**April 16, 2016 Minutes**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting at the association office building on Saturday April 16, 2016 at 9:00a.m.

**ROLL CALL**

**ROLL CALL:**

**Officers Present**

President - Thomas Miller

Treasurer - Lori Ann Bush

**Members Present**

Iris Altreche

Andrew Gleiss

Michele Murphy

Robert Personette

**Officers Absent**

Vice President - JoAnn Pollack

Secretary - GerryLynn Haak

**Members Absent**

Vinny D’Eusanio

**Others Present**

Richard Henry, Attorney

Maegan Herington, Office Mgr.

Kelly Spinning, Property Mgr.

President Miller called the meeting to order at 9:00a.m. Called for a motion to approve the January 30, 2016 minutes:

**MOTION:** by Michele Murphy to accept the January 30, 2016 Minutes **Second:** Robert Personette **Vote:** All in favor

**Property Manager’s Report**

Kelly Spinning, Property Manager –

* Perm Residents – 2 letters have been sent out to property owners approaching the 180 day mark. 1 has left. The 2nd letter went out this week.
* Concession – Kelly has a meeting with US Foods on the 20th to go over our menu and to help get the concession started with everything we will need.
  + Stacey in maintenance worked very hard over the winter scrubbing everything down. We have started reaching out to schools and other online forums for additional staff as well.
* Playground – The new playground structure was installed the end of March. Maintenance dug out a lot of the existing mulch that was there and will replace it with fresh certified playground mulch. In the past we’ve used root mulch for the playground which left children’s clothing stained and also easily tracked into the clubhouse. We hope this new mulch will be a better looking and cleaner alternative. We are pricing out solar and electric lights for the field next to the playground.
* Clubhouse WiFi – Has been fixed. The issue seems to have stemmed from a staple going thru the wires connecting the router to the access points thus shorting out one of the access points. Cleverfish came in and replaced the wiring, access points and router at a cost of $1500. The office has reached out to Computer Patrol to notify them of the situation. Was told since the equipment was installed over a year ago they would not issue any refund for the access points and because the wiring and staple was removed we cannot prove it was their staple that went thru the wire.
* Gas Pumps – The privacy fence at the gas pumps is up.
* Tree Trimming – Was completed.
* Water Usage – reviewed water usage reports from January 16th thru March 31st. Our daily average is just above 70,000 gallons. That is about 80,000 gallons less than last year. Last year we were also dealing with many broken water mains due to the extreme cold.
* Maintenance is working on getting some projects up and running for the Spring
* Al Buckaneer – the surveyor – Confirmed Twin Ponds does belong to Trails End.
* BBQ Pits will be installed in front of the clubhouse, the ball field and twin ponds.
* Power washing, fixing and staining all the fences on the common grounds will begin next week.
* The Sports Complex and Walking Path are all being fixed and upgraded the first week of May.
* The desks were ordered for the office and built.
* The door in the fitness center was installed to separate the swim team office.
* The materials have been ordered for the new pavilion floor which will be installed next month.

**Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* As of April 14th, 201665 we collected 79% of Current Dues and 20% of Prior Dues
  + Compared to 74% and 30% respectively
* Paylease (online credit card) Payments: March 2016: $59,000
* Purchased 12 Repurchase agreements to date (short-term CDs to protect our monies used for the operating budget by keeping the main account under the FDIC limit and earning min interest)
  + Each ‘Repo Agreement’ is opened in the amount of $100,000
  + 1 Repo was for .5% the others are .25% - I was able to secure one for 12 months so we got a higher interest rate – anything from 6 to 12 months less one day is .25%
* Sent 350 letters to lots owing full 2016 dues amounts (they have made no payments but owe no prior amounts)
* Sent 70 letters to lots owing partial 2016 dues amounts
* New receptionist started last Tuesday, 2 new employees started in the maintenance dept. this week and a new assistant cleaner will be starting next Tuesday
* Employment Ads are posted for: Lifeguard supervisor, lifeguards, maintenance staff, cook, concession counter workers.
* Wells Fargo Credit card machine – The Clover System – We will have 2 in the office one for Land Co. and one for the POA Need motions to open new checking account and have signers.

