

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES Regular Meeting Minutes
November 14, 2023**

Attendance

Becker, Heather	E	Gianniotis, Terry	P	Nicosia, Jessica	R
Burr, Rob	P	Grayson, Doug	P	Nietzer, Laura	P
Carrubba, Ysabel	P	Hartig, Jason	P	Quirk, Andrew	P
Culhane, Margie	P	Jones, Jim	E	Sarnowski, Karen	P
Cytowicz, Will	P	Lizotte, Travis	P	Tonnessen, Linda	P
Ezratty, Steven	E	Manzo, Rene	P	Zielinski, Gary	P
Giannantonio, Anthony	P	Morrison, Debra	P		

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

Attorney Present – James Romer Y/N

Public Session:

Cristina and Ryan Maloney from Castle Rock Road read a letter petitioning for UGLPOA membership. They were given an explanation of how the easement works and that it must be included in the deed to their property.

With a quorum present, the meeting was called to order at 6:50pm by President Doug Grayson.

Doug appointed Rob Burr as chair of the Master Plan Committee. Approved by the Board.

A motion was made to approve the September 2023 Regular Meeting and Executive Session Minutes at 6:59pm by Margie Culhane, seconded by Karen Sarnowski.

In Favor 12 Abstentions 2 Opposed 0

A motion was made to approve the October 2023 Regular Meeting minutes as corrected and Executive Meeting minutes at 7:00pm by Margie Culhane, seconded by Anthony Giannantonio.

In Favor 7 Abstentions 8 Opposed 0

Correspondence:

1. 74 Papscoe Rd – petition for waiver on late fees. Has been moved to the December board meeting agenda.

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2. Block 0193 lot 001 – letter asking to waive late fees and just pay easement fees due.

A motion was made at 7:12 by Rob Burr seconded by Anthony Giannantonio to waive late fees and accept payment of easement owed of \$3,676.54 but only if received by December 1, 2023 and paid by certified check.

In Favor 7 Abstentions 8 Opposed 0

3. Letter from the UGLFD Fire Chief regarding docking the fireboat on UGL. Docked previously as a guest at a member's dock where there is available parking.

A motion was made at 7:17pm by Karen Sarnowski, seconded by Laura Nietzer to draw up contract with our attorneys for UGLFD to use dock space in the Clubhouse parking area as long as they fulfill the contract.

In Favor 15 Abstentions 0 Opposed 0

4. 16 Banker Road — letter from property owner providing UGLPOA with notice of their Airbnb permit renewal.

A motion was made at 7:38pm to move to Executive Session by Karen Sarnowski, seconded by Rob Burr.

A motion was made at 9:02pm to exit Executive Session by Laura Nietzer, seconded by Karen Sarnowski.

A motion was made at 9:32pm to approve a jetski purchase question for the ballot at the December easement meeting by Will Cytowicz, seconded by Travis Lizotte.

In Favor 14 Abstentions 0 Opposed 0

Committee Reports:

- A) Activities: Heather Becker, no report
- B) Beach: Linda Tonnessen no report
- C) Boathouse: Jason Hartig no report
- D) Clubhouse: Anthony Giannantonio and Gary Zielinski no report

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E) Dam: Andrew Quirk

The trees and brush were cut back on Mount Laurel Dam.

F) Bylaws, Rules & Regs: no chair, no report

G) Docks: Karen Sarnowski, no report

H) Dredging: Will Cytowicz

The homeowner that the committee felt could best hold the geotextile tube for a vacuum dredging project in Racetrack Cove has declined any proposal to hold this tube. This project will be put on hold because the alternative plans that would allow for this test dredge may be too invasive or cost prohibitive and the winter is fast approaching.

In 2024, the Committee will be preparing for an alternative plan to successfully test the vacuum dredge, submitting the applications for a 2024-2025 drawdown, and preparing for a mechanical dredging during this drawdown period which includes the NJDEP permitting process.

I) Easement: Will Cytowicz

Since the October board meeting, all Chairpersons have communicated any increases they may need to present for the budget at the public easement meeting. The updated budget was distributed to the Board prior to the board meeting.

The public Easement Budget Workshop meeting was held on Monday, November 13, 2023 where balloting information for the December 2, 2023 public easement meeting was available for public review. Seven easement members participated in the meeting, of which six were board members.

J) Entertainment: no chair, no report

K) Environmental: Andrew Quirk

The FluoroSense with Phycocyanin optics has been shipped and delivery is expected next week.

Due to high water levels no work has been possible on the approved bulkhead projects. A volunteer clean-up is planned for November 18th and a Committee meeting will be held on the 16th.

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The MSU Citizen Scientist project has concluded. Two samples a month were collected and analyzed in July, August, September, and October. The Committee Chair led the effort and would like to thank team members Terry Gianniotis, Kathy Straubel and Dave Surman. All members worked incredibly hard to complete the study.

L) Insurance: Debra Morrison no report

M) Legal: Terry Gianniotis FOR EXECUTIVE SESSION

N) Master Plan: no chair, no report

O) Parklands: Jim Jones

Bulkheads: Andrew Quirk

Encroachments: Will Cytowicz

- 2505/1 - Septic plans were reviewed and the installation is within the boundaries of the homeowner's property.
- 2511/1 – Received a copy of a town permit to add an accessory building to the property. A survey was requested to make sure they are not building on Parklands. The homeowner quickly provided the survey and the new building will be within their property boundaries.
- 51 Racetrack Dr. This abandoned house has significant Parklands in the backyard. Activity has been seen and reported. The committee would like to survey the property to establish the respective property boundaries.
- 12 Schmidtke Ln. On 11/12, Karen and Will went to this property to take pictures of several installations on Parklands.

