

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2019**

Attendance

Abbruzzese, Michael	E	Jones, Jim	P	Veninger, John	P
Becker, Heather	P	Manzo, Rene	P	Zielinski, Gary	P
Colnaghi, Warren	A	Marino, Joseph	P	Zemsky, Eric	P
Culhane, Margie	P	Patton, James	P	Open seat	—
Decina, Dennis	P	Quirk, Andrew	P	Open seat	—
Donoghue, Paul	P	Sarnowski, Karen	P	Open seat	—
Gerace, Nicole	P	Sarnowski, Shelby	P		

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

Attorney Present – James Romer Yes

With a quorum present, the meeting was called to order at 7:15 PM by President Joe Marino.

Mr. Allen Levy from RBC Wealth Management in Florham Park, NJ was present to discuss options for investing UGLPOA funds. He has been handling community association funds for 17 years. His firm has three principles:

1. Capital Preservation – No market rate risk, only interest risk.
2. Liquidity
3. Reasonable rate of return

He typically invests client funds in FDIC insured instruments or uses a ladder maturity strategy for investing in US Treasury bonds. He does not charge a fee for CDs if over \$250K is invested. He gets commission from the banks. The fees for Treasury bonds are built in to the cost. He manages the investments to keep within the FDIC insured limit of \$250K per financial institution. He handed out a folder with information about his firm.

Motion by Dennis Decina to approve the regular and Executive February 19th minutes as corrected, seconded by James Patton.

11 Yea's, 0 No's, 3 Abstentions

Correspondence:

- Ed Grala has resigned his seat on the board due to personal time constraints. Joe Marino thanked him for his work on the board.
- Received a notice of Zoning violation for property maintenance for a boat and other items stored on Parklands by the corner of Point Breeze Drive. Need to check it is Parklands, may be on Township right of way.
- Letter dated 3/6/19 from Mr. Sussemann regarding bulkhead.
- Letter from Alex Kukluy, 661 North Lakeshore regarding cutting of tree on Parklands.
- Application from 510 Warwick Turnpike to join as a Special Member.

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2019**

Motion by Paul Donoghue to approve application from 510 Warwick Turnpike to become a Special Member contingent on them paying all fees, seconded by Gary Zielinski.

14 Yea's, 0 No's, 0 Abstentions

Membership Secretary Report:

Current Membership as of end of February 2019 was:

POA – 138 (230)

Double Docks – 3 (2)

Tenants – 0 (0)

Specials – 2 (8)

Total POA – 143 (240)

Total Easement – 377 (628)

(Numbers in parentheses represents 2018 numbers a year ago)

Membership numbers are very low as compared to a year ago for unknown reasons. Invoicing went out later due to an effort to get enclosures included in the billing. There were a number of invoices that went out much later (last week) to people that there were issues with items not addressed last year. But the number of those would have no significant impact on these numbers. Although bills are due 3/1 these numbers will change significantly over the next three months and we will need to see where the numbers go comparatively to the last couple of years and act accordingly.

There was a significant amount of Past fees collected in the past two months on the Easement side totalling \$31,920+ thru legal means, home sales and collections (non-legal). There are still properties going thru the foreclosure process from the past recession and we are likely to continue to see past due revenues from some of these properties this year.

We are continuing to work on collections thru our Collection Agency and Legal Collector. We have a number of people requesting they pay on a "payment plan" and we are working with them to assist in them being able to make the full easement fee payment before year's end.

On the POA side, we had one past delinquent dock owner pay their past due 2018 dues in order to maintain having a dock again in 2019.

The office has been very busy processing payments, answering requests (sometimes unreasonable) and questions from the community. This will continue as we work to get out the membership packets to our members over the next couple of months. Please keep this in mind when making requests of the office and give Tanya extra time for these requests to allow her to get it done in your desired time frame.

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2019**

Treasurer's Report:

Nicole Gerace raised concerns about clubhouse expenses, and part time employee expenses being high only two months into the new year.

Motion by John Veninger to approve February 2019 financials as presented, seconded by Rene Manzo.

14 Yea's, 0 No's, 0 Abstentions

Motion by Shelby Sarnowski to donate the old wooden round tables from the clubhouse to UGL Fire Company 5, seconded by Andrew Quirk.

11 Yea's, 3 No's, 0 Abstentions

Commentary for February 2019 financials:

General

- The Shulman Black engagement letter for their upcoming work on the 2018 audit/financial report was signed and returned.
- Financial adviser Allen Levy from The Levy Tebeloff Group is coming to our March meeting to address the board regarding our investment options/strategy. Please come prepared with any questions you may have for him regarding investments.
- Joe from Shulman Black is scheduled to begin the audit on March 20th

Easement

- Total current year easement fee payments came in at 19%.
- Net past year collections total \$31,920.22.
- First quarter taxes were paid, bringing us to 24%.

