

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING MINUTES  
December 11, 2018**

**Attendance**

Abbruzzese, Michael	E	Grala, Edward	P	Sarnowski, Shelby	E
Becker, Heather	E	Jones, Jim	P	Veninger, John	P
Colnaghi, Warren	A	Manzo, Rene	P	Zielinski, Gary	P
Culhane, Margie	E	Marino, Joseph	P	Zemsky, Eric	P
Decina, Dennis	E	Patton, James	P	Open seat	–
Donoghue, Paul	P	Quirk, Andrew	P	Open seat	–
Gerace, Nicole	E	Sarnowski, Karen	P		

P = Present    E = Excused    A = Absent    R\* = Remote – non-voting/quorum

Attorney Present – James Romer Yes

With a quorum present, the meeting was called to order at 7:16 by President Joseph Marino.

Joe emphasized the need to attend meetings or give at least a week notice if board member cannot make it to get an excused absence. Excpetions will be made for emergency situations. The need to keep discussions confidential was reiterated. The meeting minutes are published, and and the public should be pointed to the minutes to know what took place. All board members are expected to actively participate and chair a committee. We will be reviewing absences and adhering to the By-laws of a maximum of 3 absences per year.

**Correspondence:**

- Rodriguez, 111 Point Breeze Drive – Requesting repair of bulkhead and regrading of parklands around house. Need a survey to determine boundaries of parklands and owner’s property.
- Mention of construction in progress on bulkhead by Laramie Trail.
- Email from a property owner about unable to pay Easement fees due to hardship, looking to setup a payment plan.

**Motion by Jim Patton to move to Executive session, seconded by Andrew Quirk at 7:52 PM.  
Approved by acclimation**

**Move to leave Executive session by Gary Zielinski, seconded by Jim Patton at 8:02 PM.  
Approved by acclimation.**

**Motion by Rene Manzo to approve the Regular and Executive minutes of the 11/13/18 meeting, as corrected. Seconded by Jim Patton.  
9 Yea’s, 0 No’s, 0 Abstentions**

**Membership Secretary Report:**

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**Current Membership as of end of November 2018 was:**

**POA – 638 (625)**

**Double Docks – 13 (13)**

**Tenants – 14 (15)**

**Specials – 6 (7)**

**Total POA – 671 (660)**

**Total Easement – 1,584 77% (1,608)**

**(Numbers in parentheses represents 2017 numbers a year ago)**

Easement fee collections crept up to a mediocre 77% this month and are still behind last year's collections by 24 members. 2017's numbers changed from last month's reporting of 1,595 due to past collections of old accounts. At the end of this year, all accounts exceeding 2 years of past due fees will be shifted over to our collection agency for future collections. As has been pointed out in the past, we are surprised by the lackluster percentage of collections under the Easement umbrella.

Legal collections are wrapping up all cases that are outstanding with judgements or payments being obtained on the last of the cases and a new packet of larger accounts will be going out to Masessa & Cluff for processing in the beginning of 2019. All Legal Collections' Billings have been submitted by our attorney so future accounting will look more balanced with work completed in the year billed for (either fully or almost fully) in the same year.

POA membership remains high and we are looking forward to another successful year in 2019. Annual billing is being addressed with modifications to the Billing Invoice that gets sent out in January to all community members. The bill is "busy" and for many confusing and Paul is working with Tanya and Karen on revising it to be more "user friendly".

Post an Executive Committee meeting this month, Karen outlined to Tanya some areas that we plan to work on that impact her and our accounting systems with feedback from Tanya ongoing. Most of this is involving computer systems, email systems and our website communications and Tanya will be included in all by the respective committee members to insure all changes are workable and increase efficiency and ease in the office. There will be more to come in this area in the next couple of months.

**Treasurer's Report:**

**Unfinished Business:**

1. Graffiti-
2. Retaining Wall-

**Committee Reports:**

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A) Activities:

Breakfast with Santa was sold out and a huge success.

B) Beach:

Swim lane docks were measured, and alternative materials were considered for re-facing as the green AstroTurf is deteriorating and unsightly, and there is still a small amount of Beach Budget remaining. Joe and Sammie will be meeting after the new-year to begin planning the strategy for budget management of the 2019 Beach Season.

