**January 30, 2016 Minutes**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting at the association office building on Saturday January 30, 2016 at 10:00a.m.

**ROLL CALL**

**ROLL CALL:**

**Officers Present**

President - Thomas Miller

Vice President - JoAnn Pollack

Secretary - GerryLynn Haak

Treasurer - Lori Ann Bush

**Members Present**

Andrew Gleiss

Michele Murphy

Robert Personette

**Members Absent**

Iris Altreche

Vinny D’Eusanio

**Others Present**

Richard Henry, Attorney

Maegan Herington, Office Mgr.

Kelly Spinning, Property Mgr.

President Miller called the meeting to order at 10:00a.m. Called for a motion to approve the December 5, 2015 minutes:

**MOTION:** by JoAnn Pollack to accept the December 5, 2015 Minutes **Second:** Michele Murphy **Vote:** All in favor

**Property Manager’s Report**

Kelly Spinning, Property Manager –

* Perm Residents – two letters were issued in December - both POs have since left
* Security – No major incidents reported the last two months
	+ Two speeding citations were issued
	+ One warning for disorderly conduct was issued to a PO – a mbr from the lot was being extremely messy in the comfort stations. She apologized to security and there have been no issues since the warning was issued
* Comfort Station #6 suffered water damage from a broken pipe in the ceiling. It was closed for a few weeks for the repair and reopened yesterday
* Concession – began contacting vendors and setting up accounts for concession this summer. Going to keep the menu simple and prices reasonable
	+ Maintenance is pulling apart the concession area and giving everything a thorough cleaning
* Playground – the old structures have been removed, thecaterpillar was saved and the other structures were disposed of. The new structure will be installed in April (weather permitting)
	+ Game Time is doing the installation as discussed at the last meeting
* Mailboxes – new mailboxes were delivered on January 22nd
	+ Cost: $8,700
	+ Looking into moving the mailboxes to inside the gate
	+ The Postmaster came on property last Tuesday to look at the area and discuss the move; their only concern was access into Trails End without being stuck in traffic.
* Received quotes to install privacy fencing at the gas pumps. The quotes came in at about $3,000.
* Busy Beaver Tree Removal Co. started trimming the trees by the highline wires January 27th
* Rebecca Lynn Flying Service has sent in their quote for the 2016 Gypsy Moth spraying. The price has stayed the same for the last 4 years: $9,425. Reached out to several other aerial spraying companies, they were all significantly higher prices.
* Water Usage – Discussed water usage report from December 16th thru January 15th. Daily average is below 70,000 gallons. That is over a 30,000 gallon decrease from this time last year.
* A.M. Skier Insurance - renews on February 2, 2016, includes workers’ comp., general liability, liquor liability, directors and officers, auto, equipment, employee theft and volunteer accident insurance and adding cyber liability in preparation of accepting credit cards in the office. The premium for 2016 will be $96,350 which is an approximate savings of $4,000 from 2015.

**Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* As of December 31, 2015 we collected 96% of Current Dues and 134% of Prior Dues
* Dues collected as of January 28th, 2016: $993,000 – compared to $938,000 in 2015
* Paylease (online) Payments: Dec. 5, 2015 – January 30, 2016: $47,615
* Purchased 6 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%
* 2016 Employee Reviews were completed this month
	+ We plan on hiring 2 full-time seasonal maintenance employees, a full-time seasonal cleaner, and a dump attendant in April
	+ One of our maintenance employees was moved into a new position to replace our machine operator who retired in the fall. He will continue to do general maintenance work but he will also be operating the machines – backhoe / excavator
	+ We have one full-time seasonal employee who stayed on this winter and may be hired as a full-time year round employee in September 2016
	+ The receptionist in the office, Donna, was promoted to Administrative Assistant; she will be doing A/P, citations, grievance, etc. She is currently training for her new position
	+ The new Assistant Sewer & Water Plant Operator is out due to medical reasons - he will be returning this coming Tuesday with a doctor clearance. Upon his return he will come up for his review and sign a 5 year agreement - He will work for Trails End POA for a minimum of 5 years or pay back any money invested into his cert. but he will remain an at-will employee
* All Employment Ads will be going out early next month for Concession Supervisor and staff, as well as, a new receptionist for the office, a cleaner, lifeguards and recreation
	+ Anyone interested can fill out an application at [www.trailsend.org](http://www.trailsend.org)
	+ Looking to hire a new receptionist in the office no later than April 15th and the 2nd cleaner by late March early April depending on the weather. The rest of the seasonal crew will be hired in May/June
* Long-term CDs – accounts held with Honesdale National Bank, Citizens Bank, Wells Fargo, The Dime Bank, and Citizens Savings Bank
	+ Need motion to remove the previous property manager from all the CDs and add Lori Bush, Thomas Miller and Maegan Herington as signers on the accounts

