

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION**  
**BOARD OF TRUSTEES Regular Session Minutes**  
**May 14, 2024**

**Attendance**

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

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

Attorney Present – James Romer   Y/N

**Public Session:**

1. Karen Crowe, 52 Passaic Drive – reports that she got a letter for someone else as it does not describe her dock situation, and shared photos. believes it pertains to a dock that is 2 doors down from her. Dock Chair took down the down the information and says the numbers may be wrong in the database, and asked her to forward the email to dockcommittee@uglpoa.com and she will follow up.

2. Robert Day, 607 Lakeshore Drive – Contacted the POA about the Parklands ash trees that tower over his house, deck, and the stairs down to the water. Spoke with Tanya about it in June 2023 and included photos. The office requested pictures from the lake which is not possible because the trees in question are at the top of the cliff, and requested a written description of the problem which he sent by email. Travis will put him on the list they are currently making. Mr. Day gave permission for the POA to cross his property to inspect the situation.

3. Tom and Karen Keegan, 17 Landing Rd – Property owners gave a history of the problems in their bulkhead area in what was an old fire lane/boat launch. Now there are waves coming in and the wall is coming down. He has been reinforcing it with various things. Since they didn't pay for their dock last year, they've been put on the dock list and likely won't get to build a dock until 2026. This is problematic for his elderly mother who will not be able to access the lake or their boat without a dock.

With a quorum present, the board meeting was called to order at 7:15pm by Doug Grayson.

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**Correspondence:**

1. The POA received a thank you from St. Josephs food pantry for our Christmas food drive.
2. Notice of an STR at 98 Racetrack Drive.
3. 4 Clubhouse Trail - notice of request for zoning setback.
4. 179 Point Breeze Drive - request for bulk variance (setbacks for a renovation).
5. Blake Visconti, Racetrack Drive – requests assistance from the POA with many bridge trespassing events including non-residents using nearby member docks to fish, strewing garbage, making late night noise, parking illegally, and other issues. Has called the WMPD and the officers have commented that it's not a private lake so they aren't trespassing. Trespassers have been abusive and Blake is not getting anywhere with the police. Board discussion about further dialog with the WMPD and ordering more signs for the area.

**Treasurer's Report:**

A reminder that committee chairs should be preparing their budgets for 2025 since the 2025 POA budget will be approved by the Board at the July board meeting.

**Membership Secretary Report:**

Numbers are pretty high for this time in the year. Anthony, Doug, and Terry will be updating the CH agreement and request any Board comments be sent to them.

|                            |      |      |      |
|----------------------------|------|------|------|
| April                      |      |      |      |
| Membership Numbers:        | 2024 | 2023 | Diff |
| POA Members                | 644  | 612  |      |
| Double dock                | 7    | 9    |      |
| Total POA                  | 651  | 621  |      |
| Tenants (Renters)          |      | 3    | 1    |
| Specials (Stevens' Estate) |      | 4    | 6    |
| Total Tenants & Specials   |      | 7    | 7    |
| Total POA, TEN, SPC        | 658  | 628  | 30   |
| Total Easement             | 1298 | 1271 | 27   |

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**A motion was made to enter Executive Session at 7:47pm by Will Cytowicz,  
seconded by Laura Nietzer.**

**In Favor 15    Opposed 0    Abstentions 0**  
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**A motion was made to exit Executive Session at 9:14pm by Laura Nietzer, seconded  
by Karen Sarnowski.**

**In Favor 14    Opposed 0    Abstentions 0**  
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Bylaws, Rules & Regs acting chair Laura Nietzer presented four changes to the UGLPOA Rules & Regulations to bring them up-to-date and in alignment with current policies. Discussion.

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**A motion was made at 9:17pm by Laura Nietzer and seconded by Rob Burr to change the current wording in the Rules and Regulations Section III #6 to: A second dock may be permitted at inaccessible lakefront areas of the lake by approved application and payment of second membership dues. There will not be second docks located in areas of public access.**

**In Favor 14    Opposed 0    Abstentions 0**  
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**A motion was made at 9:28pm by Laura Nietzer and seconded by Will Cytowicz to add the following to Section III C. Docks: All Jet ski rafts are to be installed next to a dock.**

**In Favor 0    Opposed 11    Abstentions 3**  
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**A motion was made at 9:35pm by Laura Nietzer and seconded by Will Cytowicz to add the following to Section III C. Docks 1. b: There will be a \$25 per month late fee for dock owners who do not pay by the due date of the annual membership dues. Dock owners must pay their POA dues by May 1st to avoid loss of dock privileges.**

**In Favor 14    Opposed 0    Abstentions 0**  
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**A motion was made at 9:42pm by Laura Nietzer and seconded by Will Cytowicz to add the following to Section II Easement A: Annual easement fee is due on February 1st annually. Late fees will be charged for Easement payments received after the due date. The easement payments are mandated by law.**

**In Favor 3    Opposed 11    Abstentions 0**  
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A request was made by the Nietzer family to add an extension to their dock to house a second boat. Approved by the Board.

