

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING  
August 8, 2017**

**ATTENDANCE:**

Burr, Rob	E	Jones, Jim	P	Veninger, John	P
Colnaghi, Warren	E	Manzo, Rene	E	Zielinski, Gary	P
Patton, Jim	P	Nietzer, Laura	P	Gerace, Nicole	E
Becker, Heather	E	Sarnowski, Karen	P	Rees, Ginny	P
Marino, Joseph	P	Straubel, Kathy	E	Decina, Dennis	P
Sarnowski, Shelby	E	Quirk, Andrew	P	Donoghue, Paul	P
Dowling, Kristin	P	Field, Cliff	E		

**P= Present      E = Excused      A= Absent      P\*present via Skype**

Attorney Present: James Romer     yes     no

With a quorum present, the meeting was called to order at 7:35 pm by John Veninger.

General meeting post cards went out too late per the by-laws, and could be challenged. Tuesday, August 30<sup>th</sup>, 2017 at 7:00p.m. was identified as a viable alternative for public meeting. Post Cards will have to be sent out cancelling previous meeting and announcing the corrected date and time.

Community Sign, Beach Bulletin Board and Utopia Whiteboard will indicate the change, in addition to an Email blast.

A motion was made by Paul Donoghue and seconded by Jim Patton to approve the July 11<sup>th</sup>, 2017 regular meeting minutes as corrected

10 yeas=0 noes=2 abstentions

A motion was made by Paul Donoghue and seconded by Kristin Dowling to approve the July 11<sup>th</sup>, 2017 executive meeting minutes as corrected

10 yeas=0 noes=2 abstentions

**Public Session:**

**Correspondence:**

No correspondence outside committee reports

**Committee Reports August 2017**

**Membership: Karen Sarnowski:**

Current Membership:

POA ó 613

Double Docks ó 13

Tenants ó 14

Specials ó 6

Total POA ó 646

Total Easement ó 1532

Working with Tanya on Current Dock Owners, 3 properties with docks to be pulled, 1 property owned by a company with dock being used and not responding to correspondence, 2 properties in foreclosure with docks still there, several properties for sale with docks. 6 properties with docks in use without POA payment going to Romer.

Security hotlist to be created containing docks that shouldn't be in use, and these docks should be checked and validated weekly.

Discussion surrounding Dock assignment given potential draw-down, and time of year when house sells. Poll showed all members in agreement that regardless of time purchasing or getting assigned dock, full POA should be paid.

**Treasurer's Report-**

Commentary for July 2017 financials

## Easement

- Total past years Easement collections have reached \$114,239. Current year Easement fee payments are at 75%, a slight increase from June's 72%. We have upped the allowable spend to 100% for non-fixed expenses. This is based on collecting 75% of all easement properties. We also expect to collect Firehouse rental income latter in the year.
- Utilities are running significantly under what is expected, at 39%.
- We've incurred minimal expenses against the Weed budget, and are at only 4% of budget.
- Parklands Expense is now at 19% of allowable spend, after the Board moved \$3,625 for tree work, and \$15,460 Firehouse paving to Contingency.
- We have spent 66% of Part Time Employee budget. We need to be careful when using part time help, or we will run out of money.
- We are at 70% on Legal, after the Board moved \$3,512.50 spent researching the status of unimproved roads to Contingency.
- After moving the above-mentioned charges, Contingency is at 50%, leaving \$22,402 available.
- From a cash flow perspective, keep in mind that we have collected the majority of income for the Easement at this point. We will spend down against what is in the bank for the rest of the year. Late collections and fees will somewhat offset the spend.
- We have a healthy reserve account balance.

## POA

- We are at 99% collection of POA membership dues. Our budget is based on 655 memberships (combined: dues, tenants, specials, and double docks). We have collected a total of 646, a deficit of 9. We still need to reach a total of 655 to fully achieve our budget. Increased clubhouse rentals may make up the small deficient in memberships.
- As in the Easement, we have collected the balance of the dues for the year, and we need to fund ongoing operations for the rest of the year. Cash on hand is declining, and will continue to go down the remainder of the year. The opportunity to collect additional POA memberships and late fees is rapidly diminishing at this point. We may get a few more for those with docks who have not yet paid. We also have income from Clubhouse rentals throughout the year
- The Activities budget can be confusing. Tanya has broken it out on the POA actuals sheet to more clearly present the information. The Activities committee has a budget to fund the fireworks. Our fireworks are funded by the Activities budget, plus donations. That pays the fireworks company, and ancillary expenses like Police, Fire and the permit.

