

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES REGULAR MEETING MINUTES
April 9, 2024**

Attendance

Burr, Rob	P	Grayson, Doug	P	Nietzer, Laura	E
Culhane, Margie	E	Hartig, Jason	E	Quirk, Andrew	P
Decina, Dennis	P	Jones, Jim	P	Sarnowski, Karen	P
Cytowicz, Will	P	Lizotte, Travis	P	Tonnessen, Linda	P
Ezratty, Steven	E	Manzo, Rene	E		
Giannantonio, Anthony	P	Morrison, Debra	P	Open 1	
Gianniotis, Terry	E	Nicosia, Jessica	P	Open 2	

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

Attorney Present – James Romer Y/**N**

Public Session: Called to Order at 6:40pm by Board president.

In attendance was Karen & Michael Crowe, property owners of 52 Passaic Dr since 1968. Discussed the board's letter to remove one of their two docks from their possession so that one of the 70+ dock applicants can be assigned to it since available spots are very limited at this time. This decision was for all Dock Owners that are in an accessible area, and was not a targeted action. They were sent a letter following the last board meeting explaining the reasons for this decision but they stated that they never received it. It was explained that the board voted on this action a couple of months ago and at this time there was no reason to change our position since the number of people waiting for a dock space is unchanged. Karen said she would follow up on to the status of the letter with the office. The Crowes stated that they would consider selling the dock to the new assignee rather than removing it. With no other members present for the Public Session the open session was closed at 7:15pm

With a quorum present, the meeting was called to order at 7:16pm by President Doug Grayson.

**A motion was made to approve the Regular Meeting and Executive Session
Minutes at 7:20 pm by Jessica Nicosia, seconded by Rob Burr.
In Favor 8 Opposed 0 Abstentions 2**

**A motion was made to approve the March 2024 Financials at 7:30pm by
Jessica Nicosia, seconded by Rob Burr.
In Favor 8 Opposed 0 Abstentions 2**

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Treasurer's Report: See Attachments (202403 Financials.pdf & UGLPOA 2023 Engagement Letter.pdf)

Motion to approve the engagement of Shulman, Black and Katz for our 2023 audit at an estimated cost of \$6,000 by Jessica Nicosia, seconded by Will Cytowicz.
In Favor 10 Opposed 0 Abstentions 0

Correspondence:

- 1 – 284 Lake Shore Dr - Non-Lakefront Property requesting Fence, Reportedly West Milford stopped the install
- 2 – 380 Warwick Tpk - Non-Lakefront/No Parklands

Membership Secretary Report:

Membership Numbers: Mar	2024	2023	Difference
POA Members	529	517	
Double dock	7	8	
Total POA	536	525	
Tenants (Renters)	3	1	
Specials	3	3	
Total Tenants & Specials	6	4	
Total POA, TEN, SPC	542	529	+13
Total Easement	1135	1094	+41

Committee Reports:

A) Activities: Linda Tonneson, acting chair

B) Beach: Linda Tonnessen – Need a motion to purchase sand from supplier. We used Braen Supply last year and they are our lowest quote.

**Motion to purchase sand from Braen Supply not to exceed \$5,900.00 by
Dennis Decina, seconded by Will Cytowicz.**
In Favor: 10 Opposed: 0 Abstentions: 0

The Beach will be building a new Lifeguard Chair / Stand, moving sand that we have to balance out the beach, and installing a new second-hand playground purchased last year. Installation will be this coming weekend on both Saturday & Sunday (4/13th & 14th) beginning at 8AM each day. There is a lot of community help who has volunteered to be there.

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C) Boathouse: Travis Lizotte no report

D) Clubhouse: Anthony Giannantonio no report

E) Dam: Andrew Quirk - The Dam did not suffer any visible damage as a result of the 4.8 magnitude earthquake that occurred on April 5th.

F) Bylaws, Rules & Regs: Laura Nietzer, acting chair
Nothing this month, changes will be proposed next month.

