

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
January 8, 2019**

Attendance

Abbruzzese, Michael	P	Grala, Edward	E	Sarnowski, Shelby	P
Becker, Heather	E	Jones, Jim	P	Veninger, John	P
Colnaghi, Warren	A	Manzo, Rene	E	Zielinski, Gary	P
Culhane, Margie	E	Marino, Joseph	P	Zemsky, Eric	P
Decina, Dennis	P	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

Public Easement Committee meeting:

Started at 7:02 PM chaired by Joe Marino

- Mr. Alex Cooper of 661 Lake Shore drive discussed his cutting down of a tree on UGLPOA parklands. Jim Jones from the Board had stopped by during the tree cutting and asked the tree company to stop cutting the tree on UGL parklands. The tree company initially stopped work but returned latter to finish cutting the tree. It was pointed out that the parklands property had been surveyed on 10/1/18 and the corners flagged and staked. The board needs to decide what the next steps are.
- Several members from the Moe Mountain Fishing Club were present to discuss their concerns about the recent rule limiting the registration of powered watercraft to four per property. Their club president, Mr. Dave Surman, 295 Ridge Rd. acted as their spokesperson. They have multiple owners on several undeveloped properties and requested to be able to continue registering eight boats on one property, and six on another. The board said it would discuss their input during the regular board meeting and get back to them.

With a quorum present, the meeting was called to order at 7:54 by President Joe Marino.

Correspondence:

None of note

Motion to approve the regular and executive minutes of December 11th, 2018 meeting as corrected, by Jim Patton, seconded by Dennis Decina.

10 Yea's, 0 No's, 1 Abstentions

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Membership Secretary Report:

Current Membership as of end of December 2018 was:

POA – 638 (625)

Double Docks – 13 (13)

Tenants – 14 (15)

Specials – 6 (7)

Total POA – 671 (660)

Total Easement –1,596 (1,615)

(Numbers in parentheses represents 2017 numbers a year ago)

Motion to renew POA special membership for all 2018 specials who are current with payments and do not have outstanding encroachments by Paul Donoghue, seconded by Karen Srenowsik

11 Yea's, 0 No's, 0 Abstentions

Treasurer's Report:

Shulman Black sent us an engagement letter for their upcoming work on the 2018 audit/financial report. Nicole reviewed the engagement letter, which is identical to previous years except for the increase in their retainer fee. As previously discussed, their fee has increased from \$4,500 to \$5,000 (split 70/30 between easement and POA). Nicole recommend we approve the retainer agreement and move forward with their audit and tax prep services.

Motion to approve contract for \$5,000.00 to engage Shulman and Black accounting firm as outside auditors and to prepare tax returns by Paul Donoghue, seconded by Jim Paton

11Yea's, 0 No's, 0 Abstentions

Motion to approve December 2018 financial reports as presented by Jim Patton, seconded by Andrew Quirk.

11Yea's, 0 No's, 0 Abstentions

Treasurer's goal is to move all POA funds currently on deposit with Lakeland Bank to Columbia Bank by first quarter's end. Nicole asked Tanya to start with a \$100,000 transfer from our Lakeland Account to the Columbia account this week. This will enable us to complete the necessary payroll/automatic deductions, check orders etc. prior to transferring the balance of the funds in Lakeland and closing out the Lakeland account.

Nicole put in a few calls to financial advisers and thinks it is in the Association's best interest to retain a professional to guide us with investments. The public has also expressed interest in going this route. My goal is to have a financial adviser retained by the end of the first quarter. I am particularly interested in The Levy Tebeloff Group as they have substantial experience

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working with POA/HOAs. Allen Levy has offered to come speak to the board regarding our investment options.

Payroll was over both for easement and POA. Part of this was due to Tanya's raise effective 1/1/18. We need closer oversight on payroll for this upcoming year.

Easement

- Total current year easement fee payments came in at 78%, which is just slightly down from last year (79%/\$4,000). Total easement income is at 97%.
- Our overall spend was 79% for the year.
- We still need to collect outstanding firehouse income. I was told payments would be mailed it, but there are still some outstanding payments. I will work with Tanya to collect all past due amounts for the firehouse by next month.
- We earned nearly \$4,000 in interest income this year, nearly \$3,600 from the Raymond James CD.

POA

- We are at 102% collection of POA membership dues, which is slightly up from last year due to increased membership.
- POA payroll is up nearly 10k from previous years. As mentioned above, I intend on completing an analysis of POA payroll during Q2. An understanding of exactly where payroll is going (projects, beach time, etc.) is important for planning future budgets/projects.
- Due to clubhouse repairs, the total capital improvement fund is down \$7,942. I'd like to keep a close eye on this fund, revisit the capital improvement schedule, and perhaps discuss a budget change for 2020 this year

Unfinished Business:

Committee Reports:

A) Activities:

Next event is Comedy Night on February 16th

B) Beach:

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Large rubber mats were purchased for installation on the walls of the swim lane docks. This will hopefully provide aesthetic and functional benefits over the green astroturf that is desperate need of replacement. Installation should take place in early Spring.

