

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
February 19, 2019**

Attendance

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

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

Attorney Present – James Romer No

With a quorum present, the meeting was called to order at: 7:20 PM by President Joseph Marino.

Joe advised the board that if you are going to be absent, you need to notify the Secretary with sufficient advance notice. Repeated absences will be reviewed. Joe also emphasized the need for confidentiality of board discussions, and with documents handed out. The approved minutes and financials are the official record of the Board. Approved minutes can be obtained on the website, and Easement holders can also get a copy by contacting the office. Monthly unaudited financial statements for the Easement and POA can be obtained by contacting the office.

**Motion to approve January 8th, 2019 regular meeting minutes as corrected by Jim Patton, seconded by Margie Culhane.
9 Yea's, 0 No's, 3 Abstentions**

**Motion to approve the January 8th, 2019 Executive meeting minutes by Jim Patton, seconded by Margie Culhane.
10 Yea's, 0 No's, 2 Abstentions**

**Motion to move to Executive session at 8:36 PM by Jim Paton, seconded by Nicole Gerace.
Approved by acclamation.**

**Motion to leave Executive session at 9:15 PM by Jim Jones, seconded by Jim Patton.
Approved by acclamation.**

Correspondence:

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
February 19, 2019**

A line of credit was established with Kuiken Brothers Co. Inc. John Veninger suggested we have an approved mechanism to order materials through the office.

- We are expecting the West Milford volunteer of the year award nomination soon, if we are interested in nominating someone from the community.
- Report on tree needing to be taken down from Polonez. Jim Jones will have removed.
- Report on issues with two trees needing work at 129 and 125 Point Breeze. Jim Jones will look at.

Membership Secretary Report:

Current Membership as of end of January 2019 was:

POA – 8 (75)

Double Docks – 1 (1)

Tenants – 0 (0)

Specials – 0 (0)

Total POA – 9 (76)

Total Easement – 20 (221)

(Numbers in parentheses represents 2018 numbers a year ago)

Annual bills were sent out later this year due to heavy modifications made to the annual bill to make it easier to follow and clearer on billing specifics and ensuring that all past membership issues were separated from the batch mailing before being mailed. Past membership issue Property Owners' invoicing is slowly being released and is in progress with individualized letters accompanying billing. These PO's due date is being extended to later than 3/1 and is adjusted with the send date.

Attachments to the bills included an upcoming Activities Schedule, Reminders to members (both new and old) of specific Rules & Regs that seem to frequently get broken and cause future issues for both the PO and the Board.

No comments on membership numbers since we are just receiving payments. Please remember this is a very busy time for the office and if you are in need of something specific from Tanya please plan and give her extra time to get it done.

Also, in the last month there was an extreme effort made to do scanning of old records and clear the files of paperwork. This is tedious work with sorting thru, removing paper clips and staples, actual scanning and saving in the computer. There were three college students working for many hours on this and a huge dent was made in our paper files. This work will most likely impact the part-time hours for the year, and we need to keep that in mind in the future.

Treasurer's Report:

Commentary for January 2019 Financials:

General

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
February 19, 2019**

- The Shulman Black engagement letter for their upcoming work on the 2018 audit/financial report was signed and returned.
- We have transferred \$100,000 from our Lakeland Account to the Columbia account this week enabling 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.
- Financial adviser Allen Levy from The Levy Tebeloff Group is coming to our March meeting to address the board regarding our investment options/strategy. Please come prepared with any questions you may have for him regarding investments.

Easement

- Total current year easement fee payments came in at only 1%, due to a delay in sending out bills.
- Net past year collections total \$23,192.34.
- First quarter taxes were paid, bringing us to 24%.

POA

- We are only at about 1% collection of POA membership dues as well for the same reason.
- Beach expense is showing negative as a result of t-shirt sales of \$73.07.
- First quarter taxes were paid, bringing us to 23%.

Motion to approve January 2019 financials as presented by Paul Donoghue, seconded by Jim Patton.

13 Yea's, 0 No's, 0 Abstentions

Unfinished Business:

1. Storm Drain: See Below for copy of report rec'd KS 02.05.19
2. Bulkhead:
3. Call received from Moe Mt. Fishing Club asking to delay implementing rule of a maximum of four registered power boats per Easement property. After discussion, board decided no change.

