

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES REGULAR MEETING MINUTES
February 9, 2021**

Attendance

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

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

Attorney Present – James Romer Y/N

With a quorum present, the meeting was called to order at 7:18pm by Dennis Decina.

A motion was made to approve the January 2021 Regular Meeting Minutes at 7:19pm by Shelby Sarnowski, seconded by Karen Sarnowski. 9 In Favor, 3 Abstained, 0 Opposed

A motion was made to approve the January 2021 Executive Session Minutes at 7:20pm by Karen Sarnowski, seconded by Gary Zielinski. 9 In Favor, 3 Abstained, 0 Opposed

 Joe Marino joined the meeting.

A motion was made to approve the updated December 2020 Financials at 7:23pm by Paul Donoghue, seconded by Karen Sarnowski. 13 In Favor, 0 Abstentions, 0 Opposed

A motion was made to approve the January 2021 Financials at 7:24pm by Paul Donoghue, seconded by Karen Sarnowski. 13 In Favor, 0 Abstentions, 0 Opposed

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Correspondence:

1. Email regarding repairs to the flagpole on the rocks. Since it is frozen into the lakebed at this time, interim repairs are planned for the spring, with a full reset and refurbishment planned for the next drawdown.

Membership Secretary Report:

Current Membership at the end of January 2021 (as compared to 2020 numbers in parentheses) and noting that Annual Invoicing was just sent out at end of month was:

POA – 3 (1)

Double Docks – 0 (0)

Tenants – 0 (0)

Specials – 0 (0)

Total POA – 3 (1)

Total Easement – 12 (13)

We received a 2020 late payment along with late fees from a dock member which is shown in the POA Income.

It is too early in the membership process to see any results from the new policy regarding documents to be submitted with dues payments this year: 1) out of state residents must provide copies of their NJ Boating Safety Course Certification, and 2) household members that have them must provide copies of their Boating Safety Certification and/or Boat License.

A motion was made at 7:37pm to offer special membership for 2021 to past special members for the amount of 2021 easement fees plus UGLPOA dues, for a total of \$502.00, contingent on being in past good standing, by Karen Sarnowski, seconded by Andrew Quirk. 13 In Favor, 0 Abstentions, 0 Opposed.

Treasurer's Report:

Overview:

Not having a treasurer, Paul Donoghue comments below on our financials:

We continue to have funds at risk due to exceeding FDIC insurance limits.

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At the January 2021 meeting, the board approved transferring funds for December 2020 easement accounts that were over budget due to extraordinary circumstances. Funds were transferred from the contingency account, which is the purpose it was established for. There was no impact to the Profit and Loss statement or Balance sheet. There was also an interest posting for December POA financials that needed to be added.

We are still awaiting the 2019 audit by our outside auditor. They are working on confirming insurance, legal, banking, etc. Hopefully, they will provide us a draft audit soon. They are sending an engagement letter for the 2020 audit.

Report for January 2021:

Easement:

There is not much to report on with January's financials as there is not much going on expense-wise, and we are just starting to receive the easement fees which are due March 1st. Once we get a sense of how many easement payments we have received, we will set an allowable spend limit for the discretionary spend accounts. We have sufficient cash on hand in the Lakeland Credit card, UGLEF checking, and UGLEF money market accounts to cover necessary expenses until we receive the bulk of the easement fees in the coming months.

The Board should consider starting to pay off the dredging loan to the state. We have approximately \$800 thousand due on the loan and are paying 2% interest. We are not earning 2% on most of our investments. Starting and even accelerating payments on the loan would save the Association money. A thorough cash analysis would need to be done.

POA:

Similar to the easement, there is not much happening on the POA side. Once we know how many POA memberships we receive, we will adjust allowable spending accordingly. I would expect that we will not see much in rental income for the clubhouse again in 2021. In the meantime, we should avoid major expenses that can wait. We have sufficient funds in the Columbia checking, Lakeland checking payroll, and money market accounts to cover expenses while the 2021 POA dues come in.

