**May 16th, 2015**

Shohola Falls Trails End Property Owners Association Inc., held a Board of Directors meeting on Saturday May 16th, 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**

Iris Altreche

Vinny D’Eusanio

Andrew Gleiss

Michele Murphy

Robert Personette

Michael Smith

**Others Present**

Richard Henry, Attorney

Bill Owens, Auditor

Pam Valenza, Community Mgr.

President Miller called the meeting to order at 9:00a.m. He asked for a motion to approve the April 2015 minutes. **MOTION:** by Gerrylynn Haak to approve the minutes from April 2015 with corrections: Lot 3805 was bought at Judicial Sale – original minutes state Repository Sale. **Second:** Lori Bush **VOTE:**  Abstain: Mike Smith All others: in favor

**AUDITOR’S REPORT**

William Owens, CPA –

* The audit for 2014 is complete. It is a qualified opinion based on an actual cash basis as opposed to an accrual basis (potential revenue). It is a more conservative way to present the statements according to Generally Accepted Accounting Principles.
* Pleased to see our capital reserves continuing to grow.
* Financial position has improved this year – cash has increased and debt is decreased.
* We are no longer using next year’s income to pay current years bills
* Our cash and cash equivalents has increased compared to 2013
* Reviewed p.5 and 6 of the Financial Statement
  + The POA has $67k in reserves which can be used for future repairs
* $41,889 in excess income from 2014 – It is recommended to put the excess income into Capital Reserves
* Reserve Study – shows we need more cash in reserves to be in total financial health but in comparison to many other POAs we are in a good financial position
* Our Reserves can be at one of three levels:
  + Fully funded – generally around $1 million in reserves
  + Threshold – example: around $500k in reserves – this is the best level for both the community and the POs to keep reserves up and dues increases down
  + Baseline – does not supply the community with enough money in reserves to handle emergency situations
  + Our personal bottom line amount we carry in capital reserves should be enough to take care of or repair the roads, water and electric if there is a natural disaster/storm

Property Owner Section

* Lot 131 – asked to speak with the BOD about the ban on being allowed to have guests – They stated they paid the fines and have been in compliance with the ban for 20+ months
  + President Miller: PO can meet with the board in executive session
* Lot 2302 requested clarification on the barcode guidelines – PO wanted to get a barcode on his father’s vehicle but he is not on the deed. – Barcodes are only for POs and their spouses and/or children.
* Lot 1963/1964 reported he is having issues with his culvert and requested maintenance to come and look at it
  + He also suggested we try ground fault circuit breakers this way they would switch off when there’s any fault
  + Pres. Miller: we should run some test cases to see how the ground fault breakers work. It would be done at the expense of the PO and they would have to be under the agreement if the breaker keeps popping throughout the night, maintenance will not come in to fix it until they are scheduled to be in the next morning (this goes for any test lots).
  + We will revisit the new breaker suggestion after running a few tests – Lots 929/930, 1963/1964, and 4046 volunteered to test out the new breaker
* PO asked if the board decided whether or not we would put a perm. Ban on burning leaves – No, we will not be placing a ban on burning leaves. POs should be respectful of their neighbors
* PO asked for clarification of the “NO OPEN FIRE” sign; can they have a camp fire? – No. No fires of any kind when the sign is posted.
  + The burn ban has been lifted as of today
* Lot 4046 – Asked if we are putting the speedbumps back for the season – Yes we are.

**Property Manager’s Report**

Pam Valenza –

* 91% of Current dues were collected as of May 12, 2015 compared to 90% in 2014
* we are at 49% prior dues collected as of May 12
* 42 letters were sent to produce
* 21 payment agreements were made the
* Credit card/e-check payments are up and running through Paylease – POs can utilize it from our website
* They were 82 disconnects in May
* We clean 34 lots over the winter and 10 more scheduled to be done
* 13 Land Company lots sold over the winter - we are offering financing again
* The burn ban has been lifted - 9 lots were issued burning citations during the burn ban
* Waste Management contract ends September 1, 2015 – waiting to hear from them with better prices. Last spoke with them May 8th
  + Accepting bids to replace Waste Mgmt.
* Pro-Jan replaced the carpeting in the clubhouse and security gate house
* The motor in Well 3 was replaced it cost $20,000
* Spring mailing was sent
* Suggested lots to be added to the clean-up list: 4008 (owes $15,000+) and Lot 5817 (owes $10,000+)
* Lot 929 - ask if we were going to be adding lot 928 to the cleanup list in the fall. - We will look into it
* New Maintenance Building:
  + The concrete floor is being poured May 28
  + closing on the mortgage next month - it is a 10 year fixed rate mortgage at 5.5%
* The June BOD Meeting is scheduled for Saturday, June 27 – due to Father’s Day.
* Upper pool has been filled and lifeguards are ready to go for Memorial Day Weekend
* PO asked if we were looking further into building a new clubhouse.
  + President Miller: We have discussed the idea of future plans but we would wait until the mortgages for the new office/maintenance buildings are paid off or close to it.

