**October 17th, 2015**

Shohola Falls Trails End Property Owners Association Inc., held a Board of Directors meeting on Saturday October 17th, 2015 in the association office building at 9:00a.m.

**ROLL CALL:**

**Officers Present**

President - Thomas Miller

Vice President - Jo-Ann Pollack

Secretary - Lori Ann Bush

Treasurer - Gerrylynn Haak

**Members Present**

Andrew Gleiss

Michele Murphy

**Members Absent**

Iris Altreche

Vinny D’Eusanio

Robert Personette

**Others Present**

Maegan Herington, Office Mgr.

Richard Henry, Attorney

Kelly Spinning, Property Mgr.

President Miller called the meeting to order at 9:00a.m. He asked for a motion to approve the September 2015 minutes. **MOTION:** by Lori Bush to approve the minutes from September 2015. **Second:** Jo-Ann Pollack **VOTE:** All others: in favor

**Property Owner Section**

* Lot 4520 – Discussed work maintenance did on their sewer – will discuss in executive
* Lot 4216 – Drainage issues discussed
  + Tom Miller – we will look into drainage problems in that area
* Lot 1910 was purchased at tax sale: New PO asked to speak with the Board about payment of prior dues owed at time of purchase – will speak to BOD in executive

**Property Manager’s Report**

Kelly Spinning, Property Manager –

* The Annual Meeting was held on Sept. 20th. There was a great turn out
* Bar made a profit of $15,764 in 2015. That is double what we made last year. We have had wonderful feedback on the entertainment, new drinks, prices and décor in the bar.
* Over this past summer there were 15,226 barcode accesses at the front gate with 940 lots being accessed. There were 7,679 guest passes issued in 2015 with a total of 17,097 individuals. In 2014 7,672 passes were issued with 16,381 individuals.
* We did have a few significant security issues over the last month – Property owners and their teenaged child was caught ripping the bushes out in front of the fence by Comfort Station #7. They were cited for vandalism, trespassing and disorderly conduct. A few days later the same property owners were found to be trespassing thru common property in order to get to 6 West. They were again cited for trespassing and disorderly conduct. They will be meeting with the Board today.
* There was an unauthorized private party at the clubhouse on the evening of October 11th. The situation was handled by me, Thomas Miller and security. This will be discussed further today as well.
* **Perm Residents** – One letter went out this past month for a PO approaching the 180 days mark.
* **Clubhouse Wi-Fi –** We have had many complaints about the Wireless in the clubhouse. When the office IT tech came up last week we had him check out our equipment. He found our modem to be very old and in need of updating. He also found that when Computer Patrol installed the new wireless equipment in the clubhouse they failed to block the ports used for illegal downloading. He suggested bandwidth throttling so users cannot exceed limits and abuse the service and he suggested activating a lease time so property owners do not automatically connect to the Wi-Fi when in and around the clubhouse. Lastly he suggested running a network cable to a wall box by the stage so the DJ can plug in without using our wireless. We have Blue Ridge Communications and Computer Patrol coming on Tuesday the 20th to see if this matter can be rectified.
* **Tax Sales** – We are aware of 6 lots that sold at tax sale. There could be more. We are waiting for the new owners to come into the office.
* **Wells** –The wells pumped a daily average of 116k from 10/1-10/15. Maint. has been working diligently at locating water leaks and repairing them.
* **Playground** - We have been approved for a grant thru Gametime for our playground. We will be saving approximately $10k on one piece of equipment. We will be replacing three of the older playground pieces with this new one. A copy of the specs for this piece is in every ones folder.
* Have the agreement for William Owens to perform the 2015 audit and tax returns at a cost of $9200 for the POA and $2200 for the Land Co. Motion? If additional work is needed it will be billed at $85 per hour for staff accountant and $125 an hour for CPA.

**Office Manager’s Report**

Maegan Herington, Office Mgr.

