**June 27, 2015**

Shohola Falls Trails End Property Owners Association Inc., held a Board of Directors meeting on Saturday June 27th, 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

Robert Personette

**Members Absent**

Iris Altreche

Vinny D’Eusanio

Michael Smith

**Others Present**

Richard Henry, Attorney

Maegan Herington, Office Mgr.

Kelly Spinning, Property Mgr.

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

**Property Owner Section**

* PO asked if we can do smaller loads of stone – no we can do 5 or 10 tons, the quarry can do smaller loads.
* Lot 3624 neighboring lot is run down please give us the lot number and we can look into it.
* Lot 4717- where are we with allowing screen porches? We are waiting on the township to approve the finalized ordinance
* Lot 2719 can we put a barcode on a motorcycle – as long as it is permanently affixed it can be done.
* 4932 neighboring trailers on their property – we will look into it – contact Township.
* Property owner asked if we can get more speed bumps – we have already ordered more.
* Mark Christie asked if he can sell corn eggs outside of the gate – it will be discussed in executive.
* Lot 2420 are we addressing the personnel changes – we cannot discuss personal matters however Kelly spinning is the new property manager and Megan Herington is the new office and personnel manager
* Lot 629 Can we get non-slip covers for the handrails at the pool? We will look into it and see if we can order slipcovers
* Why do the lifeguards remove people for such a long period of time of the year thunder far away? It is PA state law and for your safety.
* Lot 929 Walnut - the road gets washed out every year can we go by with the backhoe and smooth the road out? We will put in a work order.

**Property Manager’s Report**

Kelly Spinning, Property Manager –

* Memorial Day Weekend – Security issued 665 guest passes with a total of 1613 guests. 564 lots were accessed via barcodes – Down from the 603 lots accessed last year (39 lots less).
* Bar – Bar did very well! $2,377.00 gross income for Memorial Day Weekend which surpassed last year by $161.00. This was the highest Memorial Day Weekend in 7 years! The bar had a soft opening last night and made $243.00
* Memorial Day weekend of 2014 the wells pumped 141k – Memorial Day 2015 we averaged just below 133k.
* Pools – The lower and baby pools will be opening today.
* Permanent Residents – one letter was mailed out on June 18th to a property owner approaching the 180 days (approx. 171 as of June 10th)
* Gypsy Moth Spraying took place June 3rd after being postponed two times due to weather.
* The closing on the mortgage is being held up by the title search. Spoke to Wayne Bank on Wed. June 24th. Still no time frame of when the title search will be done, but once complete the closing should take place within 10 business days.
* Office – The position of Administrative Assistant has been filled. Maria started working on June 18th. So far she is doing very well.
* Trails End Hoodies have been ordered. Starting with a stock of 80 hoodies in various sizes. Black with gold lettering and hunter green with white lettering
* PA Child Abuse Clearances – Maegan, Lori and I attended the Seminar on June 2nd. Certain Trails End employees will be affected. We will be submitting the PSP back ground checks this week. The affected employees will need to come to the office and submit their Child Abuse clearance over the internet. We are still waiting to hear back from the FBI in regards to setting up our account.
* We have reached out to several other sludge removal companies in the area to see if we can get Better pricing. Currently Koberlein charges us $.23 a gallon. Earthcare has sent us a proposal of $.18 a gallon. They also offer many other waste services.
* Myself, Dale and Stacey have a meeting with Uni-First on July 22nd to go over their line of products and uniforms. We will be comparing to Dempsey to see if they can offer better prices.
* Security – 7 citations have been issued since Memorial Day Weekend.
* Rules Enforcement – 4 grievances to be heard today
* There were several incidents during the holiday weekend.
* A large hole was discovered in the game room on May 26th. It was determined it most likely happened the day before. When Maintenance went to repair it the leak in the game room roof was discovered. It is unknown who or what caused the hole in the wall.
* A domestic situation occurred over the holiday weekend (lots 2909 & 2910) which resulted in the state police coming on property. Citations were issued to both parties involved. Both parties wish to meet with the REC in July.

