

## September 18, 2010

Shohola Falls Trails End POA held a Board of Director's meeting at the Office at 9:08 AM at the administration office.

### **Roll Call:**

#### **Officers Present:**

President: Michael Smith  
Vice President: Mark Christie  
Treasurer: Arthur Deyns  
Secretary: Wendy Purdy

#### **Members Present**

Iris Altreche  
Vincent D'Eusanio  
Maureen Miller  
Robert Personnette  
JoAnn Pollack  
Debbie Shevlin

#### **Others Present**

Pam Valenza, Property Manager

President Smith called the meeting to order at 9:08AM. He asked for a Motion to approve the August 2010 minutes.

- Maureen Miller : corrections to the August 2010 minutes:
  - On page (4) there was a discussion between Rich Henry and a PO and the girl they were speaking about was described as a 'little girl' and she should have been described as a 'teen girl'.
  - On page (3) the trip recreation took to Promised Land State Park was in fact free.

**Motion:** by Vinny D'Eusanio to approve the August 2010 minutes with the above corrections. **Second:** Wendy Purdy

**VOTE:** Abstain: Robert Personnette. (absent August meeting) All others: in favor.

***Motion passed.***

## Property Manager's Report

Pam Valenza –

- No lots have defaulted on the individual payment plans for September and the last payment is due October 1<sup>st</sup>.
- There was vandalism that occurred Labor Day weekend: public areas were toilet papered, all toilet paper dispensers were broken and the door to the water heater at comfort station 6 was kicked in, lifeguard stands and chairs were thrown in the pool, glass was broken on the door to the teen center. There is no cost for the vandalism as of yet.
  - Vinny suggested we may need to look into seeing whether or not it's cost effective to put cameras in.
- Pre-audited figures:
  - Concession – up \$3,923
  - Bar – up \$8,945 (still have Halloween)
  - Vending – up \$3,630
- The cameras in the fitness center and the trash compactor are now working and recording.
- Shohola Township Fire Dept. donation:

**Motion:** by Vinny D'Eusanio to donate \$250 to the Shohola Twp Fire Dept. **Second:**

Wendy Purdy

**VOTE:** All in favor. *Motion passed.*

- There was confusion with the deck permits concerning lot coverage; however, all is straightened out and we currently have 10 applications in for deck permits.
- Maintenance employee injured himself, while working, carrying shingles.
- The office is now using the new software for Accounts Payable; Maegan has been transferring dues balances, Bill Owens should be here next week to teach the account receivable module and general ledger will be used this month as well.
- Tax Sale is going to be held September 22, 2010 – Trails End is not looking into buying any new property. There are 35 lots in inventory now –

## Treasurer's Report

Arthur Deyns –

- Capital Expenditures - \$15,000 will go into Capital Reserves - we decided to put the reserve study off for 2011.
- Truck - \$8,500 will be going back to capital reserves. This will be the last truck payment to us.
- Office Salaries went down due to change in personnel, this brings the payroll tax line down.
- Needed to schedule an extra mailing for the election next year, which will affect the budget amount for postage.
- Added ADP fees (payroll company) for 2011
- Boards of Director Expenses are going down next year.

- Legal Fees came down because we don't foresee the need for township litigation next year.
- Maintenance salaries went up because they were always going over budget.

Michael Smith, President –

- \$20 increase in dues for 2011
- Going to do concrete around the pool – hire a mason and have our guys work on removing the concrete over the winter.
- Putting aside half of the funds for a sewer flusher – machine that washes out the sewer lines.
- Vinny D'Eusanio suggested entertainment may need to have more money budgeted. Wendy Purdy stated the people that normally supply entertainment to Trails End will work with them if there is a change in the budget. Mike Smith said the amount of money given to entertainment looks good for 2011 and this was seconded by one of the property owners that was on the budget committee.