Area by the Clubhouse with a sinkhole, old pipe, and storm drain was discussed and DPW will be contacted for further information.

Parklands/camping committee presents Operation Smores: overnight camping proposed for Blueberry Island which will consist of 3 campsites, a picnic table, portable toilet, etc. A steward will be required, as well as a rental fee, signed waiver, and mandatory carry in – carry out by participants.

Security reported that just 1 hour before the board meeting they responded to a call about 2 jetskis with no tags on the lake. Ken responded and the jetski operators swore at him and buzzed around in the no wake area. Security will check the cameras, and follow up with WMPD about the boat numbers (no tags) and the plate number from their truck.

**Committee Reports:**

A) Activities: no chair

The annual hot dog roast will be July 13<sup>th</sup>, volunteers are needed, please contact the office if you would like to join.

B) Beach: Linda Tonnessen

We have made many improvements to the beach this year, and all due to the many volunteers of the community donating their time and talents. Thanks to Doug Grayson, Anthony Giannantonio, Jim Jones, DJ Sisco, Phil Barbaris, Neil Barbaris, Nick Rondanelli, Travis Lizotte, Jay Hartig, William Cytowicz, Gary Zelinski, Melissa Giannantonio, and Mary Dinos for all your help.

The new playground has been installed, with additional play area for the kids.

Repair to swim lanes is completed.

New lifeguard chair, built by Jim Jones.

Additional sand has been added to the beach.

Clean up of the area along the fence and side walk. New plantings and mulch.

C) Boathouse: Travis Lizotte no report

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D) Clubhouse: Anthony Giannantonio

Skytop Recycling - Donated 3 yards of mulch for beach fence.

Grower's Choice Garden Center - Donated two large baskets that were planted at beach gates and will be donating annual flowers to be planted at Clubhouse.

Interior Clubhouse projects are completed. A couple more exterior projects are ongoing. Our contractor has been working at night to avoid disturbing our office staff's schedule. A new cleaning person has been hired, who will also be trained as a secondary steward. Cleaning will be Monday nights. The steward will be responsible for light touch up cleaning as needed the day of the event. Thank you Will for volunteering to train our new steward.

E) Dam: Andrew Quirk

The Emergency Action Plan updates were completed and new inserts sent to each of the ten copyholders. The Dam will be inspected on June 6<sup>th</sup>.

F) Bylaws, Rules & Regs: Laura Nietzer, acting chair

A proposal to make several changes in our Rules and Regs was distributed to the board for discussion, and proposed motions were prepared and shared in advance of the meeting. See motions made above beginning on Page 3.

G) Docks: Karen Sarnowski

It's been a busy month for docks, although a lot of time has been spent moving people to spaces that have come available that they prefer the location (usually closer to home). Many were thrilled with their new location.

In mid-April, notifications went out to all Dock Holders in publicly accessible areas who had not paid their POA fees and they were given to May 1 to pay or their docks would be reassigned to people on the Dock Waiting List. Payments were actually taken up to Friday, May 3rd. There were still a number of people who did not respond with payment or contact the office. In most cases people were notified by letter and email. The double notification was for people who did not respond to the email. Reassigning of those docks has begun with anyone who did not pay by May 3.

One person contacted the office on May 7 wanting to know what they owed. When advised that they lost their dock, they replied with, you mean you are taking my dock away for being 7 days late?? The reply was you are not 7 days late, but 67 days late!!

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The conversation didn't end there but the point here is that people do not seem to understand that our Easement fees and POA dues are due on March 1st. Giving people a grace period has them thinking that is when it is actually due... hopefully with people losing their docks the word will get out and people might be more inclined to get their payments in a more timely manner.

A member who was notified in February that their dock required repair by April 30 did not respond to the delivered letter and dock has been reassigned with some substantial clean-up required by new dock space holder.

