

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES Regular Meeting Minutes
February 21, 2023**

Attendance

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

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

Attorney Present – James Romer Y/N

With a quorum present, the meeting was called to order at 6:46pm by President Terry Gianniotis.

Fireworks date was set for August 26th with a rain date of September 2nd.

The hot dog roast on the beach will be August 19th.

The Fishing Derby will be June 25th.

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

In Favor 10 Abstentions 0 Opposed 0

A motion was made at 7:50pm to exit Executive Session by Paul Donoghue, seconded by Anthony Giannantonio.

In Favor 10 Abstentions 0 Opposed 0

A motion was made at 7:51pm to retain Hunziker, Jones & Sweeney, P.A. as counsel for the Association for 2023 for a fee of \$2,700. The fee will be apportioned between the easement and the POA 70/30% by Paul Donoghue, seconded by Laura Nietzer.

In Favor 10 Abstentions 0 Opposed 0

A motion was made to approve the January 2023 Regular Meeting and Executive Session Minutes as corrected at 7:51pm by Paul Donoghue, seconded by Anthony Giannantonio.

In Favor 6 Abstentions 4 Opposed 0

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Correspondence:

1. Jeff Struck requested free use of the Clubhouse for an event to benefit West Milford Animal Shelter Society on April 1, 2023 called April Fools' Family Fun Day Festival.

A motion was made to provide the Clubhouse for free, but paying steward fee and deposit, on April 1 2023 pending verification with WMASS that they are receiving the donations, by Anthony Giannantonio, seconded by Jessica Nicosia.

In Favor 8 Abstentions 0 Opposed 2

Membership Secretary Report:

Membership Secretary Report 2/21/2023

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

POA – 1 (2)

Double Docks – 0 (0)

Tenants – 0 (0)

Specials – 0(0)

Total POA – 1 (2)

Total Easement –3 (10)– Easement Only – 2 (8)

Although Invoicing fully mailed in the last week of January/beginning of February, we still had a couple paying their annual fees. Since then and post end of January we are receiving droves of payments which is our usual trend.

Please keep this in mind when asking for things from the office; the office will be very, very busy for the next few weeks as the majority of members will be paying their fees and dues before Mar. 1.

All board trustees are gently reminded that dues must be paid for you to remain on this board so please submit your payments prior to next week by 3/1 also. And also be sure to send in your documents that we are all required to present for our stickers.

Management Software Update:

This past month our group evaluating the Tops One software have had multiple Zoom presentations with the Tops One personnel and we have presented as many questions as possible to make a solid decision and using what we learned with AppFolio's downfalls to ask what we believe to be good questions in vetting the software for our use. TopsOne, like all other community software programs, is not exactly perfect but we believe that it strongly checks off most boxes on what we want and with a few work arounds should become a strong solution to our needing a new database of our

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community members, elimination of double accounting and a new website which our members can use to pay their bills, check their past dues, communicate with the office and board committees more fluidly and see an upgraded website that can help with communication for upcoming events and happenings in the UGL community. We have had an abundance of help from Steve Ezratty, a neighbor of Terry's and a software programmer who has acted as the go between of the Tops One rep and our group, delving into the mechanics of the product. It has been invaluable in working through this process. We are pretty much at the decision-making moment.

Part-time Office Admin Assistant:

Another item that we have tackled this past (long) month was interviewing our applicants by two exec members at first interview and if applicants were promising a second interview was had with another Exec and Tanya. Unfortunately, due to family health issues the last two applicants were cancelled (although one cancelled themselves due to getting a job) and we will be looking to finish that second interview hopefully this week so that we can hire a person for the position, which is very much needed right now with the busy season upon us. We believe the three applicants are all skilled and competent so we will have someone who will be helpful in the office work. All applicants were available to start immediately so we should have someone new by our next meeting. We will let everyone know when this happens and the person's name so that when you are in the office you can stop and introduce yourself.

Request for membership for a new member whose property is within the "Steven's Estate" which is along Warwick Turnpike on the western side of the lake. These properties do not have deeded rights to the lake therefore they need to apply to the board as Special Membership status.

PO: Dennis & Debbie Burns

542 Warwick Turnpike

Block 704 Lot 702

Applicants lived previously on the other side of the lake.

Prior property owners were also specials.

Recommend that we give them Special Membership with the same requirements as the other standing specials we approved earlier this year, paying the full amount of POA membership dues and the 2023 Easement fee amount. (\$312.41(incl tax) + 247.97 = \$560.38)

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Treasurer's Report:

A motion was made to approve the January 2023 Financials at 8:40pm by Jessica Nicosia, seconded by Paul Donoghue.