The board agreed that an email blast asking for a volunteer to be Treasurer should be drafted. Candidates must be in good standing for one year and have to be elected by the board for appointment to an open seat. The duties are managing the budget and cash

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flow, working with committee chairs, reviewing the monthly financials, and making sure we don't overspend. It is not necessary to be an accountant.

Committee Reports:

A) Activities: no report

B) Beach: Budget items included purchasing supplies and lifeguard education.

C) Boathouse: no report

D) Clubhouse:

1. A meeting was held to discuss reopening the Clubhouse for rentals when permitted that also included Joe Ponzo and Rene Manzo. Joe has put together a report from Siemens about air filtration improvements and disinfection processes to be used between rentals.

2. Snow plowing – the committee reviewed the billing practices for large snowfalls and explained them to rest of the board.

E) Dam:

The new operator was installed, but the Committee is still awaiting the full report on the condition of the plate and any other parts that might need to be replaced. The verbal interim report concerning the iron plate was that it appears to be functional and not in need of replacement in the near future. Training in the use of the new operator is set for February 19th.

Joe Ponzo has volunteered time and materials to install the old, original operator as a monument somewhere near the lake. The Board is considering various locations.

**A motion was made to enter Executive Session at 8:11pm by Paul Donoghue,
seconded by Doug Grayson. 13 In Favor, 0 Abstentions, 0 Opposed**

**A motion was made to exit Executive Session at 9:05pm by Paul Donoghue, seconded
by Karen Sarnowski. 13 In Favor, 0 Abstentions, 0 Opposed**

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E) Dam: continued

Andrew Quirk recommended a maintenance contract with Ferraro for annual inspections and maintenance on the Rodney Hunt plate for the dam. He and Doug Grayson will observe and be trained on the technical procedures.

A motion was made to engage Ferraro Construction Company to manufacture and install the right-side wedge not to exceed \$4,500 at 9:20pm by Andrew Quirk, seconded by Karen Sarnowski. 13 In Favor, 0 Abstentions, 0 Opposed

F) Bylaws, Rules & Regs:

A reminder to the Board that prompt payment of easement fees and POA dues by March 1st is required from all trustees. The By-laws state: "A Board member ceases to be a Trustee for non-payment of dues after notification by the Membership Secretary."

G) Docks:

There are ten new(er) applications for dock spaces. Two are lake adjacent, the others will need to be assigned to other areas. This may be the end of available spaces. Dependent on weather, assigning could begin in March or April after we see what cooperation there is with Mother Nature.

H) Dredging: no report

I) Easement: no report

J) Entertainment: no report

K) Environmental:

There was a report of someone dumping vegetation into the Lake. Upon investigation the debris was determined to have been from tree trimming close to shore, and was found to have been cleaned up by the party involved.

L) Insurance: no report

M) Legal: report in Executive Session

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N) Master Plan: no report

O) Parklands: no report

Bulkheads:

Encroachments:

P) Publicity & Public Relations:

Web/IT – the Committee executed a new computer purchase for the office along with updating QuickBooks and Microsoft suites. Additionally, a dual monitor combo was purchased to better enable the office to work more efficiently with Quickbooks, the database, and other lake functions. The computer has been set up in the office with new software installed.

Q) Security:

1. The alarm company addressed the violations within the Clubhouse on Fri Jan 29th. Andrew was present.

2. Ken Hall was approved to do some ice patrol in uniform:

Saturday 2/6

Caught 6 illegal fisherman

Advised teens about 2 wheelers on the ice being forbidden

Kicked out 2 illegal quads and warned 2 others

Sunday 2/7

All fisherman were in compliance (maybe word spread)

4 people on 2 wheelers, 2 snowmobiles, and 1 quad escorted off the lake

R) Stumps: no report

S) Weeds: no report

T) Ad Hoc Committees: no report

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West Milford Lakes Association: Andrew Quirk, representative – no report

UGL Environmental Management Task Force (UEMTF): no report

A motion to adjourn was made at 9:33pm by Paul Donoghue, seconded by Debra Morrison. 13 In Favor, 0 Abstentions, 0 Against.

Respectfully submitted,
Margie Culhane, Secretary