C) Boathouse:

D) Clubhouse:

The clubhouse bathrooms have been painted. All the tile floors have been cleaned with a vinegar solution to remove stains in the grout. Carpets being shampooed Tuesday 12/10/18 over winter break since there are no rentals, the back hallway, the kitchen, the boardroom and half wall in the main hall will be spackled as needed and painted as needed. The septic will be pumped before year end, we just need to get someone to dig out the septic lids.

An exterminator came and then all tables, chairs and whole clubhouse was disinfected because of the mice.

We ordered 16 new round banquet tables that are plastic like the long tables are. (possibly we can sell the old wooden ones). When we were setting up for breakfast with Santa, we found that 3 of our long banquet tables are missing so we will be replacing them also.

Grayson Construction will be finishing door in back hallway, fixing some vent holes in the basement where mice are coming in, doing some repair to the clubhouse bathroom sinks, installing the beach mirrors, and some other misc. repairs that need done-budget permitting.

We also need to purchase new vacuums. (one for rentals and one for cleaning person) The vacuum we are currently using is Tanya's because none of ours work any longer.

The heat unit for Tanya's office and bathrooms was not working properly on Saturday, Joe Ponzo looked at it and said a circuit board is burnt out. The heat company is coming on Wednesday to look at it.

We met with a contractor for the front door. Front door is a special order and vendor is working up new pricing.

E) Dam:

The grout and trash rack work were completed. Work was not able to be completed on the operator. There was discussion on the bill for mobilization of the crew. Looking to have bill

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adjusted. New proposal is 3 days of work with a dive team for \$18,950 for operator installation. We would like to have the work proposal have more detail on specific work to be done. We also need to look at new dam engineer as the current one is retiring.

The 2018 drawdown ended on December 9<sup>th</sup>.

When Diving Services attempted to close the valve in early November 2018 water continued to squirt through from the top of the plate. Three possible factors are 1. Sediment build up 2. Scouring of components 3. Plate deterioration causing failure.

It was therefore not possible to use electrical tools and another date will be set for further evaluation of the plate and to have a dive team complete the installation of the recently purchased stem and operator. They will require no ice in the Lake and a three-day window of good weather. The Easement holders are possibly looking at some substantial costs to repair or replace the original plate.

Vote required on new proposal for dive team to complete the installation of the Stem and Operator and to further assess and report on the condition of the plate, with recommendations on how best to proceed.

F) Bylaws Rules & Regs:

Notification of the new Rule / Regulation limiting motorized watercraft to (4) four per property will be sent out to all members who have (3) three or more motorized watercraft listed in the database during the first week of December. This will give those members an advance heads up prior to annual billing sent in January.

Encroachments subcommittee:

Discussion on temporary storage of floating docks on parklands in winter. Consensus of the board that this goes against recent push to clean up parklands encroachments, blocks parklands, and is a negative aesthetic.

G) Docks:

Property owner is requesting to install angle iron to install a dock as there are issues with rocks in the water, and shallowness. Looking at 6' ramp and dock 4' by 18' surrounded by dirt and grass. No concerns.

Karen spoke with two members following the Annual Budget Easement meeting; one requesting a move by current dock owner to a new location and applicant taking current owner's dock which is across from applicants' home. As per Applicant, existing dock owner is on board with this arrangement. This will be confirmed, and flip allowed if all is in agreement to allow adjacent property owner dock location for convenience and parking reasons. Second applicant described a difficult dock installation area at the easement property adjacent to his property. Karen went out to take a look and met with owner and it is in fact a very difficult area. See attached plan for decision making by the board at the board mtg.

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Dock repair work by application was only replied to by one dock owner therefore will need to take a look at all other applicants to see if they were able to get repairs done within the small window of time that the lake was down low enough in their dock location.

Arrangements have been made with Jim Schappell to survey the paper road and Parklands at Asbury Ct. for future dock assignment and the area at the north end of Pt. Breeze to set the corners of the adjacent property owner so our area of assignment is clear and adjacent property owner can shift dock over if necessary. I would like to see a graveled area installed at this location to allow "pull in" parking for assignees so as not to encumber the roadways with multiple parked cars because I believe we can get at least 3-4 docks installed in this area. Will work with Jim on this parkland improvement.

