXXXXXXX has much more experience with dredging but I don't think XXXXXXXX will have any problems completing this task. XXXXXXXX's main line of business is septic and waste water treatment plants which involves permitting with the DEP and similar, if not the same permits.
- NJDEP takes 3 months to review the FHA Individual Permit so we would like to move forward with XXXXXXXX and not go out for more proposals.

Dennis made a motion that we engage XXXXXXXX with a not to exceed budget of \$45,650 (38,500+3000+10% Contingency) to provide Engineering services for permit procurement. Jim Jones seconded

Approved by acclamation

**Executive:**

At 9:38pm Karen Sarnowski made a motion to go into executive session, Jim Jones seconded the motion.

Approved by acclamation

At 9:46pm Karen Sarnowski made a motion to leave executive session. Jim Jones seconded the motion.

Approved by acclamation

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

See encroachment

**K. Entertainment:**

No report

**L. Environmental: Kathy Straubel:**

Goose egg addling is in progress. Community clean-up day is April 21. Meet at clubhouse at 9:00am to determine locations and receive bags and gloves. Volunteers needed!!

An environmental committee meeting has been scheduled for Tuesday, April 17, at 7:00pm to discuss water testing results.

**Andrew Quirk :** Egg addling has begun with mixed results on two of the three islands near the stump area. Fifteen eggs were oiled in three nests from April 1st to 7th. Other nests proved to be inaccessible as they were positioned under docks. Two geese on the POA Island were exceptionally protective and made violent attacks, from the air and whilst on the ground, to such a degree that it is recommended that volunteers do not endanger their personal safety concerning this, or any other aggressive mating pair. It was not possible to oil the eggs on the POA Island nest despite attempts on two different dates.

**O. Legal: Paul Donoghue:**

See executive

**P. Master Plan:**

No report

**Q. Parklands: Jim Jones:**

Arborvitaes at firehouse have been uprooted by snowstorms. Jim will cut them down a few feet and tie them to building to support them.

**Q1. Encroachments: Karen Sarnowski**

A gentleman renovating a house at 521 Lake Shore Drive on property adjacent to Parklands attended the March meeting to present what he was doing to the property. There was some concern about work on retaining walls and landscaping, and if walls were pre-existing and on Parklands. The Encroachment committee will need to visit the property to inspect once the snow melts. He was also advised that he needed to pay for past years' POA membership as there is a dock that was not paid for. Karen inspected and a patio has been installed on parklands. A letter needs to be sent to inform him.

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

No report

**S. Security: Joe Marino:**

I've been playing phone tag with Ken, but am in the process of setting up a meeting to prepare for the upcoming season, and finalize details for a Security Staff Meeting.

Job Descriptions are being finalized for review and sign off by each Security Staff Member.

Boat should be going in sometime around the last week in April.

Security dock needs to be repaired.

Security guards will be required to be CPR certified and AED certified if working on the boat. A differential pay scale will be used for certified vs. non-certified.

**U. Township: Andrew Quirk**

The West Milford Lakes Committee met and planned for the upcoming year. New Bathing regulations were discussed and a proposed tabletop drill will be planned in the summer. Various methods of controlling geese and lake weeds were talked about. A new possible plan by NJ to

have mandatory membership of beach/clubhouse for all easement owners was brought to the committee's attention and I relayed this information to our Legal Committee.

**V. Weeds: Rene Manzo**

Working on a combined prior UGLPOA weed treatment map and Steve Eid map, so we can understand locations and follow weed reports.

**W. Ad Hoc Committees:**

1. Storm Drain retrofit-Status:

Reported from the township: sedimentation structures associated with priority A and B outfalls were inspected, logged and cleaned, as necessary. No sediment basin cleaning requests from the UGLPOA during the first quarter.

A motion was made by Karen Sarnowski and was seconded by Kathy Straubel to adjourn the meeting at 9:56pm.

*Respectfully submitted by Kathy Straubel*

