

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING MINUTES  
July 9, 2019**

**Attendance**

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

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

Attorney Present – James Romer Yes

**Public Easement Meeting 7:00 PM:**

- Timothy Menier from One Call Contracting was present. He is a licensed building inspector and contractor, owns a construction company. He is bidding on the clubhouse roof, willing to offer advice. Works mostly on roofing and siding for contractors in Bergen County. [Onecallcontracting.com](http://Onecallcontracting.com)

With a quorum present, the meeting was called to order at: 7:20 PM by President Joseph Marino.

**Motion to approve regular and executive minutes from 6/11/19 meeting as corrected by Dennis Decina, seconded by James Patton.**

**11 Yea's, 0 No's, 2 Abstentions**

We need someone to take minutes at the August 24, 2019 POA public meeting.

**Correspondence:**

- Letter from Castro regarding holding POA membership due to not moving dock to location behind his house as requested. Membership Secretary will respond.
- 661 N. Lakeshore Kuklova correspondence 6/10 and 7/11 regarding tree cut on parklands

**Membership Secretary Report:**

Membership appears low but Tanya has about two weeks' worth of members' payments that have not been entered into the database and probably accounts for them being on the lower side. At this point we have not done a count on outstanding dock payments. The past two weeks have been extremely busy; more so than we usually are with UGL Day and the 4th holiday. The office is also missing additional helpers since part-time numbers are already high. There have been a number of events that also impacted things: A/C failure, members'

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disruptions and an increasingly higher number of people showing up at the office with issues and some other beach issues.

A number of additional file cabinets had to be retrieved from the attic and put into the Board room for additional file space. I am going to ask UPS Store for a proposal for scanning. Currently, approximately ½ of the files have been readied for scanning. We have no budget for scanning, but it needs to get done one way or another. Another item we have no funding for is shredding. I will be asking for a price for that also. We need to get the paper cleared out for moving stuff from the main office into the board room files. We will have the issue of overusing our part-time hours to complete the other half of the files when we need to go thru the rest of the files and get them ready to scan. This has to be done by our office staff so that it is ready to hand to someone outside of the office for scanning. This work was never part of Tanya's responsibilities and is something that needs to get done so that once it is complete scanning and shredding can be done regularly as part of the routine.

We have had some issues with tenants' memberships in that they have been difficult in getting us a current copy of a lease or a letter from the landlord and current utility bills to show that they actually live in UGL. We have had a couple of past experiences with people not living in the community but obtaining membership thru fraudulent means and we are trying to prevent this from happening now and in the future. We are working on a new process in that Easement fees must be paid before a tenant is given a membership (after paying POA dues) and that we have a current lease and a copy of a utility bill from the tenant. Once we nail down how this will be handled for 2020 it will be relayed to the board for discussion.

A property that is in the Stevens' estate area was sold and new owner was given a regular membership because these properties are not flagged as Specials. Working to change this in the database and also confirm those properties that are part of the original Stevens' estate development.

Had two groups ask to bring in large groups of guests over the holiday weekend. We offer to all POA members the opportunity to buy up to (5) extra beach badges (over the (7) you get as part of your membership) for a cost of \$40 (\$8/extra badge). These members were told that they could buy the extra badges and bring in a total of 12 people each. They were looking to bring in approximately 16 for one group and 30 the other. Then over the holiday a member had a party/barbecue and the people attending were walking over to the beach from the home and inundating the beach and staff. Because gate guards were changed during this time, it was not realized the number of guests that had entered under this one membership and it became quite a fiasco when more arriving "guests" were told they could not enter. People were nasty and trying to sneak in and actually climbing the fence. Also, the PO was not even with their guests. This to me highlights an issue with us not requiring guests to wear our badges and instead just give the gate guard a number and member name. I am not sure how and why this was changed from past practice, but it did not work out well during this fiasco. It may be

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beneficial to reconsider this change and look to it being a requirement on weekends and holidays, at a minimum, the more likely time when this kind of activity will occur. Security also asked some children with this same group who were riding kayaks in the boat launch cove to go back and get life jackets. Again, no PO with these children. We will be composing a letter to send to this newer PO, advising of our rules regarding guests so we do not have a future issue.

Late dock payment letters should be going out shortly, once Tanya catches up with the other stuff.

We have another group of delinquencies going out to B. Massesa's office to start the collection process. All easement accounts that are two years behind will also be forwarded to the Collection Agency to start collections.

The office was informed of a man and a woman going door to door informing the member that the lake association is owed \$600K and won't switch to using a different firm that will place liens essentially for free. The person who reported it spoke with Tanya at length regarding this and after being given all of the information agreed with the current approach the board is taking.