Currently there are 55 Dock Applicants, of those 17 are Lakefront Properties requiring inspection of existing docks to insure they meet the size requirements.

2 are Repairs

36 are in need of a dock space

There are a number of spaces around the lake that will be assigned. We are looking at other potential areas, keeping in mind parking and accessibility to the space. Hopefully, May will see more new assigning. Weather has not been great for assigning but we do assign in light(er) rain periods.

Clean up work was done at the rear of Racetrack Drive. Still a bit more work to do there but the planted grass that is to create a barrier between the house and the Parklands is coming in nicely with a few spots that may need new plants. Weather has made it not necessary for hand watering which has been beneficial.

During assigning, it was noted that the left corner of Firehouse may be substantially infilling and both Environmental and Dredging made aware. Had not been over in that area in maybe four years and it definitely does not look the same. Substantial algae also in this area. Small area of docks in Audubon just a walk away from the Firehouse, was found to be a bit smelly two weeks ago. The aerator that the local resident usually runs near this spot during the summer was not noted to be currently operating.

Application for extension of Existing Dock – Nietzer - Attached for Board Discussion and Approval.

Application for Platform and Attached Dock in Clubhouse Cove due to special circumstances - Kearns - Attached for Board Discussion and Approval.

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Unfortunately, there is a storm drain in the general area which is angled to the left because the pipe is separating from the pipe that comes from the road. This separation is noted by a sinkhole at the original connection. The sinkhole creates a considerable void, so the solution is to build a platform over the break as large as necessary to cover the hole and still have stable ground to sit it on, and then to build a step down and then attach a dock. The family that is being assigned here currently only use kayaks, so the dock sitting next to the storm drain is ok at this time. The other side could be used for docking a future boat. The assignee will remove the existing dock and pipes from the lake and will build this platform with his own means. He states that he is handy and it is a job he can handle along with help from a neighbor.

H) Dredging: Will Cytowicz

A committee meeting was held on 4/8/24 to discuss the tentative priorities for our projects. At the meeting, it was determined that a 2025-2026 drawdown would be a prudent timeframe. Our committee discussion and board meeting discussion determined that the priority coves that a permit should be applied for are Laramie Cove, Audubon Cove, Bridge Run/Racetrack, and Pioneer Cove.

Due to the time sensitivity of the dredging permit process, we will be investigating whether it is more prudent to hire contractors for the permitting process or doing it on our own. Currently, I am in the process of developing a scope-of-work that I will send to the committee for their review and engaging with contractors to get their estimates on using professional engineering services.

Lastly, the Master Plan is slowly being developed to be as comprehensive as possible. Much progress has been made and my expectation is for a final plan to be made by October. The committee will discuss this in future meetings.

I) Easement: Will Cytowicz

The Committee would like to suggest that Committee Chairs begin thinking about their needs and wants for next year in anticipation of an August date for discussing these items.

J) Entertainment: no chair, no report

K) Environmental: Andrew Quirk

A call list in the event of a hazardous waste spill was created.



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Hazardous Waste Policy

1. Hazardous spill in lake is reported to the Office or Security.
2. Office or Security call Andrew Quirk 973-454-2258.
3. Andrew Quirk calls West Milford Police 973-728-2800 who then will notify Fire Department.
4. Andrew Quirk calls Jim Jones 201-704-2660 and Randy Reagan 973-853-0383. Call Phil Barbaris as necessary.
5. Fire Department decide whether to call County or DEP.
6. Collect booms from Old Firehouse as needed.

The HAB protocol is being worked on with Larry Kovar and Rene Manzo. Road sweeping and storm drain cleaning began the week of April 24th.

Although the idea of a boardwalk along a section of Riverside Road had to be curtailed due to Wetlands permitting and associated costs, further research of the Property Owners Block and Lot configuration has revealed that the Association does not own every section "down to the water." In fact, properties on Castle Rock own across the water to the east side of the river and then join Association parklands. When we are performing clean ups along the river, we need to be mindful of the ownership of each block and lot.

The clean up on Earth Day was very successful.

L) Insurance: Debra Morrison no report

M) Legal: Terry Gianniotis FOR EXECUTIVE SESSION

N) Master Plan: Rob Burr

With current submissions approved, the Master Plan exists, and we are now in compliance with the Bylaws. We can continue to build it out with the committee drafts already underway plus any new that chairs wish to submit.