G) Docks: Karen Sarnowski
Met with Phil Barbaris for multiple dock Issues around the Lake:

Community Dock at 51 Racetrack

The open/unassigned dock at this location that the Board had agreed to allow to be a "Community Dock" open for use by all Easement Holders for non-motorized watercraft launching, fishing and swimming from, is in some need of repairs to ensure that others can use safely. Discussed repair and then determined that using this dock for the extension of the Elmer Ct. dock would work and we would replace this dock with a new dock for the community use. Cost \$2,200

Bakay Dock at Clubhouse Bulkhead

Dock was inspected again by Phil, and it was found to have a screw that was broken off and caused action that pulled the dock off the wall ledger, which had previously been installed by Phil. He will fix this problem and Ms. Bakay will be notified of repair, and no further repairs will be done by us moving forward.

Dock to be moved at Racetrack Dr

Need to have a dock moved back that was moved last summer after determining it was unpaid for during multiple years, but then after moving was informed by owners that it was paid for. At the time of identifying dock there was only one dock plate in place and confirmed with Genny in the office that dock was unpaid. This was noted by both committee chair and people who were given the dock for reinstallation. But after it was moved, we discovered it had a second plate with current stickers in place. Dock needs to be moved back to original location and Phil will reinstall it in place (Cost - \$750).

UGLPOA Block 2608 lot 12 – Between 239 & 241 Point Breeze Drive

Phil and I walked the area of our lot here so that we could come up with a concrete plan for development for lakefront access for Docks and access for all community members. Our lot and the parklands section along the lake had been staked last season by a surveyor. The plan is to install (3) three sets of treated wood stairs with gravel filled bases. While the incline presented as an issue for safe travel down to the waterfront, the condition at the waterfront is an even bigger challenge. It appears that the area has

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eroded significantly and there are trees either in the state of or soon to be collapsing into the lake. There is a tree from the adjacent lot 11 at the right side that is already in the lake and requires removal. This area would benefit greatly with a boardwalk style walkway across the lake frontage and would be a very nice amenity to the area. Barbaris Builders presented a proposal for the stairs and the clearing of brush and small trees at the lake front, but we would need to hire a tree company and utilize the barge for some of the larger trees. To utilize the full area, we would really need to do this work. The proposals total \$5,800 with the stairs being \$3,000 and the clearing \$2,800. We do not have a tree removal proposal at this time.

Other Dock Work

Have assigned three docks this past month. One was relinquished this year. The second one was a dock that was taken as a second dock. For this one, the new dock owners will clean up the parklands adjacent to the dock until I hear back from the original owners on relinquishing the physical dock, although this is an older dock which they were assigned already in place and it actually connects to an adjacent dock so it's removal would not be something they would be able to easily do. They had been given until 6/1 and were to notify us if leaving in place. Since the final letter went out to them after last month's meeting, have not heard anything back. The third dock was to a new PO across from an area of parklands that has limited parking and therefore the space was given to someone who will not have personal cars parking on the roadway. This area is near to an intersection and is already filled with residents' autos.

There will be a lot more activity with assigning in the upcoming months to get the list numbers down from 70.

Work at 51 Racetrack Drive

Following last month's board meeting, I was contacted by Jess (literally the next day), that it appeared there had been significant cleanup of this property, and after going by and taking a look this was confirmed. The only problem is a lot of the clean-up was removals from PO's property onto our property at the side of the home. They did place a rowboat and a canoe over other items they moved there to either protect the items now covered or to remove it from view, or a combo of both reasons. Those items have been left as is for the time being but are an eyesore.

Mountain Landscaping planted the purchased grasses that will create a perimeter "fence" for our parklands and afford privacy for both the PO's and Dock Assignees and/or Community users of this area. They look good and will be an asset. Jay used a machine to do the planting which was not clear in the plan prior to the planting and the yard grass is a bit of a mess, and the constant heavy rains we keep having has the water frontage very soft and spongy. Plan to speak with him about raking it out and seeding it once it dries out a bit.

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On 4/7, Andrew and I started working on the clean-up of the area, gathering garbage, raking leaves and collecting branches and piling on the roadside for a hopeful pick up by Barbaris. We came across an electrical outlet that may or may not be connected to the power pole, we could not locate the end connection (due to having to remove a lot of weed growth, branches and leaves), so we need to confirm if wire is live or not. There is still a bunch of work to be done and we are in the process of evaluating lakeside plants that are present to determine if they are beneficial for preventing lake soil erosion. Once the area is walkable the available dock spaces will be assigned and the new dock will be installed. We will need to put some signage on the dock for No parking of boats/watercraft overnight, No Diving or Jumping off the Dock, Permitted uses of Fishing, Launching of non-motorized watercraft only, Sunning and Swimming from dock, are all at one's own risk. It may be a good idea for a carry in / carry out sign. Plan is to finish the area with two public benches and mulching in the wooded area to keep weed growth controlled. It is hoped that once the community realizes that this area is for people to enjoy the lake and the views it affords, as well as maybe a quiet spot to sit and read for a while, or hang out with friends, users will maybe help with maintenance of the area. Time will tell!! Noted significant erosion is this area of the lake and am seeing it everywhere I have been this spring. New Dock \$2,200.