* The new assistant sewer operator, JT, started working with Clint. He is working out very well – he was still able to complete all the necessary tests for the day when Clint is out
* Lot 3830 inquired about purchasing lot 3831 – we are waiting to hear back from them
* 1943 sold to current prop owner
* Sent out 70+ letters to POs who owed 1 to 2 years dues – notified them we will be placing judgements on the account if payment is not made – we have generated a lot of income due to the letters – Approx. $17,239.22 has been collected since 9/10/15
  + working with POs that will make steady payments and am going to review where they are at in Jan/Feb to see if we will move forward with the judgements
* Collected $1,558 in total for Ice sales – grossed $603.70 income after we took out our cost of goods sold
* Entertainment $13,500
* Recreation Income- $38,703 less
* Kelly, Dale, Maegan and Tom are going to a mgmt. seminar 10/28
* Paid the 2015 taxes for Land Co. lots - we will have a Land Co session at the December meeting
* Closing the Remax trailer 11/1/15
* Maintenance employees have been going to Alice’s Wonderland to use their boot allowance – they are very appreciative and wanted to thank the board!
* Article was written about the Make a Wish donations in the Pike County Dispatch – we are sending our donation of $1,800 to them this week
* Switching to Aetna health insurance as of 12/1/15 and Guardian Insurance for our dental/vision/disability coverage

**Legal Report**Richard Henry, Attorney

* Lot 4313/4314 – Sold by Land Co. Exact Abstract has the Deeds for the closing info
* 3631 is deeding back
* Lot 1943 also sold by Land Co.

**Treasurer’s Report**

Lori Bush-

* Budget is on target

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

**Bar/Recreation/Entertainment**

* Trails End will be running concession next year
* The bar income was more than double what we made last year
  + Drink prices were lowered this year too

**Sewer**

Tom Miller –

* Freezing issues are being looked at and addressed before it becomes an issue

**Maintenance**

JoAnn Pollack & Andy Gleiss-

* Jo-Ann Pollack - Over the last month Maint. Replaced 7 hydrants, 24’ of lateral line and 26’ of main. Year to date Maintenance has completed 839 work orders (283-electric, 234-gen. maint., 169-water, 82-stone deliveries, 49-sewer and 22-road repairs)
* New Shop – Spackle work is almost complete. Carlos and Roger just have to finish sanding and then the shop will be ready for paint. Purchasing cabinets for the break room and flooring.

**Land-Use and Development**

Lori Bush

* 1 first letter sent
* 1 lot put on hold until the spring

**By-Law Committee**

* Mailing will go out with the Spring 2016 mailing to save on cost

10:06am Executive Meeting - Regular Session opened at 11:40

**MOTION:** by Gerrylynn Haak to approve Bill Owens’ contract for the 2015 Audit. **Second:** Lori Bush VOTE**:**  All in favor

**MOTION:** by Andy Gliess to accept 50% payment of prior dues amounts owed for lots: 1910, 5429, 4326, 1004 which were purchased at the September 2015 tax sale. **Second:** Lori Bush VOTE**:**  All in favor

**MOTION:** by Jo-Ann Pollack to accept the terms outlined in the Naedar case – terms discussed in executive and included in the letter to the property owner. **Second:** Gerrylynn Haak VOTE**:**  All in favor

**MOTION:** by JoAnn Pollack to have Trails End run the concession for the 2016 season and have 2 board members oversee it. **Second:** Lori Bush VOTE**:**  All in favor

**New Business**

* Tom Miller – There are to be no private parties in the clubhouse. If it is open, it has to be open to everyone.
* We will discuss the Basketball League idea the December Meeting

**Playground Committee**

Michele Murphy

* We are ordering and purchasing the new playground equipment next month

**MOTION:** by Gerrylynn Haak to close the meeting at 12:15pm. **Second:** JoAnn Pollack **VOTE:**  All in favor

Respectfully submitted,

Maegan Herington