Joe Marino will be meeting with the Beach Manager Sammie to map out the 2019 Beach Season plan, and draft a more formal Staff Manual with operating procedures, roles & responsibilities, etc.

C) Boathouse:

All boats/PWCs are in and I met with a few people over the past couple months so they could gain access to work on their boats. I am following up on a few outstanding payments that I don't believe came in yet. All storage fees should be paid in full by next month.

D) Clubhouse:

Received a bid for \$4,000 to replace the front door.
Not sure if the HVAC duct for the office is working, need to have checked.
The carpets were shampooed, painted hallway below chair rail.
We are selling the old tables for \$10 each, any remaining will be disposed of.

E) Dam:

Joe and Andrew have asked Diving Services to give a more detailed explanation of their November proposal to install the gate mechanism parts that we purchased and received last year. We were advised by their CEO that is all they have. We will need to draft an agreement with more detail. Water has been flowing over the spillway and concrete bowl since before Christmas and the Lake is currently 6 inches above crest.

F) Bylaws Rules & Regs:

Notification was sent to all properties who had three or more registered boats in 2018 of the new rule limiting registration to four powered water craft per property.

G) Docks:

Mike Abbruzzese will assist with docks.

H) Dredging:

Will be following up with Houser to see what the holdup is on the permits.

I) Easement:

J) Environmental:

The Committee is preparing for a meeting on Jan 30th with Keri Green from the New Jersey Highlands Council to discuss our proposed update of the Lake Management Plan.

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The Committee decided to research the impact of powered boats on the Environment and also on Recreational Safety and satisfaction as it related to the maximum number of boats that the Lake could tolerate. UGL is 400 acres but the actual recreational use area is considerably less, say maybe 300 acres. It is recommended that the Board perform a count of powered boats at docks and on the lake on various dates during the summer, and take in to account how many stickers are mailed each year to come up with a "Boat Count" and a "Boating Recreational Activity Survey". From other Lake studies it can be assumed that on a summer weekend 30-40% of powered boats may be on the Lake and on Holiday weekends that percentage may rise to 60. The Florida Dep. of Environmental Protection and the New York State Office of Parks and Recreation have looked into recommendations for maximum numbers of boats and are listed below.

Powerboat with less than 10 hp, 5-10 acres per boat.

Unlimited hp boats 10-20 acres per boat FL if Lake is greater than 600 acres, NY 6 -8 acres per boat per boat.

Sailboat 20-50 acres per boat in FL, 6-8 in NY.

Water Skiing 20 to 50 acres per boat

Row boats, kayaks, FL canoes 5 acres per boat, NY 1 acre per boat

Anchored fishing boat .5 acres per boat.

Trolling fishing boat 1 acre per boat.

The Committee will continue to investigate other studies and sources, but the implications of the above data gives cause for concern. The studies seem more related to lake safety than Environmental concerns so hopefully we can find more appropriate publications. Planned Lake communities have been known to require 40 acres per powered boat, but if we use the New York standard our 300-acre Lake can tolerate 50 powered boats (300 acres/6).

K) Legal:

No report.

L) Master Plan:

No report.

M) Parklands:

Report of an oil leak and new septic at 414 Warwick Tpke, no parklands there.

Encroachments subcommittee:

The committee met on January 3rd. Working on request for proposal (RFP) for management firm to assist. As a result of the letter sent regarding parklands encroachments last year, some home owners did not respond, and some removed, items then subsequently put back the encroachments. We plan to track encroachments by block and lot.

N) Publicity & Public Relations:

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No report.

O) Security:

A drone was purchased for use by multiple committees. Joe Marino will be securing a license and registration for compliant flight.

P) West Milford Lakes Association:

No meetings to report on.

Q) Weeds:

Waiting on competitive bids.

R) Ad Hoc Committees:

1. **Storm Drain:** No update from Township
2. **Bulkhead:**

NEW BUSINESS:

- It was suggested we include a summary of key rules and regulations with the annual billing
- We plan to separate the bill and information sheet to provide a cleaner and easier to read bill.
- Jim Patton is going to request Oleg provide usage statistics for the website.
- A weather station was purchased for the clubhouse.

**Motion to adjourn at 9:20 PM by Jim Patton, seconded by Shelby Sarnowski
Approved by acclimation.**

Respectfully Submitted by Paul T. Donoghue