Storm Drain Report Copied from WM Township Engineering Div.

INTEROFFICE MEMORANDUM

TO: File

FROM: Bob Rieder, Drafting Technician

DATE: February 5, 2019

SUBJECT: Sediment Control Retrofit Program
Fourth Quarter Report 2018

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
February 19, 2019**

The following list represents the major activities and information pertaining to the Sediment Control Retrofit Program during the fourth quarter of 2018:

1. Due to the onset of winter weather, the 2018 program was postponed until more favorable weather conditions permit construction. The sedimentation structures were delivered to the Upper Greenwood Lake Department of Public Works Depot for storage. Construction of this year's installment will be completed in-house by the Department of Public Works. The 2018 program intends to retrofit Priority "B" outfalls #18.004, #27.006 and #29.061 at Lake Shore Drive near Lee Court, Lake Shore Drive opposite Mapleshade Road and Warwick Turnpike near the Greenwood Baptist Church, respectively.
2. The Department of Public Works received no sediment basin cleaning requests from the UGLPOA during the fourth quarter of 2018.
3. The third quarter 2018 activity report was prepared and submitted to involved UGLPOA and Township representatives.

COPY / EMAIL: JULIA HELD, UGLPOA

KAREN SARNOWSKI, UGLPOA

ANTOINETTE BATTAGLIA, TOWNSHIP CLERK

FRED SEMRAU, TOWNSHIP ATTORNEY

ED STEINES, DIRECTOR OF PUBLIC WORKS

KIRK BAKKER, PUBLIC WORKS INSPECTOR

ERIC MILLER, SUPERVISING ENGINEERING AIDE

Committee Reports:

A) Activities:

Feb. 16th: Comedy Night

Feb. 22nd: Family Fun Night. Movie at clubhouse. Hotel Transylvania 3.

B) Beach:

The Beach Chair will be meeting with the beach manager at the end of February to plan the coming season. Bird netting will need to be installed in early spring to ensure we are in compliance for the Board of Health inspection

C) Boathouse:

D) Clubhouse:

Plumber is working on heating system. One circuit board was fried. Need to check for proper grounding for lightning. We have had several security cameras fried. We need to have electrician check. It was also suggested that we have Rockland Electric check the power connection feed and grounding. Still working to fix the heat in the office. There is a problem with the program not working properly.

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
February 19, 2019**

Received three bids for replacement of the front door with a commercial grade door. \$20,445 from Westervelt Glass, \$15,880 from Dwayne's Glass, and \$15,202 from Crystal Clear Glass. Gary recommended Crystal Clear Glass. There will be an additional \$800 needed to finish the trim after the door is replaced.

Motion to approve a not to exceed \$16,500 for door and trim by Paul Donoghue, seconded by Jim Paton.

13 Yea's, 0 No's, 0 Abstentions

E) Dam:

We received a bid for \$18,950 to finish the work on the dam from Diving Services Incorporated. Joe put together a standard form contract to be used for projects. It needs Board input, and then to be reviewed by our attorney.

F) Bylaws Rules & Regs:

The Bylaws committee met on 1/22/19 to review priorities for the year. The following were established as most pressing:

1. Implement an Alternative Dispute Resolution (ADR) process. Chris Miller from Jim Romer's office provided a sample to work from.
2. Rule prohibiting parking boats at bulkheads.
3. Double docks.
4. Remove references to private roads from Rules & Regulations.
5. General review of Rules & Regulations with an emphasis on cleaning them up.

G) Docks:

Letters being sent to recorded owners of docks that have not paid for their docks. In some cases, we believe that these are properties that may be imminently going into foreclosure. Anyone with a dock in a publicly accessible area is being informed that they no longer have an assigned space and to remove their dock with a letter with their annual invoice. Plan to begin dock assigning as soon as weather is conducive. Working on requested flipping of current dock member.