Active Encroachments:

- 2601/37
 - This property is in Blueberry Bay. This is the family that fixed up the house next to Bob Moskin and removed trees without permission several years ago. The property currently has fencing and a gazebo on Parklands that are a clear encroachment on Parklands. The committee sent notice to this homeowner stating that a survey will be conducted in the near future and that access to the Parklands will require us to enter their property.
- 2601/40
 - Security noticed a patio being installed on Parklands. They took pictures, sent them to the office and this information was forwarded to the committee. Will met with the homeowner and the contractor, Mark Crevina on 10/28 to discuss the matter. They were told to hold off on any

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further renovations to the Parklands area. A presentation will be given at the 11/14/23 meeting for Board discussion.

- 2007/3.01
 - There are plans to install a “new” shed on Parklands. However, there is currently a shed on the Parklands that needs to be removed. If knowledge of this shed is shown by the homeowner, we will confront the encroachment. The homeowner has been contacted by email and text message. There has been no response.
 - On 11/10, an email was sent to the township Zoning Department requesting guidance as to how to stop the permit until proof is shown that the shed will not be on Parklands. The committee will continue to be vigilant on this matter and the current encroachments on this Property which are a shed and a deck that are clearly on the easement.

P) Publicity & Public Relations: no chair

Web/IT

Monitor – Doug installed the Monitor on the wall including the wiring. Steve tested wireless connectivity to the monitor. The following tests were completed successfully:

- PowerPoint Presentation
- YouTube Live Stream Video
- Local Stream Video
- Sound (Video Soundtrack)

All tests passed. Additionally, Tanya tested HDMI connected video.

TOPS Database:

Much work has been completed. The remaining items to be completed are:

- Update the database with Account Balances (Tanya)
- Clean Up of Property Addresses (Tanya)
- Addition of custom fields such as Boat 1, 2, 3, ATV, etc (TOPS) expected 11/10

Completion

- Tutorial on how to mail merge (create custom billing) – TOPS / Tanya
- Sign Off from Tanya
- Tanya will work both systems for a limited amount of time to verify results and establish comfort level.

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Upon sign off, Tanya will export the Lotus Approach database and provide to Steve. Steve will convert to MS Access and provide to Tanya as a historical archive. Tanya predicts late December cut over

Q) Security: Laura Nietzer

The State Police came up to the Lake on October 27th. State Police can come any time unannounced as the State owns the water and the POA owns the lake bottom.

Buoys were removed from the lake on November 5th. Thank you Jim for the use of the barge as it makes the job much easier.

There is a need for a security jet ski to help patrol the lake. We will be asking for a line item on the Easement budget for the purchase of a used jet ski.

Boat is coming out of the water, and will be winterized, and stored in the old firehouse for the winter.

R) Stumps: Jim Jones no report

S) Weeds: Rene Manzo

Aerator removed from homeowners dock as per request in Audubon cove and stored in the firehouse. House is on the market for sale. Think it helped the algae problem but would need to use for several years to confirm efficacy. We used the homeowners electric as we were unable to obtain a new lakeside service from Rockland Electric. No more weed treatment after October 1st as per state reps. Hope we get some ice and snow cover to lessen weed growth over the winter.

T) West Milford Lakes Association: Andrew Quirk, representative

On October 16, 2023, Ellen Born, a lawyer for 75 lake associations, presented to the Lakes Committee meeting about the responsibilities of board members. Laura Nietzer, Jessica Nicosia, and Terry Gianniotis were there from the UGLPOA board. Detailed notes from the meeting were shared with all UGLPOA board members after the meeting.

Ellen discussed the importance of Governing Documents, the Code of Conduct for the Board of Trustees, the conduct of meetings, and the need for board members to come to meetings prepared among other topics. She also shared a number of state statutes that have to do with lake associations.

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The current regulations for short-term rental agreements are listed below and are about to be revised:

*Chapter 285 Property Maintenance
285-13 Short Term Rentals*

E.

Application process for short-term rental permit and inspections.

(1)

Application process. Application for a short-term rental permit shall be submitted under oath on a form specified by the Township Clerk, to the Township of West Milford Township Clerk's Office accompanied by the nonrefundable application fee as set forth in Subsection E above. Such application shall include:

(a)

The name, address, telephone number and e-mail address of the owner(s) of record of the dwelling unit for which a permit is sought. To verify this information, the applicant shall provide their driver's license. If such owner is not a natural person, the application must include and identify the names of all partners, officers and/or directors of any such entity, and the personal contact information, including address and telephone numbers for each of them.

(b)

The address of the unit to be used as a short-term rental.

(c)

If the property owner is not going to be present or assume liability for the activities in and maintenance of the STR on a seven-day-a-week basis, 24 hours a day, then the name, address, telephone number and email address of the short-term rental property agent, or short-term rental property responsible party who will assume this responsibility.

(d)

For a condominium short-term rental permit application, a letter of approval by the condominium association must be submitted with the application. For units in a Lake Association community, certification that notice of the application has been provided to the Association.

NJCOLA - No report

A motion to adjourn was made at 9:51pm by Will Cytowicz, seconded by Laura Nietzer. Approved by acclamation.

Respectfully submitted,
Margie Culhane, Recording Secretary