

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING MINUTES  
December 10, 2019**

**Attendance**

Abbruzzese, Michael	E	Grayson, Doug	P	Sarnowski, Shelby	P
Becker, Heather	P	Jones, Jim	E	Zielinski, Gary	P
Ballan, Linda	P	Manzo, Rene	E	Zemsky, Eric	E
Culhane, Margie	P	Marino, Joseph	E	Open seat	
Decina, Dennis	P	Morrison, Debra	P	Open seat	
Donoghue, Paul	P	Quirk, Andrew	P	Open seat	
Gerace, Nicole	E	Sarnowski, Karen	P		

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

Attorney Present – James Romer Y/N

**Public Session:**

Doug McKittrick, President of McKittrick Engineering, spoke to the Board about Presby systems and other ATU's (advance treatment units). He gave a brief history of septic codes, from no code, to close to code for the location, to today's requirement that septic be code compliant with an emphasis on higher effluent quality.

With a quorum present, the meeting was called to order at 7:45pm.

**Motion to approve the November Executive Minutes as corrected was made at 7:50pm by Shelby Sarnowski, seconded by Debra Morrison. 8 In favor, 0 Opposed, 0 Abstentions**

**Motion to approve the November Regular Minutes as corrected was made at 7:52pm by Andrew Quirk, seconded by Gary Zielinski. 8 In favor, 0 Opposed, 2 Abstentions**

**Correspondence:**

1. Gamble, 493 Lakeshore Drive – Property Owner requests that the Board look favorably on pending approvals for a new septic.
2. 685 Lakeshore Drive – Property Owner advises the Board that they have a building permit for a new deck on the property (not on Parklands so no action necessary).

**Membership Secretary Report:**

Current Membership as of end of November, 2019:  
POA – 650 (625)

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Double Docks – 11 (13)  
Tenants – 16 (15)  
Specials – 8 (7)  
Total POA – 685 (660)

Total Easement – 1562 (1608)  
(Numbers in parentheses represent 2018 numbers one year ago)

**Treasurer's Report:**

Commentary for November 2019 Easement financials:

- Total current year easement fee payments are at 77%
- Net past year collections minus legal collection fees total \$124,841.91
- Utilities have leveled off and should be right at budget
- Only \$820 of contingency funds have been utilized; the Board should consider moving an agreed amount over to Legal as there are still two months remaining in the year with pending matters
- The Board needs to decide how purchase of Blueberry Island will be funded
- There is still ~\$20k+ remaining to be spent for Dam work to be funded out of Dam Escrow
- The full \$186k on the Bulkhead project has been disbursed, with funds to be released to contractor based on the payment schedule

POA:

- 105.3% total revenue for this year
- The \$2,500 Surety Bond for Fireworks was received and deposited, so Fireworks is now showing 95% spend
- Utilities are also running slightly high at 96% -- perhaps consider raising this line in 2021 budget
- Clubhouse is at 103% spend for the year; only mandatory work should be performed if necessary, e.g. emergencies or plowing (if there is a December storm that requires it)
- \$30k in reserves is allocated to the completion of the Bulkhead project, and will be used to reimburse Easement once the full project is completed.

**Committee Reports:**

A) Activities: The Clubhouse attic needs a cleanout. Heather and Doug will start the cleanout with Will.

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B) Beach: No Report

C) Boathouse: No Report

D) Clubhouse: No Report

E) Dam: Daily water height measurements continue to be taken, and the plate is opened and closed accordingly to maintain the maximum permitted drawdown of five feet. Work on the Operator and Stem was further delayed when the Principal Diver contracted 'flu and missed ten days of work. UGLPOA remains at the top of their schedule and the Committee was optimistic that the work will be completed this month. The fill date for the lake is March 15, 2020. The Committee plans to seek proposals for the Inspection of the Dam which is required next year.

F) Bylaws, Rules & Regs: No Report

G) Docks: No Report

H) Dredging: Fish relocation was very successful with a total of 674 fish relocated out of Racetrack Cove and 513 out of Pioneer. A count was made of each type of fish that was relocated. Per Larry at Aquatics Analyst, Racetrack and Pioneer are about 4'6" deep in the center. He believes with the right weather the remaining fish will survive.

I) Easement:

Collections – the amount of easement arrears collected this year is slightly lower than last year. Arrears in the \$4,000-6,000 group is the highest, with a total of \$300,000+. There is a 70% collection rate for easement fees. Tanya recommended that it is not worth it financially to send third notices this month because the holiday season usually means a low return for the effort and cost.