- Activities events need to generate enough income to break even. We make money on some events, for example, comedy night. Those funds are used to offset expenses for Music Under the Stars, and children's events such as Breakfast with the Bunny, and Breakfast with Santa. There is no fat in the Activities budget. If we over spend, we risk having to cancel future events.
- Activities currently has a net profit of just over \$586. We also have a surety bond that will be refunded.
- Utilities are only at 40%, lower than would be expected at this point.
- Real Estate taxes are at 69%. We are running slightly under.
- Beach Expense shows as 74%. This is an accurate number, as presales of UGL apparel have been offset with apparel expense. There was a profit \$1,561 on apparel sales.
- Beach PR is at 53%. We'll need to keep an eye on PR expenses for the remainder of the season.
- Cash reserves for the POA are OK, but not great. As mentioned above, we've collected the bulk of our cash for the year, and will spend against what's in the bank. We have just over \$342K in liquid assets. In addition to funding the rest of 2017's expenses, we are planning on paying for the bulkhead repairs as well as clubhouse repairs out of those funds.

Kristin Dowling made a motion, seconded by Ginny Rees to approve the financials for July 2017 as presented in the Treasurer's Report.

11 yeas; 0 noes; 0 abstentions

**Unfinished Business:**

1. Grafitti- John Veninger cleaned this up.
2. Retaining Wall/Coffer Dam- Bulkhead work has been pending 5 years; with discussion around pushing it out to year 6. Some public backlash may be incurred; permits have been pulled for 2 years and are to be verified, Security camera to be installed when electric can be run to boat launch, seems that dredging and bulkhead can and should be done simultaneously with target for Winter 2018.
3. 7 Oaklyn Ct-abandonment- Romer to request record of what exactly was done.

**Committees:**

**A. Activities: Ginny Rees & Heather Becker:**

The last music under the stars is scheduled for the end of the month. Activities meeting continue to meet the third Tuesday of the month and now we have a nice group of volunteers to make life easier. There is a strong possibility that another Broadway on the lake may take place but not yet finalized.

The committee is also considering a pig roast in September and an Oktoberfest in October and possibly ending the summer with a magic show for the kids. Committee actually met twice in July to start the planning.

**B. Beach: Laura Nietzer and Kathy S:**

Last week of swim lessons, Sammy getting up to speed with some additional training.  
Highest ever bad water test, concerned with bad water quality in this area.  
Concern over future of beach management and committee chair being present.

**C. Boat House: Kristen Dowling:**

Kristin Dowling to work with Rob to put together an email to existing tenants to see what their intentions are for rental this winter. She'll also work with Tanya on changing the door combination (as per boards request). In addition, she will let them know weekends that she will be available to allow access. Since these are new procedures, we should expect to see some push back from tenants.

**D. Clubhouse: Gary Zielinski:**

Clubhouse committee had a meeting and discussed:

Roof repair. Need to get this done this year as only a temp fix and plan for replacement next year.

Storage in Kitchen.

Will have to maintain a double front door for emergency egress. Will repair present door.

Need to replace outside broken lamps and keep doors from hitting them with a bolt through slide bar.

Painting and re-taping of bathrooms and main ceiling.

Front porch trusses and supports need to be replaced

Gary Zielinski also discussed lattice being installed and LED lights. A new butterfly bush was planted next to the front porch, cleaned up old asphalt bags that were there and mulched. Currently getting bids on roof. Paul mentioned that a member had asked about solar panels on roof. There are some downsides to solar that the committee is concerned about.

Dennis Decina made a motion and Ginny Rees seconded to approve Barbaris to perform the installation of the new front fascia, railing, and deck with the amount not to exceed \$27,000.

11 yeas; 0 Noes; 0 abstentions

**E. Computer-John Veninger**

No report

**F. Dam: Andrew Quirk:**

The trash rack and staff gauge has been fabricated and will be installed in the next two to three weeks. Our Dam Engineer Jerry Cross will supervise the work performed by Diving Services Inc.

