

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES Regular Meeting Minutes
January 10, 2023**

Attendance

Becker, Heather	P	Gianniotis, Terry	P	Sarnowski, Karen	P
Culhane, Margie	P	Jones, Jim	P	Tonnessen, Linda	P
Cytowicz, Will	P	Manzo, Rene	P	Zielinski, Gary	P
Donoghue, Paul	P	Morrison, Debra	P		
Engleman, Lauren	E	Nicosia, Jessica	E	Open seat	
Grayson, Doug	P	Nietzer, Laura	P	Open seat	
Giannantonio, Anthony	P	Quirk, Andrew	P	Open seat	

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

Attorney Present – Chris Miller via telephone

Public Session:

1. Alexey Kuklov, 661 Lakeshore Drive, came to discuss dead branches and dying ash trees that need to be removed from parklands adjacent to his property. Jim Jones will respond.
2. Linda Tonnessen introduced and presented herself as a candidate for appointment to the Board. The board agreed to discuss and thanked her for coming and answering their questions.

With a quorum present, the meeting was called to order at 6:41pm by President Terry Gianniotis.

Terry announced that Selena Pyne and Kylie Klimek have resigned from the board. She expressed the Board’s appreciation for their time and contributions.

Terry welcomed Will Cytowicz, who was appointed to the Board at the December 2022 meeting. Many know Will from his many volunteer hours on Security, Beach, Activities, and many more.

Discussion of garbage being left in the Clubhouse. Going forward the options are 1. Remove the garbage to the dumpster, 2. Take the garbage with you to dispose at home, or 3. Hire someone to take of the garbage for your event.

There was a request to have the Clubhouse carpet cleaned during January when rentals and events are slow.

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Keys – Terry is creating a master spreadsheet to track keys and asks everyone to report what they have. Also looking into installing a lockbox for storing keys.

February board meeting – the board voted to move the next meeting to February 21st in order to not compete with Valentine’s Day events.

A motion was made at 7:00pm to move to Executive Session by Paul Donoghue, seconded by Laura Nietzer.

In Favor 13 Abstentions 0 Opposed 0

A motion was made at 7:08pm to exit Executive Session by Paul Donoghue, seconded by Karen Sarnowski.

In Favor 13 Abstentions 0 Opposed 0

A motion was made at 7:20pm to move to Executive Session by Will Cytowicz, seconded by Laura Nietzer.

In Favor 13 Abstentions 0 Opposed 0

A motion was made at 7:23 to exit Executive Session by Will Cytowicz, seconded by Karen Sarnowski.

In Favor 13 Abstentions 0 Opposed 0

A motion was made at 7:34pm to appoint Linda Tonnessen to the Board of Directors to fill the open seat expiring in 2024 that was Shelby Sarnowski by Paul Donoghue, seconded by Laura Nietzer.

In Favor 12 Abstentions 1 Opposed 0

A motion was made at 7:46pm to approve the December 2022 Regular Meeting Minutes as corrected and Executive Session Minutes by Karen Sarnowski, seconded by Anthony Giannantonio.

In Favor 8 Abstentions 4 Opposed 0

Correspondence:

1. Lisa Alvarado request for Airbnb approval
2. Alexey Kuklov email re tree issues from June

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Membership Secretary Report:

Current Membership as of end of December 2022 (compared to 2021 numbers in parentheses)

POA – 756 (715)

Double Docks – 10 (10)

Tenants – 9 (19)

Specials – 10 (11)

Total POA – 785 (755)

Total Easement – 1641 (1618) – Easement Only – 856 (863)

We ended our year with some very solid numbers and with a strong Easement Collection Rate of 81% for on time (Year basis) payments. Our total collection rate is a bit different in that it includes the collection of past due amounts, either through recent property sales, collection efforts, or a household now wanting to use the lake for beach or to have a dock and they paid up past dues to become a member of the POA. This rate was at 102.93%

Our collections of past due Easement Fees were at a high mark of \$102,070.57. Last year's past due collections ended with \$104,366, so we were just a bit behind that high mark. As has been said in the recent past, our assertion of this value falling substantially since the past couple of years we have collected remarkable amounts of past monies owed continues to not be the case, and going forward it is something to keep in the back of our minds, but we will not continue the expectation until the numbers trend downward over a period of years.