In Favor 7 Abstentions 2 Opposed 0

Committee Reports:

A) Activities: Heather Becker

Provided the extensive list of Activities scheduled so far for 2023 – see attachment A.

- Flyer Approval and Processing:

o Lauren/Linda/Heather

o Creating a process and procedure

o PR Process:

o Here is the protocol :

o Routine Email Procedure

o •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.

o •meeting will be the last call for announcements

o •email draft will be compiled Wed

o •draft sent to execs by Thurs

o •draft sent to Tanya by Friday to be sent to members

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

- Open Items and Additional Notes:

o Venmo: Treasurer and Tanya looking into

o Captain's Course – May 20th – Need to speak with Kenny as Will is unavailable

Dates Submitted to Tanya for Next Year Events:

March – 17th and 24th – 25th (Brunch w/Bunny)

FRIDAY, MARCH 17TH – ST. PATRICKS DAY

April – 14th – 15th and 28th – 29th

EASTER – SUNDAY, APRIL 9TH

May 19th – 20th and 26th

June 9th – 10th and 23rd

July 21st – 22nd and 28th

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August 11th – 12th and 25th
September 9th, 15th – 16th and 29th
October 13th – 14th and 27th
November 10th – 11th and 24th
December 8th – 9th and 29th (Brunch w/Santa)

*This should include the last Friday of each month for the Friday social, first Thursday of each month for Book Club and third Thursday of each month for Activities Committee meeting.

B) Beach: Linda Tonnessen

- Clean out and organization of Lifeguard Room.
- Beach Bathrooms: surfboards and equipment removed from above the bathroom stalls.
- Sports equipment, beach craft cart, and books relocated.
- Reviewing previous files, reports and budgets, along with this year's budget which is still in progress.
- Beach sand estimate received.
- Working on hiring Head Lifeguard, Manager and staffing.

C) Boathouse: Doug Grayson, no report

D) Clubhouse: Gary Zielinski and Anthony Giannantonio, no report

E) Dam: Andrew Quirk

Water is flowing over the Spillway as only small portions of the Lake froze this winter.

F) Bylaws, Rules & Regs: Paul Donoghue

The Bylaws committee is looking to undertake a review of our Bylaws, and Rules and Regulations. The Rules and Regulations can be amended by the board. To change the Bylaws requires approval of the POA membership. Ten days' notice must be given to the POA members for proposed bylaw changes. Requested board input for areas that need to be updated/changed/added.

G) Docks: Karen Sarnowski

Have had some correspondence with applicants, one of which is sitting at #27 on the list. Adjusting for lakefront applicants and a couple in process, they are more like #17 or 18. Had to send them a note that it was more than likely that they would not get assigned this year and might be on the list for some time.

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Given that we have reached this point, we should look to hire a professional firm to take our collected Data of boats on the lake and our Bathymetric Survey and give us a professionally-done Carrying Capacity, which will help us to determine if we continue to develop areas for more docks in places that might require some work to make access available.

As mentioned last year, there are applicants that would like to have a dock along Warwick Turnpike across from the old Mountain Jug. Do we want to assign more people there because people would have to cross a sometimes very busy road. It might make sense not to assign families with children under a certain age in this area.

H) Dredging: no chair no report

I) Easement: Terry Gianniotis, no report

J) Entertainment: no chair, no report

K) Environmental: Andrew Quirk

The Committee met with UGLPOA President Terry Gianniotis on February 2nd and the following topics were discussed:

1. Macroinvertebrate Stream Assessment. We will not perform one this year but look to involve Youth groups next year.

2. Kathy Straubel will lead the Clean Up Day in co-ordination with the Township efforts recognizing Earth Day in April. We will plan to focus on different areas and signing up residents to the Township "Adopt a Storm Drain" initiative.

3. Four members of the Committee signed up for the following program run by Professor Wu at Montclair State University.

"The New Jersey Center for Water Science and Technology (NJCWST) is pleased to announce our Traveling HAB Lab program. Harmful algal blooms (HABs) have many negative impacts, such as threatening the health of humans, domestic animals, and wildlife. The Traveling HAB Lab aims to empower residents of New Jersey to protect our aquatic ecosystems and water resources. We also aim to increase awareness of the health risks associated with exposure to HABs and provide knowledge on how to protect yourself, your loved ones, and pets from HABs.

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As part of our mission, we are recruiting teams of 3 to 6 citizen scientists for HAB research in New Jersey. No prior experience is required, and each team can select a river or lake of their choice. NJCWST will train citizen scientists on how to perform HAB and water quality data and sample collection. Equipment and supplies needed will be provided.”

4. Efforts to find a Carrying Capacity formula that best match our unique topography and patterns of usage continue to be difficult. The closest criteria suggest a worryingly low recommended number of 30 -40 acres per boat for mixed use vessels.