A 17-foot folding and telescoping ladder was purchased to allow Engineers to evaluate the operator and plate. The original permanently secured ladder has rusted and is no longer safe to use. After the inspection, the new ladder will need to be stored elsewhere, possibly in the the Old Firehouse. Many thanks to Ray Engel who assisted in placing the ladder in the chamber. The roofing shingles on the valve house need to be repaired or replaced as a few are missing.

**G. By-Laws Rules & Regs: Karen Sarnowski:**

Rules and Regs Committee met this month and discussed:

- parklands encroachments
- number of motorized boats allowable per property; 2 properties purchased by fishing group with 6 boats, should clearly define number of boats allowed per property considering 6.
- Discussed potential for doing away with double docks.
- Short term rentals, Air-Bnb, properties. Recently experienced beach guests who were short term rentals. Tags should be confiscated. Letter being drafted to be distributed to home owners of short term rentals.

Note: Tanya on vacation Aug 17<sup>th</sup>-24<sup>th</sup>

**H. Docks: Karen Sarnowski:**

24 docks assigned

Heather and Nicole looking into docks in disrepair

Dock repair letters, tenant POA member response for mess around dock and mis-use of dock.

**I. Dredging:**

Packet compiled for presentation to town surrounding the co-signing of loan. Battaglia very responsive regarding the co-sign. Tabled for Sept 6<sup>th</sup> town workshop session, with town attorney reviewing currently. UGL spokesperson should be present and any additional attendees for the workshop meeting to provide answers to any questions or concerns.

Critical timing, DEP wants contract back by 09/11/2017.

Dredging prioritization- Community participants selected for workshop, 21 invited 7 showed up. Met on 7/22/2017, Paul elaborated on workshop format and agenda of dredging workshop and presented data of criteria and scoring of each cove.

Dredging map to follow

Laura Nietzer made a motion, and Jim Patton seconded to execute the loan agreement with the State of NJ for a loan in an amount not more than \$1,000,000, as stated in the Borrower's Resolution.

11 yeas; 0 noes; 8 absent

**J. Easement:**

An easement meeting was held on Tuesday, April 8<sup>th</sup>, 2017 at 7:00p.m. No members in attendance.

**K. Entertainment:**

No Report

**L. Environmental: submitted by Kathy Straubel:**

Environmental committee met on Wednesday, July 5. The following topics were addressed:

- An environmental email was fleshed out dealing with recommendations for residents for maintaining a healthy lake. Recommendations include not dumping leaves in the lake, etc.
- The three sites for core sampling by Princeton Hydro were determined with input from a new committee member, Jeremy Deeks, an environmental scientist.
- We've been in contact with the WM environmental commissioner in reference to acquiring trees from the pipeline agreement. Jim Jones will assist with determining areas for trees to be planted in the fall.
- Erosion issue brought to committee's attention. Discussed trees and reeds as possible options and possibly rip rap.
- Possible septic leak in boat launch cove discussed. (yellow concrete house) Will make complaint with WM DOH when resident is present as it is used as vacation house.

Since meeting the results from the first water testing done in May were received. The following conclusions were made based on the this first testing:

1. Overall the lake's clarity, phosphorus concentrations and dissolved oxygen levels, along with the other indicators used to assess the lake's recreational and ecological status, were all consistent with the high water quality conditions that would be expected of a eutrophic lake sampled in the late-spring.
2. Thermal stratification was not observed in Upper Greenwood Lake, with water column well oxygenated from surface to bottom. However, as the summer progresses, the lake is expected to show signs of thermal stratification.
3. In-lake nutrient concentrations were relatively low. For example, TP concentrations were for the most part just above the analytical detection limit. Given the relatively low concentrations of the required plant nutrients, as would be

expected there was very little planktonic or overall benthic algal growth. However, Lyngbya was observed in dense patches.

4. The data collected at Stations #4, #6 and #7 initially document water quality conditions different than those measured in the middle of the lake, particularly at Station #4. Although the most recent data shows elevated conductivity levels, it is most likely not the result of a direct discharge into the lake. Rather it is more likely the result of a combination of surface runoff and groundwater conveyed to the lake via a collection of drains, inlets and other sources. This condition will continue to be monitored at 2017 progresses.

