

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING
September 12, 2017**

ATTENDANCE:

		Jones, Jim	P	Veninger, John	P
Colnaghi, Warren	E	Manzo, Rene	E	Zielinski, Gary	P
Patton, Jim	P	Grala, Ed	P	Gerace, Nicole	P
Becker, Heather	P	Sarnowski, Karen	P		
Marino, Joseph	E	Straubel, Kathy	P	Decina, Dennis	P
Sarnowski, Shelby	E	Quirk, Andrew	P	Donoghue, Paul	P
Dowling, Kristin	P	Field, Cliff	A		

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 7:21 pm by John Veninger.

Gary Zielinski nominates John Veninger for President
 John Veninger nominates Joe Marino for Vice-president
 Kathy Straubel nominates Karen Sarnowski for Membership secretary
 Karen Sarnowski nominates Kathy Straubel for Secretary
 Dennis Decina nominates Nicole Gerace for Treasurer

The executive board nominees are approved by acclamation.

A motion was made by Dennis Decina and seconded by Jim Patton to approve the August 8, 2017 regular meeting minutes as corrected

7 yeas=0 noes=5 abstentions

A motion was made by Kristen Dowling and seconded by Jim Patton to approve the August 8, 2017 executive meeting minutes as corrected

7 yeas=0 noes=5 abstentions

A motion was made by Kristen Dowling and seconded by Jim Patton to approve the POA General meeting minutes from August 30, 2017 as stated.

10 yeas=0 noes=2 abstentions

Correspondence:

Ginny Rees and Laura Nietzer resigned their positions.

203 Lakeshore: updating septic ó We received a blueprint showing that it's not on parklands, however we were not informed by the town.

A member sent an email detailing suggestions for the board including which companies to employ and how to communicate with the members. The suggestions were discussed and it was determined that the companies that the board employs are doing a good job and we will retain their employment. The board will issue a response to the member explaining same.

A member continues to contact the board in reference to questions that have already been answered.

Committee Reports August 2017

Membership: Karen Sarnowski:

Current Membership:

POA ó 624

Double Docks ó 13

Tenants ó 15

Specials ó 7

Total POA ó 659

Total Easement ó 1559

Karen Sarnowski reported that POA memberships have probably peaked at 659 as last year's membership was 657.

Treasurer's Report-

Commentary for August 2017 financials

Easement

- Total past years Easement collections have reached \$126,169. Current year Easement fee payments are at 76%, a slight increase from August's 75%. The allowable spend is 100% for non-fixed expenses. We also expect to collect Firehouse rental income latter in the year.
- Marine and Parkland Patrol payroll are at 51%, with the bulk of the summer season behind us. Security expenses are running at only 31%.
- Utilities are running significantly under what is expected, at 45%.
- We've incurred minimal expenses against the Weed budget, and are at only 15% of budget. We should consider a pre-buy for next year in the last quarter of the year if weed expenses remain low.
- Parklands Expense is now at 26% of allowable spend.
- Environmental has not spent any of their budget.
- We are at 70% on Legal.
- 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.
- There is currently \$300,348 in the future dredging account. We will not be dredging this year, so will collect another year's worth of dredging, further increasing our ability to pay off the upcoming dredging loan with the Sate of NJ. If we spend the full \$1M, with interest, the total cost will be \$1,218,224. As of today, we have 25% of the project in the bank already. With next year's collection, we will have even more of the loan covered.
- We have a healthy reserve account balance.

POA

- We are at 101% 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 659, a surplus of 4.
- 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 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 received the \$2,500 surety bond back in September, which is not reflected in the August financials. That will bring Activities available funds to \$3,086.
- Utilities are only at 47%, lower than would be expected at this point.
- Real Estate taxes are at 69%. We are running slightly under.
- Beach PR is at 83%. With the season almost over, we should be in good shape.
- 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 \$332K 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.
- The Clubhouse committee has discovered that there are issues with the flooring under the beach bathrooms. The cost of repairs could be significant. Insurance may cover part of the expense, if not; this is an unbudgeted item that will need to be covered out of the reserve.

