**May 21, 2016 Minutes**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting at the association office building on Saturday May 21, 2016 at 9:00a.m.

**ROLL CALL**

**ROLL CALL:**

**Officers Present**

President - Thomas Miller

Vice President - Jo-Ann Pollack

Secretary - GerryLynn Haak

Treasurer - Lori Ann Bush

**Members Present**

Iris Altreche

Vinny D’Eusanio

Andrew Gleiss

Michele Murphy

Robert Personette

**Others Present**

Richard Henry, Attorney

Maegan Herington, Office Mgr.

Bill Owens, CPA Association Auditor

Kelly Spinning, Property Mgr.

President Miller called the meeting to order at 9:00a.m. Called for a motion to approve the April 16, 2016 minutes:

**MOTION:** by Lori Bush to accept the April 16, 2016 Minutes **Second:** Andy Gleiss **Vote:** Abstain: GerryLynn Haak, Jo-Ann Pollack, Vinny D’Eusanio All Others: in favor

**Property Owners**

* PO asked where the community is with the township as far as being allowed to build screened porches.
	+ We are allowed to build them as of now. The office will have more info for the POs in the next two weeks as far as guidelines go
* Lot 1114 – Are we ever going to look into tennis courts, it was discussed years ago and nothing came from the discussion.
	+ Vinny D’Eusanio – We did look into it over 10 years ago but it had to go out to the POs to vote because the yearly dues would have to increase to get the project done and it was voted down

**Security Report**

Chief Mike, Owner Homeland Security

* Currently up 3 citations from 2015
* A suggestion was made to put a speed bump by the firehouse on Shohola Parkway
	+ All the speed bumps for the season have been purchased and installed but this will be looked into for next year
* Vinny D’Eusanio – suggested defining the compactor rules at the compactor to alleviate some of the illegal dumping citations
	+ Suggested to add “What Not To Dump” section in The Happenings
	+ It was suggested to move the compactors by the dump

**Property Manager’s Report**

Kelly Spinning, Property Manager –

* The spring mailing was sent out the beginning of May. Sign-up sheet for the basketball league and 2 dues raffle tickets were included in the mailing.
	+ We have several sign-ups for the league and have received over $1000 in dues raffle tickets
* Concession – Everyone has a copy of the Clubhouse Café menu. Maegan, Jessica, the Café Manager and Kelly worked hard on making sure prices are reasonable while also providing a better quality of food than previous years. We also have added some new menu items.
* The first delivery from US Foods was yesterday; concession is just about ready for the holiday weekend. It will be open Friday, May 27th at 7pm along with bar.
* Playground – The playground is just about completed. Solar street lights would not be an option due to pricing and also the tree cover in the area. Dale the maintenance supervisor is working on tapping into the existing lights to illuminate the far side of the playground. We should have these lights installed and operational before the holiday.
* Pools – Dave Woods from Woods Pools added another railing to the one side of the upper pool steps
* Alan Strand will be here the first week of June to repair the cracks in the lower pool steps. The lower pool will be open June 25th for the season.
* Gypsy Moth spraying will occur in the beginning to middle of June depending on weather. The company we use will give us about a 24-48 hour notice. And we will post signs to notify POs
* The Fitness Center and library are daily open 9am – 5pm thru the end of June starting today.
* Tim Morey completed the landscaping project. Our staff is going over the finishing touches.
* Water Usage – Everyone has a copy of the water usage for May 1st thru May 15th. We are averaging around 75k gallons a day.
* Projects –
* Twin Ponds is just about complete. There will be one BBQ, 1 picnic table, 2 benches installed
* Fixing and staining the fences is underway
* The Pavilion is completed. The floor was redone with treks board and we closed in the ceiling to prevent birds from nesting above the seating area
* Stanley Steamer cleaned the carpets in the clubhouse and gatehouse. Their cost was much cheaper than the company we had previously worked with
* Pest control was in earlier this week to spray the common facilities
* The dump road will be tarred and chipped next month at a cost of approximately $14k. The road was supposed to be done last year but due to the early onset of colder weather our contractor was unable to start the project last fall.
* Several local contractors have been contacted for estimates for the upgrade of the Guardhouse. Waiting on them to submit quotes. Clemleddy, Cassel and Ed Nikles Construction have responded.

**Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* As of May 18th, 2016 we collected 91% of Current Dues and 82% of Prior Dues
	+ Compared to May 2015 91% and 49% respectively
* Paylease (online credit card) Payments: April: $69,335
* 79 Lots were disconnected and 82 were disconnected in 2015
* Opened 12 Repos to date ($100,000 each) each is opened with Wayne Bank – 1 Repo was for 4.5% the others are 2.5% - 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 2.5%.
* Wells Fargo Credit card machine – The Clover System – were installed and are up and running
* Bill Owens will be here today to discuss the 2015 Audit. Just to touch on some brief figures we collected $98,000 in excess income which is better than we have ever done in the past
* Concession and Lifeguard Staff was hired
	+ Jessica Kane will be the new Concession Manager and we have 2 other cooks along with the counter/cashier workers
	+ Evan Marerro will be the new Lifeguard Supervisor – he is very qualified and seems like a good fit
* The sports complex will be completed this Wednesday, the new basketball hoops are in, the surface is being fixed and resealed along with the walking path
* The Bar décor was updated a little more this year
* There is money left over in the maintenance mortgage – the Maint. Supervisor is going to outfit the building with necessary tools/tool boxes and equipment but the Maintenance building went approximately $17,000 over budget. Asked for a motion to take $17,000 from the remaining balance in the maint. mortgage and pay back capital the $17,000 we went over.

**MOTION:** by Vinny D’Eusanio to take $17,000 from the maintenance mortgage and pay back capital. **Second:** Jo-Ann Pollack VOTE**:**  All in favor

* 33 Civil Complaints were drawn up for Judgments to be filed on the lots

**LEGAL**

Richard Henry

* The Township vote regarding the screened porches went in Trails End’s favor
	+ Kelly and Maegan attended the final meeting where it was written in the minutes that screened porches will be allowed
	+ Details of the decision will be discussed in Executive and the guidelines need to be set

**Treasurer’s Report**

Lori Bush, Treasurer -

* Budget is on target

**MOTION:** by GerryLynn Haak to pay the bills. **Second:** Vinny D’Eusanio VOTE**:**  All in favor

**Bar/Concession**GerryLynn Haak, Jo-Ann Pollack, & Michele Murphy

* Ordering was completed
* Staff hired
* Will be open Friday, Saturday, Sunday, and Monday for Memorial Day Weekend
* A sign will be posted on the gate about Conc./Bar being open for POs to see when driving in since it is normally closed Friday evening of Memorial Day Weekend

**Recreation/Entertainment**
Michele Murphy

* Entertainment schedule is complete
* August 6th will be Neil Diamond – family night in the clubhouse
* Comedy night / Dinner will be August 27th
* 2 Sip-n-Paint nights in the clubhouse – Held on Wednesday nights, $40/person, wine included
* Planning on having entertainment on both Saturday and Sunday for Columbus Day weekend

**Sewer**

Bob Personette –

* The sewer plant uses 4lbs of sugar compared to the 80lbs of dogfood which used to be needed
* The assistant sewer plant operator is studying for his courses

**Maintenance**

Andy Gleiss -

* Over the last 4 weeks Maintenance has replaced:
	+ 14 Hydrants, 78’ of lateral water lines and one curb box.
	+ 10’ of pressured sewer main and 12’ of gravity sewer main on Crow Lane was also replaced
	+ 6’ of sewer pipe was replaced at a property owner’s lot.
* Maintenance has been working hard at locating water and sewer leaks and repairing them quickly
* Tom Miller stated a tour of the new maintenance building will go on directly following the meeting

**Auditor’s Report**

Bill Owens, CPA – Association Auditor

* Reviewed the 2015 Audit for both the POA and Land Co.
* Bill Owens and Co. completed the 2015 audit
* Reviewed the Financial Statements:
* Trails End is in a strong financial position
	+ Records show the past year was the best year to date
* In the past, next year’s income (collected toward the end of the year) has been needed to pay the current year’s expenses – this no longer holds true. The year is fully sustained on only using income collected and meant for use during the current year – this is done with excess income available to be carried over
* Capital Reserves did go down approx. $167,000 but this is due to the fact that we have built the new maintenance building so the money went back into the community as an asset (building/land)
* Cash Flow Statement Reviewed – money was used for the new maintenance building
* The total budget for the new maintenance building was $300,000
	+ The true cost was approx. $317,000
	+ There is money currently in the maintenance mortgage – the $17,000 that went over budget is going to be taken from the remaining mortgage loan amount and put back into Capital – the rest of the excess mortgage loan amounts is going to be used to outfit the building with the necessary tools/equipment.
* Reviewed the Balance Sheet for both the POA & Land Co.
* Suggested the Board reviews and implements a purchase policy – an example can be provided from another community

**Land Use & Development**

Iris Altreche & Lori Bush

* Letters sent out to property owners:
	+ 22 letters sent to POs’ for their first notification of a violation
	+ 15 letters sent to POs’ for their second notice of a violation
	+ 9 Lots have contacted us and their violations were put on hold until they come up for the season
	+ 33 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 were presented to the board and will be discussed during 3 meetings before they go out for a vote to the POs

11:26am Executive Meeting - Regular Session opened at 12:45

**MOTION:** by GerryLynn Haak to close the meeting at 1:54pm. **Second:** Bob Personette VOTE**:**  All in favor

Respectfully submitted,

Maegan Herington