POA

- We are at about 22% collection of POA membership dues.

**Motion by Karen Sarnowski to move to Executive session, seconded by Jim Jones at 8:22 PM.
14 Yea's, 0 No's, 0 Abstentions**

**Motion by Paul Donoghue to leave Executive session, seconded by Nicole Gerace at 9:02 PM.
13 Yea's, 0 No's, 0 Abstentions**

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2019**

Unfinished Business:

Committee Reports:

A) Activities:

- Committee meeting date changed to Tuesday, March 19th @ 7 pm.
- Breakfast with the Easter bunny will be Saturday, April 6 start time is 9 AM. Cost per person is \$8.

B) Beach:

- The Beach Committee met to discuss 2019 Beach needs and payroll, and begin planning the schedule
- The Beach Manager will be reaching out to former employees to begin securing the staff for the season
- Beach Water Quality Testing Contract has been signed for 2019 Season
- Animal netting and swim lane dock repairs will need to be scheduled prior to Beach opening.

C) Boathouse:

D) Clubhouse:

E) Dam:

We were advised that Diving Services does not use an air bladder to block the drain pipe, they use a steel plate on the inlet to seal. This will require removal of the previously installed trash rack.

Motion by Andrew Quirk to engage Diving Services to install previously contracted components for a not to exceed cost of \$21,000, seconded by Dennis Decina.

14 Yea's, 0 No's, 0 Abstentions

Recommendation that the next draw down only occur after Diving Services have completed their work on the operator and have inspected and reported on the integrity of the plate.

F) Bylaws Rules & Regs:

No report.

G) Docks:

No work completed this month. As the weather turns into Spring we will begin working on assigning applicants.

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2019**

H Dredging:

I) Easement:

J) Environmental:

The committee met and finalized the Request for Proposal for the Watershed Implementation Plan that will update and replace the 2008 Lake Management Plan. It is hoped to send it out to potential contractors later this month.

The committee believes that Fish Salvage and Fish Relocation permits should be part of every future draw down over 30 inches and that hiring of a consultant become part of our best practices and entered into our Master Plan. It is hoped to perform a fish survey at the time of the next draw down.

Canada goose egg addling will begin in April. Boat count and Boat Recreational Inventory charts were drawn up and provided to Security Chair.

The weather station should be operational soon as work was completed in the Office.

The committee will try to enlist the help of residents for the next Community Clean up Day on April 29th from 8.30 to 12pm.

K) Master Plan:

No report.

L) Parklands:

Encroachments subcommittee:

The committee met twice this month and broke into groups of two to survey areas of the parklands for vehicle and boat storage. Findings are being compiled and letters will be sent to those noted to have the same with a reminder of our enforcement of nothing to be left on Parklands. Mike Abbruzzese met with the WM Police Dept. and they are willing to assist us in removing vehicles parking on our property as best as they can and with good documentation from us.

Work will be occurring beginning in Spring with Surveying of areas where there are beaches on Parklands that have not been removed by the adjacent property owner's and then the eventual removal of the beach and restoration of the area back to a natural material. We currently have four to five areas targeted for this work. Once the surveys have been completed, we will look to obtain proposals for this work thru landscape contractors. The targeted areas are all fairly accessible by proximity to roads and/or fire lanes other than the case of one which will require machinery to go thru one adjacent lot on parklands for access.

Since the survey last year of beaches on Parklands, there has been an additional new beach noted (thru Air BnB pictures) and one beach that was missed in the survey. Both of these adjacent PO's will be receiving letters for removal this month with action to be completed by 7/1/2019.

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2019**

M) Publicity & Public Relations:

No report.

N) Security:

O) West Milford Lakes Association:

Next meeting of WMLA is mid-March. We are looking for someone to start attending the NJCOLA meetings starting in April.

P) Weeds:

No report.

Q) Ad Hoc Committees:

NEW BUSINESS:

- The electrical service was ripped from the Firehouse. Ken Hall has been asked to look at.
- The insurance broker reviewed our proposed standard form contract and had no comments. They felt that \$1,000,000 liability insurance from vendors was sufficient.,
- Jim Patton was asked to have Oleg look at what is involved to add security to our website.

Motion to adjourn by Paul Donoghue, seconded by James Patton at 9:16 PM.

Approved by acclamation.

Respectfully Submitted by Paul T. Donoghue