Karen made a motion, seconded by Jim Patton to approve the financials for August 2017 as presented in the Treasurer's Report.

12 yeas; 0 nays; 0 abstentions

Unfinished Business:

1. Graffiti- 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: Heather Becker:

Committee has been meeting every other week to try to get events moving.

Yoga- still well received. Did a few Saturday morning sessions on the beach as schedules permitted. New 6 week session just starting.

Fall Fun Fest- Sept 30 Live music, lawn games, bonfire (no pallets, so no nails on beach)

Food: Brats, sausage & peppers etc. We can get Bonfire permit through Joe Ponzio

Oct 28- still planning- not sure if Adult Halloween or something more Octoberfest

Nov 12- penciled in for Broadway but they have been unresponsive to Ginny. She invited them to come to activities committee meetings to meet with the committee. She asked them to plan through the activities committee (or her) but has had no contact so not looking too promising.

Dec 9- Breakfast with Santa

B. Beach: Kathy S:

Laura Nietzer, long-time board member, has resigned from the board. She has been a wonderful asset to the UGL community and will be missed on the board and on the beach, although she will still be volunteering in the community. Thank-you Laura for your time and knowledge and good humor!

We also have lost our fabulous beach manager, Sabrina Fleming. Sabrina has formed the beach community into a wonderful place for our community to enjoy their summers. Kids growing up here have fond memories due to Sabrina's efforts. She will be missed!

Kathy Straubel will be chairing the beach committee going forward and Sammie Fleming will be the new beach manager. Kathy will be working with Sammie on developing a beach contract for all beach-going members to sign acknowledging that they understand the rules of the beach. We have had some issues with following the rules as of late. Sammie is organizing a beach clean-up day to bring in the lines and rafts, etc. And Chris M. will shut off the water.

We have purchased a ping pong table, which has become quite the hit, so we will purchase another one and pay for the construction of a corn hole game.

Beach is definitely interested in collaborating on a bulletin to be included in the bills sent next year!

C. Boat House: Kristen Dowling:

I had an idea about the Boathouse. Would the board agree that we can change the combination lock. As renters pay their fees to Tanya they would be given the new code. This way they can access the Boathouse without someone having to be there to let them in. Renters will be given a date to get their boats in by based on when the Security boat needs to be in. After the Security boat is in I will again change the combination. If someone needs access to the Boathouse after that they will have to make an appointment through the office. If this is acceptable I will write up a letter and have Tanya disperse it to the current renters.

Upon discussion, boats should be supervised when moving in and out.

D. Clubhouse: Gary Zielinski:

Gary is waiting for an estimate on the front doors. A report was written and sent to the insurance company to file a claim for the rotted bathroom floor. Estimates need to be gotten to repair the bathroom floors. It was suggested to use marine board.

E. Computer-John Veninger

No report

F. Dam: Andrew Quirk:

Andrew reported that the grate will be installed as soon as the contractor's schedule permits. Valve house shingles will be replaced by Barbaris

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

No report

H. Docks: Karen Sarnowski:

Karen reported that she is responding to a member who is upset that a dock was installed in a space that had been assigned to her more than 5 years ago. The member has not had a dock installed in that space for 5 years so no dock was seen in the space and a new member was reassigned. The member did not respond to a dock survey that was sent. A dock space further along in the cove will be offered to the member.

I. Dredging: Shelby Sarnowski will be the new dredging chair since Rob Burr did not run for the board at the last election meeting. The loan agreement was approved for cosigning by the township council. The guarantee needs to be signed by the township attorney. Karen will request a verbally approved extension from the state.

J. Easement:

An easement meeting was held on Tuesday, September 12, 2017 at 7:00p.m. No members in attendance. Paul Donoghue will be the new easement chair. The general easement meeting will be scheduled for November 19 or 20. There does not need to be a vote on the budget as the budget will stay the same.