Office – Tanya reported problems with the payroll company, who didn't deliver the reports when expected, but left them outdoors where they got wet. Also, when assistance was needed regarding changes to the system, they were unresponsive to phone calls, etc. They also plan to increase the charge per employee by charging by the week, even for seasonal employees during months they are off (e.g. the beach employees). A new company, ASA Payroll, will start in January. They will break out reports by category, and they will cost less.

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J) Entertainment: No Report

K) Environmental: Photos were taken of 95 storm drain outfalls that flow into the Lake. Many cracked or clogged pipes and huge amounts of grits were revealed and recorded. In many areas, deltas have formed from the grits, some measuring tens of yards from the road out into the Lake. A December 4th meeting with Ed Steines from WM Township to ask for remediation had to be postponed due to weather. The Committee will come up with a new plan. The Committee continues to have a close dialogue with the Dredging Committee with special regard to preserving as many fish as possible.

L) Finance Committee: Clubhouse Reserve Study – The bill for \$6,000 was received from G Williams Group. Karen noted that the cost estimates are in 2019 dollars at union labor rates (which aren't used here), but they are not escalated to future costs. Paul questions the rate for geothermal units as one was replaced and that is not incorporated in study. He recommends we send them an inventory of replaced items and get line item adjustments. The Board should indicate that there are tweaks to do before payment.

M) Insurance: Debra will investigate whether Will is bonded or not.

N) Legal:

1] A bill was received for the Castro lawsuit. Since there is a \$10k deductible, there is a balance owed of approximately \$3k, so legal should submit it for payment. POA is also waiting for Jim Romer's final bill for 2019. (It is a POA lawsuit, not Easement, because it is related to a dock.)

**Motion to approve the November financials was made at 9:02pm by Paul Donoghue, seconded by Heather Becker. In Favor 9, Opposed 0, Abstentions 0**

**Motion to move \$11,000 of legal expenses to the Contingency budget line due to extraordinary legal costs related to encroachments made at 9:04pm by Paul Donoghue, seconded by Karen Sarnowski. In Favor 10, Opposed 0, Abstentions 0**

O) Master Plan: no report

P) Parklands:

The landscaping budget gets split between Dam, Clubhouse, and Parklands. One foot of snow was billed at \$1,300 to plow parking lots 2, 5, and 7 and the dumpster by the dam. Karen questions where the money should come from: if landscaping goes over budget

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on the Clubhouse, but there is net income of \$8,300 for clubhouse rentals, then the net looks fine but the line item is wrong, even though it is a wash.

Q) Publicity & Public Relations: no report

R) Security: no report

S) Stumps: no report

T) Weeds: no report

U) West Milford Lakes Association: Andrew Quirk, representative - The November meeting was a discussion of Watershed Implementation Plan applications to be submitted to Highlands Council and West Milford Township. A Special Meeting will take place in January for additional time on the subject.

The draft Short-Term Rental Ordinance was also discussed. Subsequently, Paul Nietzer, Chairman of the WMLA, presented arguments to the Township Council and was successful in getting items added to the Ordinance that was passed, which will become effective on December 24th, 2019. Specifically, the following WMLA items were considered:

- a. 1- 285-12.D adding Lake Associations when only Condo Associations were previously mentioned.
- b. 2- 285-13.F adding that Lake Associations are to be notified by the property owner of their intent to be a STR property.
- c. Proof of fire inspection (already there and remains)
- d. Insurance indemnification (\$1,000,000) already there and remains

Max occupancy- NO

Minimum rental period of 5 days - NO

Enforcement- NO

Proof of complying with septic ordinance- NO

**Ad Hoc Committees**: Bulkheads - There are approximately six bulkheads with applications in, and two new ones have arrived. Most projects haven't started yet, and most are on Parklands.

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**Other Business:**

Dennis proposed a small thank-you party for Warren Colnaghi, John Veninger, and Bob Moskin. Discussion of date, venue, and cost per person.

Dennis appointed Debra Morrison to take over the Insurance committee.

Heather reported someone measuring storm drains who was not connected to the POA nor to the recent drain documentation project by the Environmental Committee.

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**Motion to move to Executive Session was made at 9:12pm by Paul Donoghue, seconded by Karen Sarnowski. In Favor 10, Opposed 0, Abstentions 0**

**Motion to leave Executive Session was made at 10:05pm by Paul Donoghue, seconded by Heather Becker. 10 In Favor, 0 Opposed, 0 Abstentions.**

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**Motion to adjourn made at 10:10pm by Paul Donoghue, seconded by Heather Becker. Motion adopted by acclamation.**

Respectfully Submitted by Margie Culhane, Secretary