H) Dredging: Will Cytowicz

The committee met on 4/7 to discuss future Dredging Projects; Discussed Laramie, Audubon, Pioneer entry. Question was raised about the Racetrack project that was the original top of the list. Will continue to keep that area in mind. A special Thank You to Travis for taking the time to travel to observe a Vacuum Dredging project, which helps the committee in planning methods for future dredging projects.

I) Easement: Will Cytowicz no report

J) Entertainment: no chair, no report

K) Environmental: Andrew Quirk

4 swans, mink, Red-tailed Hawks, and Bald Eagles have been spotted. Also beavers.

Discussions with the new Township Director of DPW Jason Casbarro were held. He reported that Road sweepings around UGL should increase to three times a year.

Long term residents report that this winter has been unique with the Lake remaining very high from September until now with its current 9 inches above crest.

L) Insurance: Debra Morrison

She is in receipt of the attached summary of our existing insurance coverages as well as a submission sheet listing valuations for both our insured Buildings as well as each

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Building's Personal Property, so that we may request any changes as needed before the coverage is put out to bid for our June renewal.

Please note especially the areas that are highlighted in order to determine if there's any need to otherwise alter--increase or decrease--the dollar values for which we seek coverage, in each of these line items.

Finally, please advise as to when the playground equipment will be installed on the beach so that I can obtain a quote therein.

She sent out coverage renewal attachments for all to review in advance of meeting (see attached). Reviewed with those present current statement of values for Clubhouse, Boat Storage/Old Firehouse. Pavilion. Question about coverage of Security boat if parked in Firehouse. Debra believes we will be looking at a potential increase in our premium at 25-30%. Policy runs from 6/30 to 6/30 annually. The new playground and the floating trampoline will both probably increase in premiums. A future PWC for Security will be another increase.

The NJ State Police is now requiring permits and Certificates of Insurance for past regular events, so there are questions about which events will require these measures.

M) Legal: Terry Gianniotis no report

N) Master Plan: Rob Burr

The Master Plan is being produced as a Board resource with a 'confidential' watermark. I propose we store it on our network server sans printing permission; this ensures its preservation while limiting unauthorized use. Also, I propose to include our Capital Replacement Schedule in the Master Plan, and I already have a number of components of it; other Chairs and Execs are necessary and welcome to participate in its development.

Master Plan

The Master Plan is a Board of Trustee resource to preserve history and continuity. The UGLPOA is an organization led by a volunteer Board that has adopted practices and processes consistent with the By-Laws, Rules & Regulations focused on what is best for the Upper Greenwood Lake Community.

Function: ByLaw Article 7, Section 2L reads 'develop and modify on a regular basis the Master Plan for Upper Greenwood Lake'.

The Plan's purpose is to:

Assure consistency: The Board should function consistently with transparent philosophy and operation.

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Preserve History: Chairs change, people forget, permanent records must be maintained.

Eliminate duplication: There is a history of the Board dealing with aspects over and over again.

Avoid disruption: It helps to understand the past and why things are done the way they are.

The Plan is a compilation of: Committee Chair and Executive statements of purpose with summaries of the history for each with detail of methods and procedures adopted and practiced in voluntary support.

Process: Committee Chairs and Executives submit drafts for Board approval with what is pertinent to the position with approval of a Board majority. Revisions or additions to be regularly proposed.

Budget: None but the Capital Replacement Schedule is maintained within the Master Plan Committee section as it crosses numerous committees.

Responsibilities/Job Description: Attend Board meetings, communicate with committee chairs when they are vacating the Board for final opportunity to amend the Master Plan. Maintain and update for future Chair reference.

