**March 25th, 2017**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting in the Association Office on Saturday, March 25th, 2017 at 10:00a.m.

**ROLL CALL**

**ROLL CALL:**

**Officers Present**

President - Thomas Miller

Vice President - Jo-Ann Pollack

Secretary - GerryLynn Haak

Treasurer - Lori Ann Bush

**Members Present**

Patricia Carey

Vinny D’Eusanio Jr.

Michele Murphy

Robert Personette

**Members Absent**

Iris Altreche

**Others Present**

Mike Cheblowski, Chief Homeland Security
Richard Henry, Attorney

Maegan Herington, Office & Personnel Mgr.

Kellyanne Spinning, Property Mgr.

President Miller called the meeting to order at 10:00a.m. Called for a motion to approve the January 21st, 2017 Minutes.

**MOTION:** by Lori Ann Bush to accept the January 21st, 2017 minutes. **Second:** Jo-Ann Pollack **Vote:** All in favor

**Property Owners**

* Do we need to get a permit to re-shingle a roof? No permits are necessary.
* Does Shohola have a dump? No but there are companies on the Contractor List in the office
* Discussion held on the materials permitted to build a screened porch. POs can pick up porch regulations in the office as well

**Property Manager’s Report**Kellyanne Spinning, Property Manager

* We had a major snow storm on March 14 - 15. Maintenance did an excellent job of removing the snow. We received about 30” of snow. Over all the equipment held up without any major issues.
* Permanent Residents – Continuing to monitor. One lot is on lock out.
* Water Usage - the last 2 months the wells pumped an avg. of 77k gal/day. A slight increase from this time last year.
* Association Insurance – Our Association Insurance with A.M. Skier renewed on February 2. They were able to add another $1million to our umbrella and included the new Comfort Station at a cost of $150 for the year
* 2016 Audit – the 2016 audit is still in progress. The accountants were out in February.
* Requested a motion to take the liquor license out of safe keeping

**MOTION:** by GerryLynn Haak to get the liquor license out of safe keeping. **Second:** Lori Ann Bush **Vote:** All in favor

* Hoodies and hats were ordered to restock for the season. New golf cart stickers are also ordered.
* Reviewed several quotes to purchase a new generator.
* New gutters were installed on the office. Cost was $360
* We have received the 2017 quote for Gypsy Moth Spraying. The price has stayed the same for the last several years at $9425.00. The spraying will be scheduled for May or June depending on how long it takes the leaves to mature on the trees and weather.
* The transaction fee for the ATM in the clubhouse is going to be brought down to $2/transaction
* Contacted the vending company they will be taking the old machines/games out of the game room and bringing us new and improved games for the summer
* Wi-Fi in the clubhouse is on for the season
* The office IT company was out to install new software on the computers to assist in creating professional contracts and documents
* Fitness Headquarters came out this week to inspect the equipment in our fitness center
	+ The belts on the treadmills need to be replaced at a cost of $125.
	+ All other equipment is in good working order
* Reviewed proposed Porch Regulations to be added to the Rules & Regulations
	+ The regulations were pulled from the Trails End Covenants and previous township ordinances. The new rules and regulations should be adopted at next month’s meeting.
* The roof on CS#4 has been replaced. Sheetrock is going up. The main water valve will not turn to the on position. It needs to be dug up to test the lines up to the comfort station.
* A large section of tiles had to be replaced in the concession area. They were lifting to the point where they would be a tripping hazard. After the floor is completed maintenance will finish painting the trim in the concession area.

**Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* As of March 24th, 2017 we have collected 68% of current Dues – approx. $1,555,870
	+ We were at 68% this time last year as well
* As of March 24th, 2017 we have collected 18% of prior Dues – approx. $6,000
* 8 Repos were purchased as of yesterday - $100,000 each
* A new full time maintenance employee started Feb 13th. Hired one seasonal part-time employee he is anticipated to start working in May. Looking to fill one or two seasonal full-time positions as well as two or three workers through the Pike County Workforce
* Strategic Planning will be coming out for another meeting this week to review our IRA plans for full time employees
* Moved the money from Wells Fargo – Maint. mortgage to the capital reserves and closed accounts
* Working on the Personnel Policy – will have something for the April 22nd meeting to get it approved before the upcoming season
* Had a company come out to get an estimate for the sports complex just waiting on the quote. The quote is to take the curb off of the basketball court, install a French drain, and put in a bocce ball court.
	+ Discussion was held on the sports complex renovations – maintenance is to put a water hydrant in the complex
	+ Look into planting some shrubs/bushes for landscaping
* Received the 2017 property taxes notices
* Reviewed the cost of the Clover (credit card) system for POA for the last year, cost: $369.59 – may want to raise the percentage to 3.5% to cover the costs.
	+ Discussed increasing the fee and we will leave it as is for now
* Reviewed the cost of the Clover (credit card) system for Land Co., cost: $656.37 – we have had very minimal activity in that account
	+ Discussed getting rid of that machine or seeing if we can lease for just the season – will reach out to Wells Fargo and see what the cost will be
* Jobs are posted on the Trails End’s website and on Indeed.com
* We have had 2 requests for the special payment plan so far

**Security Report**

Mike Cheblowski, Chief Homeland Security

* The blizzard affected approx. 27 lots with minor damage
* Looking to replace the Galaxy System (software that operates the gate)
* Motor vehicle accident on Beaver Ln.
	+ Citations were issued to the PO
* Citations were also issued for the vandalism that occurred last summer

**Legal Report**

Richard Henry, Attorney

* Completing a deed back for lot 2604

**Treasurer’s Report**Lori Bush, Treasurer –

* Asked for a motion to pay the bills

**MOTION:** by GerryLynn Haak to pay the bills. **Second:** Jo-Ann Pollack VOTE**:**  All in favor

**Rules Enforcement Committee**

Bob Personette & Vincent D’Eusanio

* No meetings this year yet – next meeting will most likely be after the May Board meeting
* We have 5 citations carrying over to next year

**Concession/Bar**

Jo-Ann Pollack, GerryLynn Haak, Michele Murphy –

* A representative from Pepsi came out to conduct a site survey. The new soda gun equipment will be installed next month
* Canada Dry, Hershey and Maines have also come out over the last several weeks to show us their product lines. We plan on bringing a more diverse selection to the Clubhouse Café this year.
* Discussion held on getting a slicer and deli meat in the concession.
	+ We will contact vendors and get more information to see what options are out there
* Getting a Sirius or Bluetooth radio for the bar area

**Recreation/Entertainment**
Michele Murphy & GerryLynn Haak -

* The Recreation Calendar is on the website – it is preliminary at this point, watch for changes
* Currently booking some DJs and Bands
* Adult night will be July 22nd – the teen center will have entertainment for the kids
* Blue Meanies are coming on August 12th
* Multi-cultural night will be July 8th
* Looking for a country cover band
* Setting up a paint night (canvas) and another paint night (wine glasses)
* We have been in touch with the comedian we used last year – he will be able to get some new comedians for this year
* Talking with the Rec. Director about setting up a cooking class night in the clubhouse
* Discussed many other new entertainment ideas
* The entertainment list will go out with the finalized recreation calendar

**Maintenance**

Jo-Ann Pollack & Thomas Miller -

* Maintenance has been servicing the machines and trucks in addition to keeping up with the snowfall and projects.
* Four abandoned trailers have been demolished: 704, 927, 4637 & 4638. Bringing the total to 6 trailers removed this winter. One more is slated to be removed 928.
* Comfort Station #4 is being worked on. It will be open by Memorial Day Weekend
* Maintenance has been doing a good job clearing the roads and maintaining them

**Land Use & Development**

Lori Bush

* Letters sent out to property owners:
	+ 28 letters sent to POs’ for their first notification of a violation
	+ 15 letters sent to POs’ for their second notice of a violation
	+ 3 Lots have contacted us and their violations were put on hold until they come up for the season
	+ 24 lots have complied
	+ No lots have been fined since last reported

**By-Law Committee**

Lori Bush & Patricia Carey

* The first meeting went well and the second meeting is already scheduled

Executive Session opened at 11:40am

**MOTION:** by Jo-Ann Pollack to close the meeting at 12:22pm. **Second:** GerryLynn Haak VOTE**:**  All in favor

Respectfully submitted,

Maegan Herington