**MOTION:** by GerryLynn Haak to remove Pamela Valenza as a signer on all bank accounts (money market accounts and CD accounts) belonging to Shohola Falls Trails End POA and Shohola Falls Trails End Land Co. at the following banks: Honesdale National Bank, The Dime Bank, Citizens Bank, Citizens Savings Bank, and Wells Fargo Bank. **Second:** JoAnn Pollack VOTE**:**  All in favor

**MOTION:** by GerryLynn Haak to add Lori-Ann Bush, Thomas Miller, and Maegan Herington as the new signers for all bank accounts (money market accounts and CD accounts) belonging to Shohola Falls Trails End POA and Shohola Falls Trails End Land Co. which are held at the following banks: Honesdale National Bank, The Dime Bank, Citizens Bank, Citizens Savings Bank and Wells Fargo Bank. **Second:** JoAnn Pollack VOTE**:**  All in favor

* Maintenance is working on getting some projects up and running for the Spring
	+ BBQ Pits in front of the clubhouse
	+ Power washing, fixing and staining/painting all the fences on the common grounds.
	+ The Sports Complex and the Baseball field / Walking Path are all being fixed this year
	+ Desks are getting ordered for the office and the swim team & recreation offices will be taking the old office desks
* Contacted Al Buckaneer – the surveyor – about seeing exactly where our property line runs near the Twin Ponds at the old entrance. Pending what we find out; we hope to reopen that area for fishing/recreational use
* Final Judgments going out in February going to file at least 20 as of now
* The Shohola Twp. Fire Dept. donation form came in the mail this week – need the board to approve a donation amount – we normally donate $500.
* Shopping for a new excavator
	+ Speaking with representatives from Medico and Marshalls Machinery – demoing different machines from both places
	+ Discussion about the excavator options/payments
* **MOTION:** by Lori-Ann Bush to purchase a new excavator at .99% interest with $0 down for 60months. **Second: Michele Murphy** VOTE**:**  All in favor

**LEGAL**

Richard Henry

* Lot 5757 – Complaint was filed, we placed a judgment against PNC bank and asked them to sign the deed back over to TE Land Co.
* Completed the closing on Lot 417 – sold by the Land Company

**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

* Discussion was held about different entertainment options for the 2016 season
* Going to look into extending the DJs to stay until the bar closes on Saturday nights
* Looking to integrate the entertainment schedule with the recreation calendar

**Sewer**

Bob Personette –

* Everything is running as it should be and Clint, the sewer plant operator, is very happy with his new assistant so far
	+ Clint is looking into places to send his new assistant to start getting certified

**Maintenance**

JoAnn Pollack & Andy Gleiss -

* JoAnn Pollack: Maintenance has repaired 5’ of water main, 13’ of lateral line. They also replaced 4’ of sewer main
* They have started removing the abandoned trailers
	+ 6 lots with abandoned trailers have been cleaned and they are starting work on another 5.
* New Shop – We received the Certificate of Use for the new shop dated 12/23/15. Maintenance is completely moved into the new shop

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

* President Miller asked for a motion to accept 50% of the past due amount as payment in full for lot 4640 which was sold at the September 2015 tax sale

**MOTION:** by Lori Bush to accept 50% of the prior dues amount plus the full 2016 dues amount for lot 4640. **Second:** Michele Murphy **VOTE:**  All in favor

**New Business**

* Dues Raffle will be back for 2017 dues - we are going to run it through a local Fire Dept.

**Old Business**

* Water Usage is still under 70k
* Clubhouse replacement
* ByLaw updates

**MOTION:** by Gerrylynn Haak to close the meeting at 1:30pm. **Second:** JoAnn Pollack **VOTE:**  All in favor

Respectfully submitted,

Maegan Herington