O) Parklands: Jim Jones

Bulkheads: Andrew Quirk - The Committee has studied the types of plants that could be used for shoreline stabilization. See Exhibit A for the list and prices. We are seeking prices for coir logs.



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Encroachments: Will Cytowicz - The committee will have a meeting before our June POA regular meeting where we will discuss the following:

- Developing a policy to present to the Board that will memorialize that if a property is transferred to a new owner, there will be an established timeline where the new owner must remove their oversized docks that have not been approved and for the removal of any existing Parklands encroachments.
- Reviewing and identifying existing Parklands encroachments through the aerial point-in-time survey. The committee will also be discussing the next steps in the process of remediating all existing encroachments with a time definite deadline.
- Formalizing our Master Plan section to be approved by June/July.

The committee will also send a letter to the Executive Committee that can be generic enough to allow for the Committee to send a letter to “for sale” homes that have encroachments on them to be notified that the new homeowner will have restrictions for POA membership if the encroachment is not removed.

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

IT: Steve Ezratty

Our website is based upon a content management system called WordPress. The original person who created it added new features to it by installing what is known as plugins. A plugin adds functionality not included in WordPress out of the box. WordPress itself as well as these plugins had not been updated in quite some time. Some of these programs were more than 20 releases behind. As such, the site finally crashed.

We upgraded all the components as well as WordPress to the current releases. At present, all components are now fully up-to-date, and the site is now functioning normally.

Q) Security: Laura Nietzer

Security boat went in the water mid-April. Buoys have been placed around the lake. Thank you Travis for working with Ken so he could use the smaller barge, he said it made the job much easier than in the past. Security is ready for summer!

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R) Stumps: Jim Jones no report

S) Weeds: Rene Manzo

Half of lake treated with sonar on 5/7. Other half in about two weeks. No irrigation for 30 days after second treatment.

Lake water quality is good. with good Secchi readings.

Went and reviewed the weed harvesting operation in Mountain Lakes, NJ. They can travel faster due to fewer underwater obstacles. This followed Andrew's interaction with the company.

Brought the Aquathruster to Dave Surman who installed it on his dock in Yardville Cove. Oscillating motor not working . Was still under warranty and new part was received.

T) West Milford Lakes Association: Andrew Quirk, representative

-UGLPOA will host the tabletop EAP drill on June 4<sup>th</sup>.

-Andrew Quirk and Lynn Mandon will hold a planning meeting with WM Emergency Management Coordinator Michael Moscatello on May 20<sup>th</sup>.

-High Crest Lake is having problems with gaining Insurance as their dam is currently deemed non-compliant until repairs have been completed.

NJ Coalition of Lake Associations:

April 24<sup>th</sup> Meeting

Three subject areas were discussed:

1. Planned Real Estate Development Full Disclosure Act (PREDFDA), by Eileen Born Esq. Ms. Born stated that amendments have occurred to Parts 1 and 2 and that a Lake Association, if any fees are mandatory, will come under the scope of the recently enacted law. Our legal counsel will be consulted on this topic.
2. Weed Harvesting, presented by Todd Watkins of Paragon. Dredging and Weed Committee members have been informed about the presentation and the company's current work at Birchwood Lake, Mountain Lakes, NJ. They charge \$19,000 per week for two men utilizing 3 boats and have removed 150 cubic yards in 10 days.
3. HAB, presented by Emily Mayer from NJDEP. The bacteria are 2-4 billion years old. Dogs swimming in high concentrations of bacteria can have seizures and deaths

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have been recorded. The cells go into the lake sediment in the winter. The ELISA method is used by NJDEP after a suspected HAB is reported to their website dashboard. The tiered system of Watch, Advisory, Warning, Danger and Beach Closure is then implemented depending on cell count and concentrations of microcystins. A fleuro-sense reading of 13-14 or above should be reported. (UGLPOA is currently in discussions with Larry Kovar to determine the best areas to test weekly). Last year there were 49 Lakes in NJ with confirmed HABs and 9 beaches were closed. The time that a beach must remain closed can be lengthy. High cell counts, even if recorded two miles away from a beach may require the beach to be closed. The DEP is expecting more HABS because rainfall has been 11-25% above average. The incidence of winter HABS is increasing. Chris Coons is the HAB coordinator, and it is highly recommended that boats are washed before entering a lake.

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**A motion to adjourn was made at 10:19 by Laura Nietzer. Approved by acclamation.**  
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Respectfully submitted,  
Margie Culhane, Secretary