**September 17th, 2016**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting at the association office building on Saturday, September 17th, 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

Michele Murphy

Robert Personette

**Others Present**Mike Cheblowski, Chief Homeland Security

Richard Henry, Attorney

Maegan Herington, Office Mgr.

President Miller called the meeting to order at 9:00a.m. Called for a motion to approve the August 20th, 2016 minutes:

**MOTION:** by Lori Ann Bush to accept the August 20th, 2016 minutes. **Second:** Jo-Ann Pollack **Vote:** All in favor

**Property Owners**

* Can boats be stored on property with no registration/insurance? No. Security reports them to the office then Land Use letters are sent to the property owner.
* Lot 5910 – Asked about the recent fire on Shohola Lane. Do we have more info? Not as of yet, the Fire Marshall will be on property today to inspect the lot but no cause has been released.
* Lot 5015 – Recreation did a great job. The only suggestion the property owner had was to better the communication between the Rec. Staff and property owners in regards to sign-ups for events

**Property Manager’s Report**Maegan Herington, Office Mgr. reporting for Property Mgr.

* Labor Day weekend- No major incidents to report. A total of 2,400 barcode accesses were made with 649 lots occupied, issued 631 guest passes with 1,429 individuals in the vehicles. This was about the same as 2015
* Bar –made approx. $5100 Labor Day Weekend. 2016 net income is approx. 17,000 with still more nights to go including Columbus Day Weekend
* Clubhouse Café – a lot of the inventory came from US Foods. Due to a promotion they had, we will be receiving a reimbursement check in the amount of $2,251
* Water Usage – wells pumped approx. 115k gallons a day which is approximately 38k less than this time last year
* Game Room – maintenance replaced the roof over the teen center
* Tax Sales –Pike County Tax sale is this Wednesday, September 21st
* William Owens & Co. (our outside accountants) submitted the 2016 Audit Engagement Letter. The cost will be $9,500 for the POA and $2,300 for the Land Co. Additional work will be $85/hr. for staff accountant and $125/hr. for CPA
We need a motion to accept the 2016 Audit Engagement Letter

**MOTION:** by Lori Ann Bush to accept the Engagement Letter and terms submitted by William Owens & Co. for the 2016 Audit. **Second:** Michele Murphy **Vote:** All in favor
* Homeland Security has asked to renew their contract for 2 years. There will be no increase for 2017 and there will be a minimal increase of $.25/hr. for 2018
We will need a motion to accept the new contract

**MOTION:** by Michele Murphy to accept the 2017-2018 contract for Homeland Security. **Second:** Iris Altreche **Vote:** All in favor

* We collected $1,759 for our Make a Wish child this summer

**MOTION:** by Vinny D’Eusanio to increase the Make a Wish donation to $2,500. **Second:** GerryLynn Haak **Vote:** All in favor

 **Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* As of September 15th, 2016 we have collected 97% of current Dues (2015: 95%)
* As of September 15th, 2016 we have collected 115% of prior dues (2015: 79%)
* Most of our seasonal staff is done for the year – we will have a few people working weekends through September and through Columbus Day weekend
* The pool is going to be open today and tomorrow, September 17th & 18TH – due to weather and staff constraints this may be the last weekend
* The bar and concession will be open tonight at 7pm for Wing Night
* The basketball coach, Cole Pirosseno, reached out to the office to let us know Lake Adventure is trying to secure a game for next year. He also has an assistant coach in mind for next year, we will confirm once plans are finalized with the head of the team, Michele Murphy.
* Annual Meeting will be held tomorrow, September 18th at 9am in the clubhouse
* The budget is completed and will be presented to the board today. The 2017 dues will cost $1,475, this is a $25 increase from 2016
* The John Deere backhoe was paid in full and we have started making payments on our new Takeuchi excavator
* Dues Raffle winners have been picked, the amount remaining after the winnings are disbursed will be mailed to the Shohola Twp. Fire Dept.