Outstanding: From November - *The last (repair) applicant is one of the two people discussed a couple of months ago that the board agreed that his dock should be reassigned to his lakefront backyard rather than taking a spot that would be assignable to any member since it is accessible parklands. I have penned a letter and am awaiting Exec's approval/comments before sending. Once this is completed the second dock owner that we also approved to reassign dock location will be notified.*

H Dredging:

Question raised as to when we can schedule the next drawdown. Thought is due to limited drawdown there was no environmental impact, also concerned about permits expiring. The Environmental committee was asked to meet and provide an opinion.

Dredging Project cancelled for this year. Permits application should be returned by December 14, 2018. I would like a decision on whether we will be lowering the lake next year for dredging by January / February. That will allow the committee plenty of time to get contractors lined up with locations to dispose of spoils. It will also be good to let the community know well in advance so they can plan for dock repairs.

I) Easement:

No report.

J) Environmental:

The original date for the Lake Shoreline and Easement Clean Up was cancelled due to the presence of snow and ice. However, a small group of Board Members and Volunteers subsequently met and removed a dozen tires and a considerable amount of garbage. The level of the Lake had risen so we were not able to access all the areas we planned to. We will have another clean-up in April and again when the Lake is lowered. Thank you to all those who volunteered and particularly Jim Jones who was crucial to the success of this clean-up by operating his truck.

We are planning to purchase a weather station, mounted on the Clubhouse, to give us more accurate weather information and to tie this in with water quality testing and times when we have algae blooms.

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**K) Executive:**

Executive meeting was held last week and discussed the following:

- Pest problems in clubhouse, Tanya is getting an exterminator and hopefully a cleaning crew in.
- Trustee's attendance to board meetings, staying for the duration of the meeting, getting more involved on committees
- Better practice of decisions being made through the board and not at the committee level
- Website Portal Login
- Financial Package prior to Budget Meetings and having Past Due Easement numbers for the public meetings
- Dam Repairs
- Notification to members on limitation of 4 power boats per property
- Improvement to Billing Format
- Getting a QuickBooks expert on board to improve that database
- Pre-buys in December
- Regular scheduled meetings prior to Board Meetings
- Documentation of the bidding process
- Drone Purchase
- Committees submitting request for budget increases earlier in the year

**L) Insurance:**

**M) Legal:**

**N) Master Plan:**

No report

**O) Parklands:**

**O1) Encroachments**

Carry-Over from last month: The committee also discussed and would like to have approval for a rule that allows for the temporary storage during the off-season months of floating docks on parklands at assigned dock area. We want to support people using floating docks because we believe that they are better for the lake: they will not end up on the lake bottom or breaking apart during the winter and littering the lake bottom. They generally are more aesthetically pleasing and tend to be better cared for due to the investment that a DO makes in them.

Now that there is a budget for this committee, the committee will be developing a plan of action for board approval in the next months.

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A lot on Lake Shore that provides access down to the lake will be staked by J. Schappell in the upcoming weeks. He had used this area for access on surveying of a nearby lot required for Legal work and will be able to fully survey it for staking at a minimal cost. The committee will discuss how we want to let the public know about this area.

**P) Publicity & Public Relations:**

No news this month.

**Q) Security:**

Security is looking into purchasing a drone with remaining funds from 2018 budget. Eric and Joe are investigating the licensing/permitting required for a drone to be used for a not-for profit entity.

**R) West Milford Lakes Association:**

No reports

**S) Weeds:**

Waiting for responses to RFPs for weed control and water quality monitoring. Will review with environmental committee when available.

**T) Ad Hoc Committees:**

- 1. Storm Drain:** The township has not notified us of work commencing and Julia Held was going down to the Engineering dept and was going to ask about it. I will get more info for board meeting.
- 2. Bulkhead:** Bulkhead Committee met with "Walls and patios" for input regarding material type and past experience with DEP.

Their opinion is that concrete forms (mafia blocks) is the best and most cost-efficient method for bulkhead repair. Committee discussion yielded a consensus that the aesthetic of mafia blocks would make it an unattractive option for Upper Greenwood Lake.

Potential video-taping of current state of bulkheads was prevented by quick freeze of lake.

**NEW BUSINESS:**

**Motion to adjourn the meeting by Jim Patton at 9:05 PM. Seconded by Rene Manzo.  
Approved by acclimation.**

Respectfully Submitted by Paul T. Donoghue