

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES Regular Meeting Minutes
December 14, 2021**

Attendance

Becker, Heather	E	Jones, Jim	E	Zielinski, Gary	P
Culhane, Margie	P	Klimek, Kylie	E	Zemsky, Eric	E
Decina, Dennis	P	Manzo, Rene	E		
Donoghue, Paul	P	Morrison, Debra	P	Open seat	
Engleman, Lauren	P	Nicosia, Jessica	E	Open seat	
Grayson, Doug	P	Quirk, Andrew	P	Open seat	
Gianniotis, Terry	P	Sarnowski, Karen	E	Open seat	

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

Attorney Present – Y/N

With a quorum present, the meeting was called to order at 7:15pm by Dennis Decina

The November Regular Meeting and Executive Session Minutes, the November Easement Budget Meeting Minutes, and the November financials: approvals were postponed until the January meeting.

Correspondence:

1. 115 Pointe Breeze, Hernandez/Fernandez - Application for a home addition, no survey or other information provided.

Membership Secretary Report:

Current Membership as of end of November 2021 (compared to 2020 numbers in parentheses)

POA – 715 (654)

Double Docks – 10 (12)

Tenants – 19 (12)

Specials – 11 (9)

Total POA – 755 (687)

Total Easement – 1586(1570) – Easement Only - 831(883)

We remain at 100 POA memberships over our budget goal of 655 (includes Tenants, Specials & Double Docks), which is great! It’s been a banner year and the office never really “slowed down” this summer until after the beach closed. Unpaid POA members (those with docks) have received notifications, and most have paid. There are a few that we will ask for legal correspondence to address the situation.

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We have created a database of delinquent accounts which helped us to locate some new owners who never contacted the office and some properties lost from the rolls from foreclosures or tax default with the township. We adjusted our Membership number down to 2020 in total. These were the initial adjustments made and as we turn over accounts for collection will thoroughly vet every property owner to ensure that they are in fact the owners at this time. Anyone with a balance above \$500, which is two full years of owing, and under \$3,000 will be shifted to collections. Many of the higher amount owing properties are already in collections, but this will allow us to be on the same page with the collectors and their numbers. Anyone over \$3,000 will be slowly shifted to legal collections, starting with the properties with the highest amount owed and working down. As has been noted in the past, due to Covid we were very vocal about people reaching out to us if they were having financial difficulties, and anyone who did was accommodated. Therefore, we need to move forward with these delinquent accounts.

As is pointed out in the Treasurer's report, we have collected \$102,092 in past due Easement amounts this year. We ended the year 2020 with a total of \$104,366 collected, so there is the possibility that we may still reach or exceed that amount for 2021. We will see what the rest of December brings, but also as mentioned by Paul Donoghue in his non-treasurer comments, the amounts of past due are lessening, so we will not have such large revenues coming in in the future.

Treasurer's Report:

Not having a treasurer, as a past treasurer, below are my comments on our November 2021 financials.

Easement: We've received 79% of the annual easement fees and an additional \$102K in easement fees from past years, putting us at 101% of budget for collections for the year. Allowable spend for discretionary budget items is at 100% of budget. This is the latest in the year over the past several years where we finally reached 100% of budgeted income. In past years, prior year past due easement collections have made up for any shortfall in current year easement fees received. As has been predicted for the past several years, as we collect most of the collectible past due amounts, the amount collected for past due accounts will decrease each year. We are seeing this happen this year. Going forward, this makes the collection of current easement payments due in a timely manner even more critical.

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As covered last month, several categories exceed their budget, including real estate taxes, weed control, parklands expenses, and this month payroll. We received approval from the easement holders to increase real estate taxes and payroll budget amounts for 2022. We know that weeds and parklands can be highly variable due to environmental conditions, and that is one of the primary reasons we have a contingency fund. After we have the December financials, we will discuss moving charges to the contingency fund where appropriate due to extraordinary circumstances. The board should look at starting to pay off the dredging loan to the state of NJ. We have approximately \$800 thousand due on the loan and are paying 2% interest. We are not earning 2% on our investments. Starting and even accelerating payments on the loan would save the UGLPOA money. A through cash analysis would need to be done to develop an accelerated payment schedule. Once we get a new treasurer on board, this should be a priority.

POA: We are at 115% of the budgeted POA members including tenants, specials, and double docks with 100 paid memberships more than we budgeted for, resulting in an additional \$27,500. We have received minimal income from rentals but have not incurred expenses for clubhouse and steward payroll. With total revenue at 108% of budget, and expenses at only 77%, with one month to go, we are in good shape. We also will need to book approximately \$8K against POA expense for the repaving of the parking lot. We will reallocate the paving project costs in the December financials. Clubhouse maintenance is at 133% spend of their annual budget. We will move \$4K of that to the capital fund as it is for replacement of a heat pump and installation of the ionization system for improved air quality. The board allocated an additional \$5K at the October meeting to clubhouse maintenance. With these adjustments, clubhouse has a bit over \$4K left for the remainder of the year. There is just over \$26K in the clubhouse capital improvement fund and there is an additional \$30K yet to be funded from this year. We should reevaluate the remaining asset life and replacement costs to properly schedule and budget future capital improvements. As mentioned above, we will be moving \$4k for capital improvements against the capital improvement fund. Yet again, the beach payroll has gone over for the year. It is at 110% of budget, an overage of just over \$4K. Beach payroll will need to be managed better next year. Beach expense is at 53%, under by \$6,700. Beach wanted to buy some supplies for next year, I suggest they be allowed to spend the net difference of up to \$2,700 this year.