**MOTION:** by Gerrylynn Haak to add lots 4008 and 5817 on the list of lots we are going to clean over the winter. **Second:** Mike Smith **VOTE:**  All others: in favor

**Legal**

Richard Henry, Attorney –

* Finishing up the closing on a Land Co. lot
* Complaint for PNC Bank regarding lot 5757
* Lot 4638 is deeding back to
* Reviewing new PA bill requiring background checks for all employees directly responsible for children under the age of 18.
* Pres. Miller: Mike (owner of Homeland Security) stated he has completed background checks on all of the guards.
  + Rich suggested we confirm that in writing

**MOTION:** by Vinny D’Eusanio to cover the cost for all employees that need to get the background checks required by the new PA Bill passed by the governor – the cost is $47.50 per person. **Second:** Lori Bush **VOTE:**  All others: in favor

**Treasurer’s Report**

Lori Bush-

* Budget is on target
* Water is up due to the repairs needed for the wells

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

**Rules Enforcement**

Bob Personette –

* 5 grievances today starting at 1:45pm

**Concession/Bar**

* Deliveries have started coming in for Memorial Day Weekend
* We have 2 bartenders – Kim and Eileen
* Looking into purchasing a frozen drink machine
* Bag in the box system is almost finished being installed – it will be much easier to change
* Finalizing the paper work for the concession lease this week

**Recreation**

* The recreation calendar/schedule is booked for the season
* There will be theme nights at the bar; possibly: Beach Party, Country Western Night, Casino Night
* Memorial Day Weekend: DJ booked for Saturday night and a Band is booked for Sunday
* Teen night will be held over at the Teen Center – it will be chaperoned
* The 2015 Calendar is ready – It will be printed and ready for the PO’s July 1st
* Multi-cultural night will be held again this season as well

**Sewer**

Bob Personette –

* The sewer is running at 100% - extension rod was fixed
* The pump is 27 years old and should also get replaced with the rod
* The new computer system was delayed because they needed to add a text message alert system to it to notify the sewer operator of emergencies in down time
  + The new system cost $13,600
* Sludge pump lines did freeze though they did not leak
  + Heat tape will be added for next winter to potentially stop it from freezing
* Input/output rack also needed to be replaced along with the rod and pump
  + In total we are replacing: (3) Rods, a sludge pump, a raw sewage pump, and the IO rack.
  + The pumps will cost roughly $6,000 for both pumps
  + Kappe Associates Inc. is going to install the new IO Rack – the quote was passed around

**Playground**

Vinny D’Eusanio and Michele Murphy

* Going to see how much of the excess income is available to designate to the playground

**Maintenance**

Andy Gleiss-

* The new maintenance building is up – exterior is just about complete
* Speed bumps were being put in
* They have been very busy with the water leaks
* Pam Valenza: Fitness Center and Library are open as of today from 9am – 5pm
  + The upper pool will be open MDW – well #3 sees a rise in usage due to filling the pools
  + The Wi-Fi is available – Bob Personette is going to look into the bandwidth

**Land Use**

Lori Bush & Iris Altreche –

* Reviewed the Land Use Report

**By-laws**

Gerrylynn Haak-

* Next meeting will be June 27th after the BOD meeting

**Security**

Vinny D’Eusanio

* 9 burning citations were issued during burn ban
* CPR class was held for security and office personnel
* A PO had to be taken out via ambulance

**Old Business**

* DEP - Water usage is up. 400 letters were sent for “Y” connectors or hoses remaining attached to hydrant over the winter. The $25 service charge will be applied next year if connections are still on

**Swim Team By-laws**

Gerrylynn Haak and Lori Bush -

* The board was adding background checks to the proposed by-laws but they do not need to since they will be required as per state law

**New Business**

* A memorial will be held for Joey during the season- he worked for Trails End for many years and passed away over the winter
* Lot 1408 requested a payment agreement for prior dues – discussed in Executive session
* We are going to sell sweatshirts at the game room – starting with 75 in inventory

Board went into executive session at 11:25am – Regular session resumed at 1:05pm

**MOTION:** by Mike Smith to reduce the prior dues for lot 1408 to $3,500 and accept $100 monthly payments continuously until the balance is paid off – yearly dues must be paid accordingly beginning in 2016. **Second:** Gerrylynn Haak **VOTE:**  All in favor – Vinny D’Eusanio was not present for the vote

**MOTION:** by Mike Smith to review the letter Rich Henry will draw up regarding lot 131 an email vote will be done after the review. **Second:** Michele Murphy **VOTE:**  All in favor – Vinny D’Eusanio was not present for the vote

**MOTION:** by Mike Smith to stand by the Grievance Committee’s decision regarding lot 130. **Second:** Gerrylynn Haak **VOTE:**  Against: Iris Altreche. All others in Favor – Vinny D’Eusanio was not present for the vote

**MOTION:** by Mike Smith to close the meeting at 1:30pm. **Second:** JoAnn Pollack **VOTE:**  All in favor – Vinny D’Eusanio was not present for the vote

Respectfully submitted,

Maegan Herington