5. Jim Jones stated that he is getting closer to fitting a “claw” to the barge to be able to lift Lyngbya from the Lake especially in Audubon Cove.

6. The Committee will explore areas of Parklands that are in most need of erosion control and/or bulkhead repair or construction. The areas should not be contiguous with residential plots and it is hoped that proposals can be approved well in advance of the next drawdown. Much debate of the timing of a drawdown took place and the consensus was that it should not be before the Fall of 2025 to allow for adequate planning and possible permitting of projects cited above. Fish stocking should be performed this Spring to allow for adequate growth of the fish to maximize chances of survival during a drawdown. If possible, the maximum reduction in depth should not exceed 36 inches. That reduction does not cause pools to form on the lake bottom and the consequent need for fish electrification during relocation. However, the Committee recognizes that if dredging is to take place at the next drawdown a greater reduction in depth would be required. The Committee reviewed the April 2022 Bathymetric study performed by Princeton Hydro and plans to further investigate the Drone footage obtained during the 12-inch drawdown in 2020.

7. Permitting was completed to allow Canada Geese egg addling in March and April.

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

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Due to the number of trees on Parklands that need attention, a contract has been signed with a local vendor and a scheduling system will be put in place.

Bulkheads: Heather Becker

Encroachments:

P) Publicity & Public Relations: Lauren Engleman, no report

Q) Security: Laura Nietzer, no report

R) Stumps: Jim Jones, no report

S) Weeds: Rene Manzo

Met with contractor about electrical service for Audubon cove and are awaiting a quote. The homeowners may supply electric in meantime. It is a low amp motor.

Plan to remove activated charcoal placed previously and place new in selected inflows to the lake.

T) West Milford Lakes Association: Andrew Quirk, representative

A motion was made at 9:29pm to approve the Burns family, 542 Warwick Tpke, as Special Members for 2023 subject to them completing a membership application and paying the full easement fee and POA dues. The property is lakefront and part of the former "Stevens Estate" and is within the boundaries of the subdivision maps described in Section 2 (a) of the bylaws and does not have easements appurtenant for lake and parkland use, by Paul Donoghue, seconded by Heather Becker.

In Favor 8 Abstentions 1 Opposed 0

A motion to adjourn was made at 9:46pm by Paul Donoghue, seconded by Jessica Nicosia, all in favor.

Respectfully submitted,
Margie Culhane, Secretary

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Attachment A

Current List of Activities

- Book Club

- o Tracy Gorney / Linda
- o This has been a huge success!!
- o First Thursday of each month
- o Time: 7pm

- Paint & Sip w/Jen Star – Saturday, February 18th

- o Linda/Barbara/Anji/Heather
- o Time: 6:30pm
- o Online ticket sales closed
- o Last count was 15 online sales + Additional
- o We are paying \$30/person
- o Event Cost for Participants: \$45

- Breakfast w/Bunny – Saturday, March 25th

- o Set-up – Friday, March 24th
- o Flyer approved by exe.
- o Tanya - Set up online payment
- o Time of Event 9:30am Start
- o Cost –
 - o \$18 – Adults
 - o \$16 Children 3 and over
 - o \$1 for 2 and Under

- Comedy Night – Saturday, April 15th

- o Linda/Barbara/Heather
- o Doors open at 7pm and show starts at 8pm
- o Cost \$1,900 (\$1200 Deposit)
- o \$42/person or \$40/person to purchase table of 8
- o We have a hold on Friday, April 14th to set-up

- Friday Night Social – Last Friday of Each Month

- o Andrew/Linda/Heather/Barbara
- o Time: 6-9pm
- o February – Trivia Night

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- o March – St. Patrick’s Day Party
- o April -
- o May – Bonfire

- Yoga

- o Tanya/Linda
- o 7pm to 8 ish
- o Current Session Jan. 18 – Feb. 22 (Tanya’s email states ends 3/1/23 snow day)
- o \$35 for all 6 Sessions
- o \$8 Walk-Ins
- o Eva Treistman Smith – Instructor
- o We pay \$30/person – (We cut check at end of session closest to board meeting for execution)
- o Linda will open 2/15

- Sports Club:

- o Lauren/Anji/Heather/Linda
- o Volleyball and Corn hole return
- o Eliminating Horse Shoes
- o No restroom and limited interest
- o Working on schedule – Weekdays after beach closes
- o Cost? - \$20/person last year for all games and 6 wks
- o Lifeguard for all club sports required

- Music Under the Stars

- o 6/10 will be Sean McDermott’s band playing for free
- o Nancy Warner

- Vendor Fair

- UGL Day