K. Entertainment:

No Report

L. Environmental: Kathy Straubel:

An environmental email was developed by the committee and should be sent out soon to the community. Kathy is working with the township on having trees planted on parklands. Trees are being supplied and planted as part of the pipeline agreement at no cost to us. The water

testing has one more sampling date in September and we will then receive an analysis and recommendations. The township fall cleanup is being held September 23. The committee will need to discuss if we can participate this year.

M. **Executive**
No Report

N. **Insurance: Dennis Decina:**
No Report

O. **Legal:**
No report

P. **Master Plan: Joe Marino and Paul Donoghue**
No report

Q. **Parklands: Jim Jones:**

Jim Jones reported that the parking lot at the firehouse has been striped and the guard rail has been installed. Plantings will also be done. Andrew Quirk will join Jim to assess a stream running into the lake that has debris in it. Jim used the barge to raise a sunken boat.

Q1. **Encroachments:**

Nicole Gerace will chair the committee and Jim Jones will help her. Shelby Sarnowski will inform Nicole of pending encroachments. A member reported that a dock owner at 689 Lakeshore is piling material on the parklands as well as leaving knocked down trees across the parklands. The board would like to survey the area. A letter needs to be sent advising this member to remove all debris from parklands.

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

Jim Patton reported that Tanya needs to contact the website company about training her on updating the website.

S. **Security: Joe Marino:**

Made it through the season with little to no changes in current procedures. Skeleton crew will be in effect for the rest of the season. Will be hosting an end of year meeting to discuss changes

with the Security staff including but not limited to: CPR certification requirement, implementation of new logs/forms, new job description, additional job trainings, etc.

SurveyMonkey was sent out this afternoon to the Board please take the time to share your feedback; it should only take 5 minutes of your time.
<https://www.surveymonkey.com/r/JTKVCQ6>

Several items were purchased for Security boat that were requested including: mirror for towing, new American flag, new skiff hook, net for garbage collection, 2 duplicate boat keys etc.

Joe has generated new draft of a Daily Security Log and Security Incident Log for better activity tracking of the Security staff, and is working with Will to ensure usefulness and adherence.

Would like to use end of year budget to fund the purchase of several extra propellers to have on hand for the motor, in addition to possibly purchasing a trolling motor to enable the security staff to more comfortably enter shallow waters/problem coves.

Will be drafting a bulletin to go out with next year's bills with Boating Safety and Lake use reminders, in addition to updated reporting procedures for security incidents.

I know Environmental has expressed an interest in a bulletin, may be worth collaborating on a one page newsletter to go out with next year's bill with input from multiple committees. Please let me know if other committees (Activities, Beach, Docks, etc.) are interested in this and I would be happy to work to get this drafted, reviewed, finalized, and printed for inclusion in bills early next year.

Karen mentioned that cost is a concern. What budget will be used to pay for this? This should be considered.

Karen mentioned the problem we've had with a member allowing the operation of a PWC (jet ski) by underage minors. We need to adhere to NJ boating law, so a letter needs to be sent to the member.

T. Stumps: Jim Jones:

No report

U. Township: No report

V. Weeds: Rene Manzo:

Surveyed lake on jet ski after reports of slimy stuff in firehouse cove.

Filamentous algae was treated in boat launch cove, firehouse and Audubon cove.
Water clarity is good.

Have spent approx 35 k this year on weeds. This includes the 25k pre buy.

New Business:

Canada goose problem; have had bad water readings of fecal coliform on beach. Egg addling is the approved method of controlling the goose population. Andrew Quirk will look into the process. Ed Grala suggested using rubber snakes to deter geese.

W. **Ad Hoc Committees:**

1. Storm Drain retrofit-Status: Nothing from town

Meeting was adjourned by acclamation at 9:53p.m.

respectfully submitted by Kathy Straubel