**MOTION:** by Michele Murphy to approve the purchase of the clover system through Wells Fargo and open a new checking account for both the POA and the Land Company. The signers on both accounts will be as follows: Lori Bush, Maegan Herington, Thomas Miller, and Kellyanne Spinning. **Second:** Robert Personette VOTE**:**  All in favor

* All corrections have been made to the employee IRA accounts all but 2 employees were incorrect.
* Lot 316 – the PO’s niece called to inform us the owner has passed away and they asked if we want to take the property back (deed back) – will be discussed in executive
* Excavator was delivered – Payments will start Aug. 2016 and amount is $1,708
* Wells Fargo CD was renewed - they give us the best rate on our CDs
* Bill Owens will be at the May meeting he is scheduled for 10 am I have given all the BOD members copies of the financials
* 2016 Taxes were paid

**LEGAL**

Richard Henry

* Completed the closing on Lot 415 – sold by the Land Company to a current PO
* Township meetings next month about the enclosures

**Treasurer’s Report**

Lori Bush, Treasurer -

* Budget is on target

**MOTION:** by GerryLynn Haak to pay the bills. **Second:** Lori Bush VOTE**:**  All in favor

**Bar/Recreation/Entertainment**Michele Murphy

* Entertainment schedule is almost complete
* Comedy night / Dinner will be August 27th
* We will have two paint nights in the clubhouse – they will be held on Wednesday nights and will run about $40 per person
* Planning on having entertainment on both Saturday and Sunday for Columbus Day weekend
* Maegan – The bar will be open Memorial Day weekend – Friday/ Saturday/ Sunday with entertainment Saturday/ Sunday.
  + Eileen and Kim will both be back this summer as bartenders but we will have new bartenders for Memorial Day weekend
  + Mark Christie – Can we open the bar during sporting events? – Yes. We are planning on trying that out this summer.
  + PO asked why we need bar IDs. – Because we have a “private club liquor license”

**Sewer**

Bob Personette –

* There was a software issue at the sewer plant that has been corrected now
* The plant did shut down once
  + There was an issue with the new equipment/ software
  + The cost of all repairs was approx. $4,000

**Maintenance**

Andy Gleiss -

* Comfort Station #3 has been repaired and is open
* Lift station on Wappinger was fixed
* Maintenance has cleaned up 19 lots so far and expecting to do more
* Tree trimming is complete

**Land Use & Development**

Iris Altreche

* Letters sent out to property owners:
  + 19 letters sent to POs’ for their first notification of a violation
  + 11 letters sent to POs’ for their second notice of a violation
  + 6 Lots have contacted us and their violations were put on hold until they come up for the season
  + 28 lots have come in compliance with their violations
  + 6 fines were issued to lots not in compliance

**By-Law Committee**

GerryLynn Haak & Lori Bush

* By Law changes have been submitted to the committee and there will be a meeting in May

**Security**

Chief Mike -

* We are up 80 guest passes February/ March 2016 than from February/ March 2015
* There are more 2016 violations year to date than this time 2015
  + The majority of the citations have been dumping & speeding
  + 2 burning during a burn ban citations were issued in March
* New security cars were purchased
* A young child was reported missing in February – he was located on property
* There were a string of break-ins in December
* Security patrolled 3,156 miles in February

10:06am Executive Meeting - Regular Session opened at 12:15

**New Business**

* Landscaping bids –
  + We received 2 bids
  + The board reviewed info for both bids
  + Need a motion to approve:

**MOTION:** by Michele Murphy to allow the office to hire one of the bidding companies to get the landscaping done – the final price must be no more than $10,000. **Second:** Bob Personette **VOTE:**  All in favor

**MOTION:** by Andy Gleiss to approve the log cabin siding to be done on the security guard house at the front gate. **Second:** Bob Personette **VOTE:**  All in favor

* Twin Ponds: will be for catch and release fishing only – fishing licenses are required – and we will put in a new “Twin Ponds’ Rules side
* Discussed the 5K Race with the race organizer
  + It will be held on August 13th
  + The company carries their own liability insurance
  + Participants will be asked to pre-register but can sign up the day of the race
  + We will look for sponsors, donations, and t-shirt ideas

12:30pm Executive Meeting - Regular Session opened at 1:56pm

**MOTION:** by Gerrylynn Haak to close the meeting at 2:03pm. **Second:** JoAnn Pollack **VOTE:**  All in favor

Respectfully submitted,

Maegan Herington