Direct/Regular Interaction: Trustees and the community

Indirect/Occasional Interaction: Volunteers, other Chairs and Board Members. Assist with budgetary needs of the lake, what is needed in the future, how to improve on it. One is better off knowing what was done in the past, what is done now and why.

Approach: Abide by Code of Conduct, interact ad hoc or on request.

Systems and Procedures: The Master Plan shall be updated regularly by Board majority approval.

Tools: The Plan is stored on the UGLPOA server as a confidential Board resource.

Submitted by Rob Burr Apr '24 draft for Board approval

O) Parklands: Jim Jones

Bulkheads: Andrew Quirk - A resident called about observing work at 9 Passaic Drive. On inspection, and discussions with the Surveyor and the Contractor, it was determined that Parklands has been completely eroded along a majority of this property and is therefore "underwater". It was evident that the resident was therefore placing boulders on her property and not parklands. This property is an example of what uncontrolled erosion is doing to our lakeshore and parklands, and serves as a great reminder how important the Easement vote was last year to fund future bulkhead projects.

Contact was made with Valda Opara who is our DEP representative for permits and all matters related to bulkheads. Email received from her outlining relevant codes.

A repair at 5 Oldwick Court was approved.

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Encroachments: Will Cytowicz no report

P) Publicity & Public Relations: no chair, no report

Dennis Decina brought up revisiting the Upper Greenwood Lake Sign replacement; He had received permission from the NJ Water Commission to keep our public sign on their lands, but we had never followed up with that offer. The current sign is not in good shape. He got three (3) quotes from three (3) different vendors for a sign that is approx. 3' x 9' in size. We would keep the border that we now have with the artwork and the sign would be inserted into the area where the message is. The sign he would recommend would be 4'2" x 9'5", guaranteed for 10 years with a stated life of 15-20yrs at a price of \$15,653. In the past the board had voted down an electronic sign but today there are better controls over "toning down" the lighting to make it easier on the eyes and less "city-lightish" to fit with our more rural neighborhood. It is entirely electronically operated, and changing the messages manually will no longer be required. We need to look at the budget. Jess made the suggestion that we revisit another board vote to see what the board thinks at this time. Dennis pointed out that they are great to have in the case of posting emergency notices.

Q) Security: Laura Nietzer reported that she met with Ken Hall and discussed the upcoming season. We will be hiring at least one more security guard. The security boat will go in the water this month. Otherwise, all quiet as there hasn't been any ice on the lake.

R) Stumps: Jim Jones no report

S) Weeds: Rene Manzo no report

T) West Milford Lakes Association: Andrew Quirk, representative:

NJ Coalition of Lake Associations, March 23rd Meeting:

Rick Carlson of NJ aquatic Safety Coalition gave updates on the new Red Cross Lifeguard course. Applicants must be able to swim 300 yds, tread water for 2 minutes, and swim another 200 yards. Zone validation and mapping to correctly position Lifeguard chairs was stressed. NJ Public Bathing Code requires 4 hours per month in the summer of in-service training that must be documented. The new November to May life preserver Boating safety rule was explained.

Dr Sousa presented on managing run off and stormwater drains. New regulations are in place for Tier A communities regarding the inspection and cleaning of drains and the frequency of road sweeping done by the Township.

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In non-developed areas around a lake, 10% of rain will run off into the lake. In developed or paved areas around a lake, 55% of rain ends up in the lake, along with nutrients and garbage. The volume of the water is the problem. Residents can help by aerating and applying lime to lawns or converting lawns into rain gardens. Rain barrels, drywells, lakeside and paved area buffers, bioretention area all assist in reducing flow into the lake. If you can capture 1 inch of rain, you will reduce 50% of run off. 2.75 inches of rain in 24 hours is considered significant and the number of such events is rising each year.

Buffer zones of vegetation need to be installed to deter geese from choosing our lake.

Four Canada Geese in one day add as much phosphorus to the lake as one septic system.

West Milford Lakes Association (WMLA):

The March meeting had zoom call technical difficulties and was rescheduled.

**Motion to go into Executive Session at 9:05pm by Debra Morrison and seconded
by Dennis Decina.
In Favor: 10 Opposed: 0 Abstentions: 0**

**A motion to adjourn was made at 9:42pm by Andrew Quirk and seconded
by Will Cytowicz.
Approved by acclamation.**

Respectfully submitted,
Karen Sarnowski for
Margie Culhane, Secretary