

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

Attendance

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

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

Attorney Present – James Romer Y/N

Public Session:

Thomas Brancato came to discuss a floating, wayward dock that presented a hazard to boaters that he and his wife pulled next to their dock. They had been requesting that it be picked up since the spring so as not to block the space next to his dock. They also had a free-floating railroad tie with spikes wash into the same area that was definitely a hazard. He and/or his wife have called and emailed multiple times and do not understand why it has taken this long to be taken care of.

Jim Jones explained that the Barge that would usually be utilized to remove it has had a broken motor for the boom, and due to all the issues with product delivery this summer due to Covid, they had not been able to replace it and make the barge once again operational. It was slated to come in just this morning. As it turned out it is a lesser motor, but they will be installing it anyway and will get over there to retrieve the dock. Mr. Brancato blamed the office for it not getting taken care of, but the office had notified committee chairs about these things. He was informed of the new software that we are looking to purchase for community management, and that a communication portal for residents would help with communication going directly to committee chairs, which will help us to better manage these kinds of issues.

With a quorum present, the meeting was called to order at 7:34pm by Margie Culhane

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A motion was made to approve the October 2021 Regular Meeting and Executive Session Minutes at 7:45pm by Andrew Quirk, seconded by Doug Grayson. 8 In favor, 1 Abstention, 0 Opposed.

A motion was made to approve the October 2021 Financials at 7:40pm by Heather Becker, seconded by Gary Zielinski. 8 In favor, 1 Abstention, 0 Opposed.

A motion was made to appoint Jessica Nicosia to the board term of Tim Marzinke that expires in August, 2024 at 7:42pm by Karen Sarnowski, seconded by Terry Gianniotis. 9 In favor, 0 Abstentions, 0 Opposed.

Correspondence:

1. E-mail from member Zoran Vukasovic praising paving of CH parking lot and boat ramp but wishing we had extended to some of the sides near the ramp.
2. E-mail from Kathy Brancato regarding a floating, wayward dock that needed removal from the lake that she and her husband had pulled to near their dock and had remained there all season. There was also a piece of a dock that was dangerous with nails, etc.

A motion was made to enter Executive Session at 7:59pm by Lauren Englemen, seconded by Heather Becker. 9 In favor, 0 Abstentions, 0 Opposed.

A motion was made to exit Executive Session at 9:35pm by Andrew Quirk, seconded by Gary Zielinski. 9 In favor, 0 Abstentions, 0 Opposed.

Membership Secretary Report:

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

POA – 715 (654)

Double Docks – 10 (12)

Tenants – 19 (12)

Specials – 11 (9)

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Total POA – 755 (687)

Total Easement – 1546(1569) – Easement Only - 791 (882)

We gained another 1 POA memberships this month and are 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. Final notices for delinquent Easement payments went out and we are continuing to collect past due amounts. The open accounts will be looked at after 11/15 and we will then begin to transfer unpaid accounts for any property owner in arrears for three years. Larger accounts will be moved to legal collections now that the courts are more operational and records can be secured (albeit maybe at a slower pace than pre-covid, we shall see). 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 that had, was accommodated, therefore we need to move forward with these delinquent accounts.

We have continued to receive past due amounts, sometimes on large amounts that have been due for some time. Many properties that are significantly delinquent have been sold on this great real estate boom year and we have collected those amounts. But, as has been said all along, eventually all of the past due amounts will be collected, and we will no longer see these great thrusts of extra collections. This year's amount has currently reached \$96,246 and we will see where we end up at year's end.

Treasurer's Report:

Overview:

Not having a treasurer, as a past treasurer, below are my comments on our October 2021 financials. We have identified a candidate for the board who would be well qualified to become the treasurer, once they familiarize themselves with how we operate. Hopefully, the board will appoint them to an open seat. We continue to have funds at risk due to exceeding FDIC insurance limits. We've had this issue for several years, across multiple treasurers. It's not just the treasurer's issue, we are all fiduciaries, and the entire board is exposed if there were to be an issue. October 2021 Easement and POA financial statements are below.

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Report for October 2021:

Easement: We've received 77% of the annual easement fees and an additional \$96K in easement fees from past years, putting us at 97.6% of budget for collections for the year. Allowable spend for discretionary budget items is at 95% of budget. This is the first time in the last several years where past years collections have not brought us up to 100%. It is hoped that with two months remaining, we will reach 100% as late easement payments are still coming in. It is expected that as easement payments for delinquent properties catch up, we will continue to receive less and less in late payments every year. 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. Expense wise, real estate taxes are at 103% of budget. We have proposed a small increase in the budget for 2022 real estate taxes. Weed control is at 114% of allowable spend. We are at 104% in Parklands. The contingency fund was established to address the large fluctuations from year to year in weeds and parklands. Allowing for the current overages, we still have \$34K in contingency that could be used for parklands projects like tree removal this year. Legal is at 92%, and payroll at 93%. We will need to move contingency funds to cover real estate taxes, weed treatments, and parklands, which is what the contingency fund was created for. We can vote to move funds at the December meeting, when final costs are known.

UGLPOA October 2021 Non-treasurer report:

The board should look at starting to pay off the dredging loan to the state of NJ. We have approximately \$800,000 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 Association 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, an additional

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\$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 75%, with two months to go, we should be in good shape. We also will need to book approximately \$8K against POA expense for the repaving of the parking lot. Clubhouse maintenance is at 131% spend of their annual budget. We will move \$4K 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 \$4,750 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.