**Current Membership as of end of July 2019 was:**

**POA – 605 (614)**

**Double Docks – 11 (12)**

**Tenants – 13 (12)**

**Specials – 8 (6)**

**Total POA – 637 (644)**

**Total Easement – 1,378 (1,458)**

**(Numbers in parentheses represents 2018 numbers a year ago)**

**Treasurer's Report:**

Commentary for June 2019 financials:

General

- QuickBooks expert Bill Paschick is scheduled to meet with Tanya and Nicole on July 19th to work towards customizing our QuickBooks to suit our unique needs.

Easement

- Total current year easement fee payments is 68% (total is 85%)
- Net past year collections total \$69,891.31.
- Part time employee is up to 91%, so we will be limited on use of part-time employees for the remainder of the year unless we elect to utilize contingency fund to cover for needed office projects.

POA

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- We are at 97% collection of current year POA membership dues.
- Fireworks are at 114%, however this amount includes the \$2,500 surety bond, which will be refunded.

**Motion to approve financial reports by James Patton, seconded by Dennis Decina.  
12 Yea's, 0 No's, 1 Abstentions**

2020 POA budget discussion, we will base membership fee on 625 members.

- Beach 14% increase plus \$40 for swim lesson, \$25 each additional child in same family.
- Fireworks now \$10,500, need \$2-3K more
- Clubhouse needs schedule of what is needed and cost estimate beyond what is already in sinking fund. Dennis Decina will investigate hiring an engineer to do an asset replacement plan.

**Unfinished Business:**

**Committee Reports:**

**A) Activities:**

- Need to schedule lifeguards for music under the stars for 7/20 and 8/24
- Questions about paddle board yoga, insurance? It an alternate to regular yoga whose regular instructor is going on maternity leave.
- Fishing derby went off well.

**B) Beach:**

- Hot dog roast is 7/27 from 11:30 to 4:30, need grillers.
- Rescheduled fireworks will be 7/27

Beach season has been progressing smoothly. We are currently ~22% through the season and beach payroll is at 20% spend.

Swim lessons started at the beginning of July, so we are going to have to tightly monitor beach payroll.

We had a few incidents worth noting:

1. Beach guest policy abuse- one family kept trading badges and was able to get 20+ people in the beach.
2. Swimmer's itch- We've been notified of ~10 cases of a rash known as swimmer's itch, caused by a parasite that lives and propagates in snails. The health department was notified, and she said it is common, and can't be tested or treated for and there is no reason to close the facility. It was recommended that swimmer's staying in the water for long period of time frequently apply sunscreen as the film can prevent skin irritation

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3. Harassment of staff and patrons: A civil partner of a property owner on Upper Greenwood Rd. confronted and harassed Sammie and the Swim Fitness participants while they were swimming to the swim cove buoys. He then came to the office and was disrespectful toward Tanya, Will, and a lifeguard.
4. Emergency event at beach - On July 9th EMS was called due to a beach patron going down with a seizure. Lifeguards responded appropriately and assisted the patron's mother in stabilizing the individual until EMS arrived. The family refused ambulance transport after vitals were checked, and an incident form was completed for record.

**Motion to move to executive session by Paul Donoghue, seconded by Karen Sarnowski at 8:30 PM.**

**12 Yea's, 0 No's, 1 Abstentions**

**Motion to leave executive session by Paul Donoghue, seconded by Andrew Quirk at 8:55 PM.**

**12 Yea's, 0 No's, 1 Abstentions**

C) Boathouse:

D) Clubhouse:

We need to look replacing security system and cameras.

Gary is away I believe on vacation. I spoke to Ken regarding putting together a quote on the wiring and switches needed to supply electricity to the tops of our new walls on each side of the clubhouse driveway. He mentioned that the one on the right side will be difficult, due to crossing the driveway. If we get the sewer drain there fixed as it is sinking, we can ask the contractor to dig a trench across the driveway. We will need to address the drain anyway. All this pending funding from the clubhouse budget. Dennis

E) Dam:

F) Bylaws Rules & Regs:

No Report

G) Docks:

A number of docks have been assigned since last meeting. All applicants (at the time) that were adjacent to lakefront were met with and existing docks approved for transfer to the new owners and those that needed to be given permission to install a dock were given dock location parameters and permission to install. Total of 7. Other off lake people assigned is 7, met with another person that decided against it and two others who we communicated with and decided against having a dock. Will be meeting with others on the list and hopefully get everyone else on the list assigned. Currently wait list is 16 off lake, 3 adjacent to lake and 1 dock flip.

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Will be getting proposals to clean up Asbury Court to create access here for docks. Clean up necessary before access can be had.