H) Dredging:

Permit has been received! The Committee expected the permits to be released on or about December 14, 2018. This was delayed due to DEP requiring a mitigation plan for each access area requiring POA to replant in riparian areas that will be disturbed. Now that the plans are completed and permit has been obtained, dredging meetings will pick back up. If the board agrees, The Committee will lower the lake this coming fall and plan to dredge next winter. Coordination between Environmental and Dredging will be important as this past lowering showed that some of the area's will still have a few inches of water at max lowering depth. The Committee will need to either do a fish salvage or build coffer dams.

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
February 19, 2019**

Discussion on lowering the lake this year for dredging. Need to get input from the Environmental committee.

There is the possibility of obtaining grant funding from the Highlands Council for water quality management planning.

We have limited time remaining on our bulkhead permits.

I) Easement:

J) Environmental:

A permit for Canada Goose egg addling has been obtained for 2019.

The Committee had a productive meeting with Keri Green, Science Manager, Highlands Council, who advised us on, and will help steer us through, the process of conducting a Watershed Implementation Plan.

K) Legal:

L) Master Plan:

No Report

M) Parklands:

Discussion on need to fix the flagpole recently installed on the island by Warwick Tpke.

Encroachments subcommittee:

Coupled with Dock Issues and as mentioned under Membership, letters drafted to be sent with Annual Invoices for PO's who had received letters last summer regarding installed private beaches on Parklands. Notification of the Association's plan for beach removal and restoration to natural substrate (grass is planned for all areas but the committee will need to see when work is done if that is the most feasible restoration at that time and act accordingly) at these properties and included in the letter notice of a future survey of the area to be completed and instructions to remove their existing docks. Those PO's have not been offered POA membership for 2019 and this was also conveyed. There are two PO's that rec'd these letters and please note that there was no communication to the association after being sent the letter to remove the beach last year. One other PO is being notified of a survey and beach removal/restoration as per PO's claim that beach was existing when property was purchased. An additional PO that we have already told we would be removing beach/restoration work also notified of pending work set for the coming season. One PO has been in contact with us and we are still working on his removing and restoring beach area and moving a second dock location. One other PO's issue is still being worked on.

The survey work will include adjacent areas because properties are in same general area and the committee plan is to eventually have surveys of all Parklands therefore it makes sense to do the adjacent areas at this time to keep the overall surveying costs lower.

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
February 19, 2019**

Letters sent or sending this week, to PO's that have built on parklands or destroyed parklands' tree growth. Advised that 2019 membership is currently not being offered and docks are to be removed and Easement fees paid.

The committee is breaking into 2 person teams to visually survey Parklands for motorized boat parking and ongoing / regular auto parking. We will be sending letters to all those noted by survey, reiterating the contents of the letter sent to all PO's in late October. Any other items noted in these areas (roadside adjacent to Parklands) will also be noted by the surveyors. Future visual surveying work will also be completed by drone once all licensing is completed for drone use.

We will be putting out a RFP to Property Management companies hopefully no later than June

N) Publicity & Public Relations:

Jim Patton has access to Google analytics for the website. There have been 7,500 hits to the website over the last 12 months. 83% were new or 1-time use. 16% were return users. Average time spent on the website is 2 ½ minutes. Usage is much higher in the summer months with 2/3 from early May to September.

O) Security:

Security Chair to meet with Head Security Guard in early March to plan for 2019 season. Drone Registration has been submitted, awaiting pilot course scheduling.

P) West Milford Lakes Association:

WMLA does not meet during the Winter.

NJCOLA have made a second request that we complete the Member Survey. Board discussed and decided not to participate.

Q) Weeds:

Reviewed weed management proposals with environmental committee members. We received two bids, other companies did not respond. One bid was higher than the existing vendor. It was recommended that we continue with Aquatic Analysts.

Motion to approve \$13,000 contract with Aquatic Analysts by Jim Patton, seconded by Dennis Decina.

13 Yea's, 0 No's, 0 Abstentions

R) Ad Hoc Committees:

NEW BUSINESS:

- New Jersey is having a free sapling tree giveaway for individuals. Going to check if we can get free trees.

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
February 19, 2019**

**Motion to adjourn at 9:19 PM by Jim Patton, seconded by Nicole Gerace.
Approved by acclamation.**

Respectfully Submitted by Paul T. Donoghue