Committee Reports:

A) Activities: Discussion regarding no nights available to schedule additional Music Under the Stars and to add some Beach Events. There are a lot of ideas of things to plan but need some open dates. Will ask Tanya to look at the calendar and block out an additional two dates per month and then work with Heather and Kylie on putting other events in there for the community to share in. Talked about how there is really no budget for Activities, with a suggestion that prices may need to be raised on some events. The committee is meeting the third Thursday of every month.

B) Beach: no report

C) Boathouse: no report

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D) Clubhouse: Doug reported that the heat needs to be manually switched and that is why there was an issue earlier this month. This needs to be done up in the attic and cannot be done in the main area of the CH. After receiving three bids for the work, Mountain Landscaping has been awarded this winter's snowplowing contract.

E) Dam: no report

F) Bylaws, Rules & Regulations: no report

G) Docks: No assigning this month due to personal issues/engagements

H) Dredging: no report

I) Easement

- The annual Easement budget meeting is November 20th at 10:00 AM in the clubhouse. We could use several board members to come by 9:15 to 9:30 to help setup. Please let the secretary know if you will not be able to attend.
- Looking for all easement committee chairs to make a brief report. If you cannot be there, please send Paul a brief committee report that can be read at the budget meeting.

J) Entertainment: no report

K) Environmental:

The Committee met at the Clubhouse on October 19th and discussed the following items.

1. Community Clean Up date was confirmed as November 14th starting at 9.00am. Kathy Straubel and Andrew Quirk will coordinate with the Township and an email blast will be sent out.
2. Macroinvertebrate Stream Assessment to be held Spring 2022, possibly with a local Scout troop.
3. Possible purchase of HAB signs in case they are needed.
4. Purchase of an air compressor to aerate problem areas.
5. Photographs to be taken of exposed outfalls during current drawdown.
6. Jim Jones will work on an attachment for the barge for mechanical removal of Lyngbya, especially in Audubon cove. Back-up plan is to ask Larry Kovar to remove it.

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7. Blueberry Island first stage clean-up was performed and will need to be completed in the Spring.
8. Volunteers committed to assist Professor Wu from Montclair State University in her potential Senate Bill S3618 grant application for HAB prevention.
9. Voluntary contribution on yearly Easement mailing for a Wildlife fund and potential projects.
10. Jim Jones to continue work on a Hazardous Waste policy
11. UGL does not have any current project that would be covered by the Inland Waters Loan program.

L) Insurance: no report

M) Legal: **CONFIDENTIAL – for executive session**

N) Master Plan: no report

O) Parklands: no report

Bulkheads:

Encroachments:

P) Publicity & Public Relations: no report

Q) Security: Doug is working on getting proposals for additional Security cameras to replace broken ones and areas identified as needing them. Dam is in need of two replacement cameras at the spillway and two that are located at the pavilion but cover the dam and under the pavilion (where past vandalism has occurred). The Beach is in need of two cameras to cover the beach and swim area. He has received one proposal to date and is going to work on getting two additional ones as per our By-Laws. Beach will need to pay for their new cameras and there will be additional costs for the labor to run new wire in the existing conduit under the sand. This work will need to be performed on a time and material basis since it cannot be measured as to what this will take. The Don't Call List has been updated with contacts when the alarm goes off for nonemergency situations by error.

R) Stumps: no report

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S) Weeds: no report

T) Ad Hoc Committees:

West Milford Lakes Association: Andrew Quirk, representative

Bill Senande was the guest and took part in discussions on the following items:

1. Township potential involvement in cleaning out grits from Lakes if individual lakes present a plan and can prove that the grits came from the Township.
2. The County budget for 2022 contains a study of the Bridge on Warwick Turnpike and potential repairs.
3. Mount Glen Lakes tested positive for HAB and is under an Advisory status from the NJDEP.
4. The Township will continue to mostly use brine and salt to prevent ice accumulation on roads during the winter of 2012-22.

NJCOLA: Kathy Straubel will attend the November 13th Meeting.

Committee to Investigate Beach Workplace Complaint at Easement Meeting in October 2021: See Executive Session Minutes

UGL Environmental Management Task Force (UEMTF): The first stage of the drone survey was done on Wednesday, Nov. 3rd. Because of the extreme rain (yet again), we were only at -8 inches as opposed to -12. However, we were able to cover 90%+ of the shoreline including islands. We took about 3 hours of video and over 800 still photographs. HUGE thanks to our volunteer Chris Mekelburg who volunteered his boat and spent the entire day out with us getting the footage!

All of the still photographs contain mapping information that shows where the photo was taken (on a map) as well as longitude and latitude information. In some cases (depending on how far offshore the drone was), the GPS mapping also has a physical street address tied to the photograph, although some work will have to be done to make that immediately obvious (changing file names).

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The second day of the drone survey will be performed after the footage has been reviewed and all the leaves have fallen in order to give us the best view of docks, bulkheads and erosion. It will also allow us to revisit and highlight the problem areas (e.g., erosion, outfalls).

A motion to adjourn was made at 10:13pm by Doug Grayson, seconded by Gary Zielinski. 9 In favor, 0 Abstentions, 0 Opposed.

Respectfully submitted,
Karen Sarnowski, Membership Secretary