**MOTION:** by Bob Personette to increase the donation to the Shohola Twp. Fire Dept. to $2,000. **Second:** GerryLynn Haak **Vote:** All in favor

* President Miller discussed the recent fire and asked for a motion to determine how much will be sent to each responding fire dept. We will send a thank you letter as well. This procedure was discussed in the spring and made to be a protocol for any fires within Trails End that require assistance from any fire dept.

**MOTION:** by Lori-Ann Bush to send $100 donation along with the thank you letter to all responding fire depts. **Second:** GerryLynn Haak **Vote:** All in favor

* A property owner asked if we have an emergency action plan in Trails End – We do have an emergency exit (the old entrance by twin ponds) and we will mark this exit clearly with signs and add the information to our map given out to all property owners in the office.
* Credit card machines in the office have collected approx. $18,500 for the POA and $3,000 for the Land Co.

**LEGAL**

Richard Henry, Attorney

* Closing on 4021 this week

**Security Report**

Chief Mike Cheblowski, Owner Homeland Security

* Labor Day weekend had no major incidents
* Speeding citations were issued – So far year to date we have issued 21 speeding citations, compared to 13 in 2015
* A property owner informed security their kayak was stolen
* There was minor vandalism done at the upper pool – traffic cones were thrown into the pool

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

* Budget is on target
* The proposed 2017 Budget will be discussed in executive

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

**Rules Enforcement Committee**

Bob Personette

* No meeting today
* We may try for an October meeting but it is difficult because most people do not come up then

**Bar & Concession**Jo-Ann Pollack

* Concession has grossed approx. $75,000 and has a net income of approx. ($5,700) – we still have inventory to sell through Columbus Day weekend and we are not planning on placing anymore large orders. So this number will get closer to breaking even. When calculating the net income we do include payroll & payroll taxes with our expenses
* Both the bar and concession will be open today and concession will be open tomorrow

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

* The Elvis Band was great Labor Day Weekend – everyone seemed to really enjoy them!
* Neil Diamond was also a huge success
* There will be entertainment Saturday and Sunday Columbus Day weekend

**Sewer**

Bob Personette –

* The Assistant Sewer Plant Operator is studying for his next test
* There were no major incidents at the sewer plant since the actuator rod was replaced in August

**Maintenance**

Jo-Ann Pollack -

* The game room roof was finished prior to Labor Day weekend. We did the first half last summer
* Chenango Drive to Shohola Parkway South is being prepped so they can start addressing the water runoff issues
* Maintenance replaced 4 hydrants, 52’ of lateral water lines and 57’ of sewer lines on Mallard, Shohola, part of Crow, Wappinger.

**Land Use & Development**

Iris Altreche & Lori Bush

* Letters sent out to property owners:
	+ 7 letters sent to POs’ for their first notification of a violation
	+ 2 letters sent to POs’ for their second notice of a violation
	+ 5 Lots have contacted us and their violations were put on hold until they come up for the season
	+ 5 lots have complied

**Long-Range Planning**Tom Miller, President

* The Sports Complex is going to be revamped – we would like to add more activities to it and make the area larger by moving it approx. 50ft on each side to start – we will keep in mind property lines and privacy while doing this project
	+ The basketball court is also going to get some more work done for next year
* Sewer/water issues are on the long-term plan to continue fixing them
* Plan to start saving for a new clubhouse once the Association Office mortgage is paid in full

10:57am Executive Meeting - Regular Session opened at 2:15pm

 **MOTION:** by Lori Bush to approve the projected 2017 Budget with a $25 annual dues increase. **Second:** Vinny D’Eusanio **Vote:** All in favor

**MOTION:** by GerryLynn Haak to allow the swim team to hold championships on August 5th, 2017 at Trails End POA. **Second:** Vinny D’Eusanio **Vote:** All in favor

**MOTION:** by GerryLynn Haak to close the meeting at 2:31pm. **Second:** Jo-Ann Pollack VOTE**:**  All in favor

Respectfully submitted,

Maegan Herington