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A motion was made at 7:21pm to fully fund all Easement and POA reserve funds at 100% in 2021 by Paul Donoghue, seconded by Doug Grayson. 8 In Favor, 0 Opposed, 0 Abstained

A motion was made at 7:36pm to enter Executive Session by Paul Donoghue, seconded by Lauren Englemen. 8 In Favor, 0 Opposed, 0 Abstained

A motion was made at 8:03pm to leave Executive Session by Paul Donoghue, seconded by Doug Grayson. 8 In Favor, 0 Opposed, 0 Abstained

Committee Reports:

A) Activities: Breakfast with Santa was a very successful event and all had a wonderful time! Special thank you to Joe Ponzo and all Activities Committee volunteers. We had an unfortunate and unexpected incident with the photos taken for breakfast w/Santa, as the photos did not save. Heather is working with the volunteer in charge to rectify. The clubhouse will be open Wednesday from 5:30-6:30 with Joe Ponzo's help and we will RE-take the photos. If we receive complaints from any who attended, we will possibly offer to refund some of their money, if necessary. This will only happen if necessary.

B) Beach: no report

C) Boathouse: no report

D) Clubhouse:

A motion was made at 8:04pm to offer the Clubhouse to the UGL Elementary School 5th grade graduating class on May 20, 2022 for no fee, but paying security deposit and steward cost, by Doug Grayson, seconded by Paul Donoghue. 8 In Favor, 0 Opposed, 0 Abstained

A reminder to all Committee Chairs and Clubhouse users to spray down surfaces with the cleaning products provided following any events or other congregating in the Clubhouse.

E) Dam: no report

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F) Bylaws, Rules & Regulations: no report

G) Docks:

Complaint from member regarding blocking of Parklands by a dock member with personal watercraft all piled up on Parklands. Sent a friendly email informing policy of not leaving personal items on parklands and not blocking access to parklands, which need to be available to all members. Also, a general reminder to everyone that items left on parklands can be targets of theft by others.

H) Dredging: no report

I) Easement: no report

J) Entertainment: no report

K) Environmental:

A resident on Upper Greenwood Lake Rd and their landscaper (Cox's) were contacted after someone reported that leaves were blown into the Lake. Volunteers are in the process of photographing and staking the outfalls around the Lake, and the work is expected to be completed by year end.

L) Insurance: no report

M) Legal:

For executive session.

N) Master Plan: no report

O) Parklands:

The second day Drone Survey will fill in the gaps of the first drone day (some areas couldn't be reached by boat and will be reached via drone operator on land) as well as revisit certain problem areas to obtain 4K resolution that were in 1080 resolution on the first drone day (1080 still very good and better than what we previously had, but 4k is even better). Princeton Hydro was working out scheduling and personnel in regard to the second drone day. Princeton Hydro confirmed that they could wait until early to mid- March to execute the second drone day if we prefer. A March date would allow photos and video to be taken with the maximum amount of leaves out of the way (the leaf cover can hinder photo/video as it relates to the state of bulkheads and erosion, and

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it will gradually clear over the winter). A March date would also allow the winter grits to accumulate showing us the worst point in time (from a clogging perspective) not the best point in time. The Environmental Committee also expressed a desire to get photos of the outfalls while we were lowered 12 inches, so an early to mid- March date for the second drone day would provide them more time for outfalls to be marked or location data of outfalls provided (addresses and/or longitude/latitude) which allows the drone survey to be programmed in advance.

Bulkheads: no report

Encroachments: no report

P) Publicity & Public Relations:

TOPS Software - We are continuing to evaluate TOPS to make sure it is a fit for all the facets we need as a community. TOPS clearly has the accounting and other functionality that would benefit us, but it's wise to make sure we are clear on what we're getting.

Q) Security: no report

R) Stumps: no report

S) Weeds: no further weed treatment this year

T) Ad Hoc Committees:

West Milford Lakes Association: Andrew Quirk, representative

UGL Environmental Management Task Force (UEMTF): no report

**A motion was made at 8:23pm to change the operating policy to require three bids on work costing \$3,000 or more by Paul Donoghue, seconded by Terry Gianniotis.
8 In Favor, 0 Opposed, 0 Abstained**

New Business:

1. Karen reports that we need to review the rental process because so many people don't send back the paperwork and are late with deposit checks and payments.
2. Captain's Course for new boaters/homeowners, specific to UGL – Coast Guard Auxiliary could do one, Kenny may have a connection there.

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A motion to adjourn was made at 8:38pm by Paul Donoghue, seconded by Debra Morrison. 8 In Favor, 0 Opposed, 0 Abstained

Respectfully submitted,
Margie Culhane, Secretary