A POA member emailed her concern about *N. fowleri*, commonly known as the "brain-eating amoeba". This protist is rare and usually found in lakes in the southern US, if at all, due to its preference for high temperature and stagnant freshwater. I called Garden State water testing and was advised that no laboratories in NJ test for this as it is not known as an issue. I spoke with member and advised same.

**M. Executive**

No Report

**N. Insurance: Dennis Decina:**

No Report

**O. Legal:**

Paul Donoghue and Jim Romer discussed Common Interest Community Legislation. Karen Sarnoswki and Bob Massessa meeting, to sign off on papers for judgement on people within legal collections.

Paul Donoghue made motion to move into executive session at 9:26p.m.; Laura Nietzer seconded.

12 yeas; 0 noes; 0 abstentions

Laura Nietzer made a motion to leave executive session at 10:03p.m.; Jim Patton seconded.

12 yeas; 0 noes; 0 abstentions

**P. Master Plan: Rob Burr:**

No report

**Q. Parklands: Jim Jones:**

Island has been fenced and has been quite successful in remediating geese. Plywood dogs are complete and will be installed on the dock



Striping on firehouse has been postponed 3 times due to rain but will be done shortly.

Planting will take place at Firehouse to beautify.

Rules and Regs around Parklands Encroachment list in preliminary stages, with a lot of signage on parklands property to start educating and cracking down on parklands encroachment violations.

Dover Road: DPW was instructed by Fire Department to place gravel and signage at end of dover cove and has encouraged launching of kayaks, smaller water craft without consulting UGLPOA. List of agreed upon fire-lanes to be requested from Fire Chief.

**Q1. Encroachments: Shelby Sarnowski:**

No report

**R. Publicity & Public Relations: Jim Patton:**

Contract has been finalized and payment submitted to Oleg Vasertriger. Questions on whether Tanya can be trained for updating and maintaining website including upload of minutes, preferably by the 8/30 public meeting

Historic welcome packet for new residents, could be revamped and updated, with potential for free day at the beach.

**S. Security: Kathy Straubel/Joe Marino:**

Security committee met this month to discuss current state and begin to map out an improvement plan. A new security phone has been purchased and activated and was handed over to the Security staff this weekend. The number is 973-617-6099. Furthermore, since the phone is only manned when the boat is manned, a security email has been established for mid-week concerns to be submitted, and will be distributed to the public in a future communication.

Three inflatable PFDs were purchased for the Security Boat, and Security staff will now be required to wear these at all times while on the boat.

There is an ongoing initiative to review and update jobs descriptions of the Security Staff, in addition to formalizing policies and operating procedures that accurately reflect the Boards priorities and expectations of the Security team. We welcome any input through emails as we prepare to generate a first draft of these documents for Board review.

Discussion surrounding CPR certification and First Aid training. Board poll was unanimous for requiring CPR certification of Security Staff.

**T. Stumps: Jim Jones:**

Steven Veninger trained to use barge, barge had recent break down with broken steering cable but has been repaired as of 08/08/2017.

Discussion surrounding 50 ft channel of stump removal and water lily rhizome raking.

Stump in stump area that is floating and visible a few inches above water line and should be marked for removal.

U. **Township:** No report

V. **Weeds: Rene Manzo:**

Weeds will be treated this week with attention to the long leaf pondweeds. Concerns forwarded to Larry who has surveyed areas. Beach cove was treated for filamentous algae. Lake appeared to have turned over and should be clearing. Surveyed lake on jet ski, Pioneer canal looks good. Seems mostly like patchy long leaf pondweed. A lot of this is brown and means it is dying but could still be standing. Over time will fall down or get knocked down by waves, boats etc.

Would like to see if 2017 weed reports could be on web site as 2016 was.

Discussion that Larry Kovar may have been too conservative with weed treatment this year. Rene to discuss with Larry about making pre-buy for next years weed treatment.

W. **Ad Hoc Committees:**

1. Storm Drain retrofit-Status: Nothing from town

**Meeting was adjourned by acclimation at 10:30p.m.**

*respectfully submitted by Joseph Marino*