

**UPPER GREENWOOD LAKE PROPERTY OWNERS ASSOCIATION
BOARD OF TRUSTEES Regular Meeting Minutes
March 16, 2023**

Attendance

Becker, Heather	P	Gianniotis, Terry	P	Tonnessen, Linda	P
Culhane, Margie	P	Jones, Jim	E	Sarnowski, Karen	P
Cytowicz, Will	P	Manzo, Rene	P	Zielinski, Gary	P
Donoghue, Paul	P	Morrison, Debra	E		
Engleman, Lauren	E	Nicosia, Jessica	E	Open seat	
Grayson, Doug	E	Nietzer, Laura	P	Open seat	
Giannantonio, Anthony	E	Quirk, Andrew	P	Open seat	

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

Attorney Present – James Romer Y/N

Public Session:

Jose Perez, 241 Point Breeze Drive – Mr. Perez rents his property as an STR, and asked the Board to explain why he cannot allow guests to use the lake. It was explained that the rule exists because STR guests are not deeded owners and therefore have no rights to lake use. Such use would be against UGLPOA Bylaws and the board cannot make exceptions.

With a quorum present, the meeting was called to order at 6:26pm by President Terry Gianniotis.

Terry announced that our new office employee Genny Sinapoli has started work. She is currently supporting Tanya with membership activities and will soon begin training on the office systems.

Observers are reporting that the female eagle is sitting on the nest, which is usually a sign that there are eggs present.

A motion was made at 6:57pm to move to Executive Session by Paul Donoghue, seconded by Laura Nietzer.

In Favor 10 Abstentions 0 Opposed 0

A motion was made at 8:12pm to exit Executive Session by Paul Donoghue, seconded by Laura Nietzer. In Favor 10 Abstentions 0 Opposed 0

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Membership Secretary Report:

Current Membership as of end of February (compared to 2022 numbers in parentheses)

POA – 125 (243)

Double Docks – 2 (4)

Tenants – 1 (1)

Specials – 1(1)

Total POA – 129 (249)

Total Easement –262 (579)– Easement Only – 133 (330)

Numbers differ greatly from a year ago but Tanya believes that there was a full month difference in when Invoicing went out this year as compared to 2022. Expect there to be significant changes next month.

Office has been extremely busy processing payments and putting membership packets together. And as usual we have our calls from members not seeing their checks processed within days of mailing. Online banking has created people looking for immediacy when it comes to our processing time. People do not seem to realize this task is done by hand and can only go so fast by one human.

Request was made to office by a new property owner in Castle Estates to join the association. Castle Estates is not part of our deeded easement. This was explained to caller who in turn contacted his realtor. Realtor called the office and couldn't understand why this request was being denied.

Another request by a newly acquired property owner to have past due interest waived in Exec Session.

Management Software Update:

Our attorneys have reviewed the sample agreement for any items that may be questionable or not standard for an agreement such as this. We have yet to review them as a group and/or request changes to the agreement as presented.

Part-time Office Admin Assistant:

Our new part-time permanent office assistant, Genny, has started and has learned the ins and outs of receiving annual payments and putting packets together. Because this time is pretty chaotic in the office, time has yet to be spent on other office tasks but once the payment processing slows down Tanya will spend more time on other processes to help to get Genny more acclimated to the office routines.

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Treasurer's Report:

This month's financials include the motioned journal entry from the contingency fund to cover the overage in the dam expenses last year. This motion was passed at the December board meeting.

The 2021 audit has been posted to the website and submitted to the NJDEP as per the terms of our loan. We have also re-engaged with Shulman, Black and Katz for the 2022 audit and work has commenced on that audit.

The funds that were moved to RBC are currently 90% invested in 3-5 month CDs. 10% is in cash currently as we study what kind of liquidity is needed over time. The annualized yield since we invested in October 2022 is 4.6%. We shouldn't expect them to stay so high for short duration fixed income.

Committee Reports:

A) Activities: Heather Becker no report

B) Beach: Linda Tonnessen no report

C) Boathouse: Doug Grayson

Discussion of signage for No Overnight Parking due to vehicles being reported as parked in the lot for extended periods.

D) Clubhouse: Gary Zielinski and Andrew Giannantonio

Joe Ponzio said the HVAC unit is in and pre-installation prep work on it will begin this week.

E) Dam: Andrew Quirk

The Committee is exploring bids for new cameras for the dam.

F) Bylaws, Rules & Regs: Paul Donoghue

Discussion on potential changes to the Bylaws and Rules and Regulations that the board would like to explore. The committee will develop draft language and present back to the board for review. The POA members need to vote to approve any bylaw changes.

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G) Docks: Karen Sarnowski

Current Dock wait list is at 45. Spring assigning will be busy until no more locations are available. Assigning will begin at the end of April.

H) Dredging: no chair, no report

I) Easement: Terry Gianniotis no report

J) Entertainment: no chair, no report

K) Environmental: Andrew Quirk

Reminder that there is a carry in/carry out policy for parklands. Keep our lake environs clean and healthy, dispose of trash properly.

L) Insurance: Debra Morrison no report

M) Legal: Paul Donoghue CONFIDENTIAL FOR EXECUTIVE SESSION

N) Master Plan: Paul Donoghue no report

O) Parklands: Jim Jones

Bulkheads: Heather Becker

Encroachments: Margie Culhane and Will Cytowicz were appointed to Encroachments committee.

P) Publicity & Public Relations: Lauren Engleman, no report

Q) Security: Laura Nietzer, no report

R) Stumps: Jim Jones, no report

S) Weeds: Rene Manzo

Reviewed contract for lake weed/algae treatment from Larry Kovar. Prices of chemical treatment is up but still below cost of others. Last year was some of the best water quality with the least amount of treatment. Signed contract and gave copy to office for retainer and permit fees which is unchanged.

T) West Milford Lakes Association: Andrew Quirk, representative, no report

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A motion to adjourn was made at 9:07pm by Will Cytowicz, seconded by Paul Donoghue. Approved by acclamation.

Respectfully submitted,
Margie Culhane, Secretary