Management Software Update:

No progress this month due to the holidays and everyone's schedules were all over the place, but we are already looking to meet up again with Steve and let him see our data and how we utilize it as well as working on a list of items that are must haves, prefer to haves, could live without with some workarounds, or could lose with no issue to score what we have now and what we could work with in the future.

Foresee at least one meeting with the group and hopefully a demo or two of software in the upcoming month.

Will keep the board informed as we continue down this path.

Thus, the usual Invoices will be going out for 2023. They should be going out beginning end of next week and the following week.

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Lauren wrote up a short flyer that we will be including for Social Media contacts for Facebook, Instagram and Email info. She was the only board member to present anything for inserting into the billing.

Part-time Office Admin Assistant:

Exec is already working on this task and will continue through the month and most likely into February to find the perfect person to assist in the office on a regular basis.

A motion was made at 7:10pm to approve all specials from last year who are current in their payments and are also in good standing for special membership in 2023. Any additional specials for 2023 will require board review and approval, by Paul Donoghue, seconded by Will Cytowicz.

In Favor 13 Abstentions 0 Opposed 0

Treasurer's Report:

A motion was made at 7:17pm to approve Schulman and Black CPA as auditors for the 2022 financials and to approve the audit letter and contract for a fee of \$6,000. The cost will be split between the easement and POA 70/30, by Paul Donoghue, seconded by Karen Sarnowski.

In Favor 13 Abstentions 0 Opposed 0

Committee Reports:

A) Activities: Heather Becker no report

B) Beach: no chair no report

C) Boathouse: Doug Grayson no report

D) Clubhouse: Gary Zielinski and Anthony Giannantonio no report

E) Dam: Andrew Quirk no report

F) Bylaws, Rules & Regs: Paul Donoghue no report

G) Docks: Karen Sarnowski no report

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H) Dredging: no chair no report

I) Easement: Terry Gianniotis no report

J) Entertainment: no chair no report

K) Environmental: Andrew Quirk

The American Rescue Fund Act provided Lake Hopatcong and Greenwood Lake \$1million each for water quality protection. Unfortunately for UGL, money can only be awarded to publicly accessible lakes in NJ.

There have been several reports of a mink and bald eagles catching fish from areas of the Lake that have not frozen.

L) Insurance: Debra Morrison no report

M) Legal: Paul Donoghue CONFIDENTIAL FOR EXECUTIVE SESSION

N) Master Plan: Paul Donoghue no report

O) Parklands: Jim Jones no report

Bulkheads: Heather Becker

Encroachments:

P) Publicity & Public Relations: Lauren Engleman

Routine Email Procedure:

- notices/announcements due to me by the Board meeting - drafted with all info you would like included and presented as you would like them to appear.
- meeting will be the last call for announcements
- email draft will be compiled Wed
- draft sent to execs by Thurs
- draft sent to Tanya by Friday to be sent to members

Other one-off emails can go out through the month as timely reminders for events that are happening, deadlines, ticket sales, etc.

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UGL Email Address: I have one @uglpoa email address available, if you would like it for your committee, please let me know.

Mailing insert:



Q) Security: Laura Nietzer no report

R) Stumps: Jim Jones no report

S) Weeds: Rene Manzo

Spoke with a contractor about electrical service but have yet to meet. Opened a construction account with Rockland Electric.

T) West Milford Lakes Association: Andrew Quirk, representative
No winter meeting held.

NJCOLA: No meeting.

Due to February 14th being a holiday, the board meeting will be held on Tuesday, February 21, 2023 at 6:30pm.

A motion to adjourn was made at 8:35pm by Paul Donoghue, seconded by Laura Nietzer. Approved by acclamation.

Respectfully submitted,
Margie Culhane, Secretary