**Office Manager’s Report**

Maegan Herington, Office Manager

* We have collected 93% of current year’s dues as of 6/24/15 and 53% of Prior dues as of 6/24/15
* Signed 36 Month Agreement from constellation: energy Supply Company.Price: $.06088/kwh plus GRT. Plan: 100% Fixed Price. Start: December 2015.
  + Previous electric supply agreement was with Direct Energy Existing Costs: $.06679/kwh - $.0710/kwh (includes GRT).
  + Our annual volume is approximately 3M/kwh so the estimated annual savings are $18,000.
* $1500 TIA money will be disbursed $740 to purchase 37 - $20 gift cards for teen volunteers and the remaining $760 will be put into Recreation salaries line  
  **MOTION:** by Michele Murphy to move the money budgeted for TIA to Recreation Salaries and use $740 of it to purchase ($20) gift cards to give to teen volunteers at big recreation events. **Second:** GerryLynn Haak **VOTE:**  All in favor
* 17 lots have been reconnected since May 22nd
* We have 11 Payment plans – 1 plan has defaulted
* Paylease payments are coming in we have collected $28,232.07 as of today
* Contacted Wayne bank to see if they participate in CDARS program – it is a way to protect our Repo Agreements. They do not but they are protected privately through Wayne Bank
* Contacting a Broker to shop around for our health benefits – got a referral from our Auditor for Joe Pagnani from The benefit group in Clarks Summit
* Looking into doing a program for employees called section 125 – Daycare money comes out pretax will save the employee on taxes and TE on payroll taxes
* Concession/Bar:
  + Purchased a frozen drink machine for the Bar
  + Concession has been up and running
  + Bag in the box system is working out well
  + New decorations in the bar and the new bartender is doing a very good job

**Legal**

Richard Henry, Attorney –

* The complaint filed with PNC Bank for lot 5757 that is scheduled for Monday - we do not have to attend

**Treasurer’s Report**

Lori Bush-

* Budget is on target

**MOTION:** by Lori Bush to pay bills. **Second:** Tom Miller VOTE**:**  All in favor

**Rules Enforcement**

Bob Personette –

* 4 PO’s have meetings with the grievance committee today
* There are a lot for next month we may need to have a second meeting

**Recreation**

* The recreation calendar/schedule is booked for the season
* The 2015 Calendar is ready – Be sure to check the Happenings for any changes
* There will be theme nights at the bar: 80’s night, Beach Party, Country Western Night, Mickey Barnet Band – adult night
* DJ will be at the teen center for adult nights – it will be chaperoned
* Zack Brown Band concert at Bethel Woods – it will be a bus trip
* Movie nights at the chapel and
* Multi-cultural night will be held again this season as well

**Sewer**

Bob Personette –

* The sewer is running at 100% - extension rod was fixed
  + Purchased the new rods and the new IOS system will be purchased and installed soon
* The blower at the sewer plant lost the ability to run automatically due to a power glitch – Clint is running it manually now so we have to look into fixing/replacing the blower
* Purchased new pumps at the sewer plant
* Actuator Rod was soldered

**Maintenance**

JoAnn Pollack & Andy Gleiss-

* There was a storm on May 31st that caused an electrical fault by the clubhouse – we had the electric lines raised above ground when it was fixed – Joyce Electric did the work: cost $21,000
* Timberline will be back on property working June 29th
* Permits are all complete and turned in to finish the interior
* Working on water leaks by CS#4
* Looking into where we will be purchasing the lifts
* Garage doors will have remotes for select employees

**Land Use**

Lori Bush–

* We have been cleaning/selling lots in our inventory
  + Cleaned 34 lots so far and have 10 more on the list
* Reviewed the Land Use Report

Board went into executive session at 10:29am – Regular session resumed at 12:25pm

**New Business**

* There will be a special meeting held Saturday June 11th in the office
* The ban on lot 644 remains in effect
* Electric violation:

**MOTION:** by Michele Murphy to reduce fine for lot 1012 to $150 for tampering with electric and PO is to pay a $50 service charge as well. **Second:** Andy Gleiss **VOTE:**  All in favor

* No change to the current guest allowance for lot 131
* Mark Christie is permitted to sell corn/eggs by the front gate – he is responsible for his own permits
* Lot 433 Walnut- will send letter regarding vehicles on property moving to lot 510
* Will be sure we have enough lifeguards for the whole season

**Swim Team By-laws**

**MOTION:** by Andy Gliess to approve the amended swim team by-laws – any volunteers must agree to a background check as per PA State Law. **Second:** Gerrylynn Haak **VOTE:**  All in favor

**MOTION:** by Gerrylynn Haak to close the meeting at 12:345pm. **Second:** JoAnn Pollack **VOTE:**  All in favor

Respectfully submitted,

Maegan Herington