Still need to get the docks moved on Landing Rd. worked out.

Also have at least one dock in total disrepair located along Upper Greenwood Rd that needs to get pulled by the barge, next to impossible to get it out otherwise. Have tried to assign it to a number of people but it is too daunting of a job.

Met with PO with bulkhead issues that reported that it created a dangerous condition. In offering dock nearby, he asked that I look at the issue. It is not a true bulkhead issue but an underwater support issue that currently does not create a dangerous condition. After thoroughly checking the dock, he was advised that he could continue to use it and that in the fall during lake drawdown it would be best to have someone with more skill look at the erosion that is occurring behind the concrete dock support system and determine the best repair. It does not require any bulkhead permitting, just approval for dock repair.

H Dredging:

I) Easement:

J) Entertainment:

K) Environmental:

L) Insurance:

I signed the renewal for our insurance policy for the next year. We are fully insured!

M) Master Plan:

No Report

N) Parklands:

Encroachments:

Identified six houses on Airbnb advertising use of lake.

Committee met and discussed letter from Jim Romer's office regarding ROW and need to meet with town regarding our property. We are working on setting up a meeting with town officials. Would also like to discuss the consistency of answers coming from the township to community members are different items and the "paper roads" around the lake which are often the community's access to our parklands and in some cases people's docks. There was/is a

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situation occurring on Schmitke Lane where an adjacent PO is blocking off our access to the lake with plastic webbed fencing and a sign to not enter. This PO has a history of harassing dock owners located along Schmitke Lane in the past and attempting to block their parking in this area.

Plan to draw up a template letter to be sent following a new inspection of all parklands which will be sent out to the adjacent property owners or dock holders of items being stored on parklands and which is not allowed. Some people are following the rules and many are not.

Tree cut on parklands - PO sent us (1) proposal in the desired time frame but did not have (2) like we had requested, and the proposal was not anywhere near a matching size for the replacement tree. We are getting an additional price for a larger tree.

Still need to get out some follow up letters to people with beaches. One email that was sent after last meeting has not been responded to. Unsure why. Resent from office today to see if maybe it is a junk mail issue.

Will be moving forward on the couple of beaches that we are going to remedy by getting Landscape proposals for same.

There appears to be new sand on the parklands at the slide location on the channel.

Two new forms were created and put up at the website for Tree trimming & Tree Removals and General Parkland Notifications/Request. These are for members to notify us of Parklands Issues and separately, tree issues.

O) Publicity & Public Relations:

Nothing new or pressing this month.

P) Security:

The Police were out on the lake this weekend and issued no tickets.

There was an altercation between property owner's at Schmitke Lane and non-residents fishing from parklands. Security staff was able to de-escalate the situation, despite attempts from the UGL resident to get aggressive. The non-residents were asked to leave, and the situation was diffused.

A floating raft was observed in the center of Audubon. Security staff notified the owner that it had to be removed for safety and he subsequently removed the inflatable.

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Q) West Milford Lakes Association:

R) Weeds:

Water quality is good.

Filamentous Algae was treated in firehouse, Audubon, and boat launch cove. Will be treated in Marlboro/Whitte cove, deli cove and elsewhere as needed.

Started secchi readings on weeks alternating with aquatic analysts in order to more closely monitor turbidity of lake and need for algae and algae like bacterial (cyanobacteria /blue green algae) testing. Will be performing with Andrew. Ordered another secchi disk.

Will order cyanotoxin test kit from Abraxis which tests for the toxin associated with harmful algae blooms.

Lake Hopatcong is still closed to swimming and water contact.

Probably should try to have town enforce septic ordinance. Notify people of no phosphorus fertilizer. Continue with weed harvesting which can remove phosphorous from the lake. One pound of phosphorous can lead to a thousand pounds of algae.

Last year there were 20 harmful algae blooms in NJ and 22 in 17.

Worked on barge replacing biodegradable hydraulic fluid, gas, oil etc.

Removed floating tree in lake which Jim cut up took away. Another floating tree is in pioneer canal to be removed.

S) Ad Hoc Committees:

1. Storm Drain:

2. Bulkhead:

Committee wrote and sent letters to local site work contractors and realtors regarding bulkhead work and process for same. All sent certified and realtor letters were addressed to the Broker of Record as per past advice from a former realtor board member. We will be looking for signs of out of area realtors and send them the same as we find them. The Bulkhead Repairs/Replacement (partial) Form was put up at the website.

**NEW BUSINESS:**

**Motion to adjourn by James Patton, seconded by Eric Zemsky at 9:35 PM  
13 Yea's, 0 No's, 0 Abstentions**

Respectfully Submitted by Paul T. Donoghue