**January 21st, 2017**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting in the Association Office on Saturday, January 21st, 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**

Iris Altreche

Patricia Carey

Vinny D’Eusanio Jr.

Michele Murphy

Robert Personette

**Others Present**

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 December 10th, 2016 Minutes.

**MOTION:** by Lori Ann Bush to accept the December 10th, 2016 minutes. **Second:** Iris Altreche **Vote:** All in favor

**Property Owners**

* Lot 3211 – Asked if we can add more detail to the agenda – the agenda is just an outline of the meeting the details of the reports are not for the agenda but the detail will be posted online once the minutes are approved.
* Property owner stated that maintenance has been doing a good job getting out clearing the roads during the recent snow/ice
* Property owner asked to meet with the board in executive session to discuss a lot purchased at tax sale

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

* Lots 1402 & 425 were both abandoned and now removed
  + Lots 704, 927, 928 & 4638 are next on the list to be removed
* Permanent resident letters were sent to 3 lots
* Water usage - the wells have pumped an average of 70,000 gallons a day over the last month which is the same as we were last year
* William Owens & Co. was here January 5th to begin the 2016 Audit
* Rich Henry’s retainer needs to be signed by GerryLynn and Tom today and it will be complete
* Security has found several open doors with no signs of a break-in. It seems this is due to wind and the ground shifting from the freezing temps.
* One citation was issued for an unattended fire and a warning was issued for reckless endangerment.
* We are ordering new golf cart stickers for the upcoming season – they will be larger so it is easier for security to read as the golf carts are being driven
* Comfort Station #4 – the construction has begun for the re-opening of the bath house and trees are being removed for the entrance and exit.
* The Sports complex - maintenance still has to remove a few more trees. Currently waiting on quotes for a bocce ball court and removing the bump around the edge of the basketball court. We are also looking into adding a volley ball court
* Association Insurance for Trails End renews Feb. 2nd. Includes: workers compensation, general liability, liquor liability, Directors & Officers, Auto, equipment, employee theft and volunteer accident insurance
  + AM Skier turned in their proposal this week – the proposal is $21,000 less than what the projected budget was due to our workers comp. coverage being decreased significantly
* We have representatives from another insurance company, Brown & Brown Insurance Co., he will be presenting to the board to go over what they have to offer
  + Discussion and Presentation given by new insurance company – the board will review the details in executive session

**Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* As of January 20th, 2017 we have collected 26% of current Dues
  + Current Dues collected as of Jan. 20th is approx. $739,125 – Jan. 20th, 2016 we collected $729,335 so we are roughly $10,000 ahead of 2016
* 4 Repos were purchased as of Jan. 20th, 2017 - $100,000 each
* A Civil Complaint for a former employee was officially filed last week in the amount of $3,500 – the cost is made up of $3,000 to replace all keys and locks necessary and $500 for legal fees
* A new full time maintenance employee started January 2nd – he was hired as a lead carpenter and will be working on all of our major projects planned right now. We are looking to hire one more person with general knowledge in that field to be an assistant to our lead.
* Clover Machines (credit card machines in the office) - reviewing the cost vs. income of the machines, the Land Co. machine is mainly used during the season, we have not used it since but the machine used for the POA has been used steadily throughout the year. We may look into only leasing the Land Co. machine for the season and return it once the season is over just have to see if it is cost effective to only have it for 3-4 months as the monthly rental amount may increase
* Strategic Planning (our employee retirement company) came out on January 11th to review our IRA plans and advised us of necessary changes needed so we are in compliance with the IRS
* Need a motion to move $7,175 from the maintenance mortgage account to our Capital Reserves account. Also, need a motion to close the accounts related with that account.

**MOTION:** by Michele Murphy to close the Maintenance Mortgage account and move the remaining amount of $7,175 into our Capital Reserves account. **Second:** Iris Altreche **Vote:** All in favor

* Starting to post job listing for summer 2017 – going to reach out to the Pike county workforce program to hopefully hire 2 or 3 guys for the maintenance staff through that program. Listings are posted on Indeed.com as well as on the home page for Trails End’s website
* We have had 2 requests for the special (one-time) payment plan so far

**LEGAL**

Richard Henry, Attorney

* Completed the 2017 Retainer

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

* Asked for a motion to pay the bills

**MOTION:** by GerryLynn Haak to pay the bills. **Second:** Iris Altreche VOTE**:**  All in favor

**Rules Enforcement Committee**

Bob Personette

* There are no meetings over the winter – the next meeting will most likely be May 2017
* We have 5 citations carrying over to next year

**Recreation/Entertainment**  
Michele Murphy -

* Going to be booking our entertainment soon and will get the info ready so we can attach a page to the 2017 Rec Calendar
* Booking Elvis but not going book the entire band
* We have been in touch with the comedian we used last year – he will be able to get some new comedians for this year

**Maintenance**

Jo-Ann Pollack -

* Comfort Station #4 is being worked on – that will be open by Memorial Day
* Maintenance has been doing a good job clearing the roads and maintaining them

**Land Use & Development**

Iris Altreche & Lori Bush

* Letters sent out to property owners:
  + 17 letters sent to POs’ for their first notification of a violation
  + 1 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
  + 22 lots have complied
  + No lots have been fined since last reported

Executive Session opened at 11:22am - Regular Session opened at 12:18am

**MOTION:** by GerryLynn Haak to accept the terms discussed in executive session for the back dues owed on lot 132 which was recently purchased at tax sale. **Second:** Jo-Ann Pollack Vote**:** All in favor

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

Respectfully submitted,

Maegan Herington