

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION  
BOARD OF TRUSTEES Regular Meeting Minutes  
January 14, 2025**

**Attendance**

Burr, Rob	P	Gianniotis, Terry	E	Nicosia, Jessica lv 8:30	P
Culhane, Margie	P	Goebel, Emma	E	Nietzer, Laura	P
Cytowicz, Will	P	Grayson, Doug	P	Quirk, Andrew	E
Decina, Dennis	E	Hartig, Jason	P	Sarnowski, Karen	P
Denistran, Michele	P	Jones, Jim	E	Smith, Don	P
Ezratty, Steven	P	Lizotte, Travis	P	Tonnessen, Linda	P
Giannantonio, Anthony	P	Manzo, Rene	P	-----	

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

Attorney Present – James Romer Y/N

With a quorum present, the meeting was called to order at 6:39pm by Doug Grayson.

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A motion was made to approve the December Regular Meeting and Executive Session Minutes as corrected at 6:42pm by Margie Culhane, seconded by Travis Lizotte.

In Favor      10      Opposed      0      Abstentions      3  
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**Treasurer's Report:**

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A motion was made to approve the December financials at 6:40pm by Jessica Nicosia, seconded by Anthony Giannantonio.

In Favor      12      Opposed      0      Abstentions      1  
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A motion was made at 6:51pm by Jessica Nicosia, seconded by Laura Nietzer to make the following journal entries in the Easement budget:

**Easement**

Utilities overage of \$2620.20 will be paid from General Fund  
Insurance overage of \$5257.01 paid from General Fund  
Weed control overage of \$185 to be paid from contingency budget.  
Barge maintenance overage of \$70.39 to be paid from contingency budget  
Parkland/Tree removal overage of \$2,200 to be paid from Stumps/Trees sinking Fund

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Payroll (FT employee) overage of \$973 to be paid from the PT employee payroll  
Mailing, Printing & Postage overage of \$1387.53 to be paid from Office expenses  
Legal for minor actions overage of \$651.35 to be paid from contingency budget.

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In Favor     13     Opposed     0     Abstentions   0  
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A motion was made at 6:52pm by Jessica Nicosia, seconded by Karen Sarnowski to make the following journal entries in the POA budget:

Accounting overage of \$300 paid from General fund  
\$134.74 overage from Office paid from Membership expense  
\$1,939.92 overage in Clubhouse paid from General fund  
\$2002.87 overage in utilities paid from General Fund  
\$1294.65 overage in Admin payroll and \$743.96 overage in PT Employee payroll from the PT employee line item  
\$1842.84 overage in steward payroll will be covered by the General fund, which increased by \$7K+ from more CH rentals than expected.

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In Favor     13     Opposed     0     Abstentions   0  
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**Membership Secretary Report:**

<b>Membership Numbers: December</b>	<b>2024</b>	<b>2023</b>	<b>Difference</b>
POA Members	784	759	+16
Double dock	7	10	
<b>Total POA</b>	<b>791</b>	<b>769</b>	<b>+13</b>
Tenants (Renters)	14	15	
Specials	8	8	
<b>Total Tenants &amp; Specials</b>	<b>22</b>	<b>23</b>	
<b>Total POA, TEN, SPC</b>	<b>813</b>	<b>792</b>	<b>+21</b>
<b>Total Easement</b>	<b>1566</b>	<b>1538</b>	<b>+28</b>

**Correspondence:**

1. Marcela Duncan, 18 Goshen Road, notice of STR.
2. Steve Styles, 51 Witte Road, request that we remove leaf debris in the lake in front of his home. Referred to Dredging Committee.
3. Elisa Kipperman, 655 Lakeshore Drive, site plan and survey for proposed additions, no work on parklands.

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A motion was made at 7:08pm to enter Executive Session by Laura Nietzer, seconded by Karen Sarnowski.      In Favor 13    Abstentions 0    Opposed 0

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A motion was made at 7:10pm to exit Executive Session by Anthony Giannantonio, seconded by Rob Burr.      In Favor 15    Abstentions 0    Opposed 0

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**Committee Reports:**

A) Activities: Linda Tonnessen

Updated calendar for 2025 is now on the website.

D) Clubhouse: Anthony Giannantonio

The Clubhouse Committee is proud to welcome Don Smith to the committee.

Clubhouse rental revenue exceeded our 2024 budget by \$7,350. Thank you to the office staff and our steward and cleaning staff for making this an excellent year for clubhouse rentals. We have additional improvements already planned for 2025.

F) Bylaws, Rules & Regs: Laura Nietzer, Acting Chair

The Code of Conduct was reviewed for proposed updates.

M) IT: Steve Ezratty

- TV Connectivity Repaired
- WIFI Upgrade scheduled for Wednesday Jan 22. Steve will update office and TV, Doug will update cameras
- Steve and Tanya will be onsite during upgrade
- Steve obtained New Website Hosting. Current and New sites will be active for one year for purposes of reference.
- Over 35 pages completed
- Site Reorganization Complete
- SSL (Security) Enabled
- Illegal Login Detection Enabled
- Removal of unsecured plug ins
- Back Up enabled
- Preview in progress by Tanya, Emma, Terry, and Doug
- New site almost ready for testing, to be shown to the Board at meeting Tuesday.
- Seven forms created
- Outstanding items include:
  - o Form Testing

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- o Square Connection for credit card processing
- o Transfer of Domain Names
- o Creation of email per officer functionality
- o Custom Form Notifications per Officer

Steve gave a video preview to the Board on the new website and its functions.

N) Legal: Terry Gianniotis – The Annual Report has been given to our attorney for review.

O) Master Plan: Rob Burr

Table of contents with confirmation of approved committee submissions was shared with the Board. The Committee is pleased that we met our bylaw obligation in 2024 by getting it this far. Looking forward to additions to it this year.

P) Publicity & Public Relations: Emma Goebel

Results of the recent geese cull survey: we had 180 responses, 87% yes.

Q) Security: Laura Nietzer

Reminder that NJ State law requires vehicles on ice to be registered and insured, those over 17 must wear life jacket and helmet, and 14-17 on kid quads still have to follow above. Two -wheelers are prohibited, and if you see unsafe practices, call the WMPD (not the office). Use the buddy system.

S) Weeds: Rene Manzo

Ice and snow coverage should help out with the weeds this spring. Will review the weeds contract with the environmental committee and board along with recommendations when available.

T) Ad Hoc Committees:

West Milford Lakes Association: Andrew Quirk, representative

No meeting this month.

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**A motion to adjourn was made at 8:11pm by Anthony Giannantonio, approved by acclamation.**  
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Respectfully submitted,  
Margie Culhane, Secretary