**Motion:** by Mark Christie to adopt the proposed 2011 budget with a \$20.00 increase.

**Second:** Michael Smith

**VOTE: Oppose:** Vinny D'Eusanio, Iris Altreche. All others: In favor. *Motion passed.*

**Motion:** by Wendy Purdy to pay the bills. **Second:** JoAnn Pollack.

**VOTE:** All in favor. *Motion passed.*

### Grievances

Robert Personette –

- There have been twenty (20) grievances YTD.
- Grievance meetings have been going good.

Michael Smith, President

- Adult night at the clubhouse there was a woman who came in with (3) children. She was asked to take the children out of the clubhouse. She refused to do so when asked and then continued by defying security when they asked her to leave.
- The woman involved in the situation has a mandatory meeting with the Board because she was issued (3) citations that evening, (1) per each child she kept at the clubhouse on adult night.
- Wendy Purdy: no reason for teens to be there because we have entertainment in the teen center whenever there is an adult night. Also, we need to post a sign stating you must be 18 to be permitted in the clubhouse past 7PM. On adult nights.
- Security needs to have keys to the horseshoe in front of the clubhouse.

**Motion:** by Michael Smith: the clubhouse will be closed the entire night to kids less than eighteen years of age on adult night. **Second:** Wendy Purdy.

**VOTE:** All in favor. *Motion passed.*

## Recreation

Maureen Miller –

- Make a Wish donation: Iris Altreche donated \$200 from the multi-cultural night and half of the money from the pig roast 50/50 was donated also.
- Found a child that has been diagnosed with cerebral palsy, his father is sick as well, that we would like to donate to. We are just waiting for him to get registered with the Make a Wish foundation. Maureen Miller proposed we hold onto the money that was donated so far until he is registered and then donate to him once everything is in order with Make a Wish. Discussion.
- Wendy Purdy suggested we should start a donation wall where people can donate \$1 and get a star to put their name on and we can put it up on one of the walls in the clubhouse.
- The Hillside Chapel donated \$50 to the Milford Food Bank.
- All the food collected from property owners this season was donated last week.
- The Halloween tickets are all sold out. We had a problem this year with the amount of chaperone tickets being given out in comparison to the kids tickets. Next year we will charge \$5 per chaperone ticket also.
- The calendar will be ready to go on our website soon.
- There was a great staff and excellent volunteers throughout the season.

Michael Smith, President –

- The location where the new maintenance building is going to be put was perked and it passed.
- Looked into 80' by 20' as the dimensions for the new building
- We had to let a maintenance employee go this month. He was a good worker but took advantage and called out for the 2<sup>nd</sup> time on a holiday weekend.
- You need to be a property owner in order to acquire a Trails End bar ID and without a bar ID you are not supposed to be able to get a drink from the bar.
- Any employee that comes to the bar has to be a property owner's guest.

## Security

Mark Christie –

- Security has been working on keeping up with golf cart registrations.

**Motion:** by Michael Smith: If caught driving a golf cart without a driver's license or an unregistered golf cart the person(s) in question will be issued a \$250 citation. **Second:** Mark Christie.

**VOTE:** All in favor. *Motion passed.*

## Property Owner(s):

- A PO is currently interested in buying Lot # 3317 that is up for tax sale. He would like the Board to reduce the back dues if he will be making it into a full dues lot. Michael Smith stated to the PO the Board cannot change the back dues balance until he purchases the lot. The Board usually works with property owners.

**Old Business:**

- Contractors at the dump:

**Motion:** by Michael Smith to add the following resolution: If a PO or contractor is going to be removing a deck, screened enclosure, porch or a trailer he or she is responsible to get his or her own dumpster for removal of the materials. **Second:** Mark Christie.

**VOTE:** All in favor. *Motion passed.*

- Quarter Dues Lots:
  - Michael Smith – they are not a financially intelligent business move to keep around within Trails End. Money is tight right now and we have to re-analyze the situation to see what we should do about it. He is not saying that we will raise the dues amount right now on quarter dues lots but we do have to see how we will proceed with them in the future.
  - Would like to do a mailing to send out to all the property owners and have them vote on what we should do about quarter dues lots.
  - It was suggested by a PO we should form a committee to see what we should do about the quarter dues lots.
  - Vinny D'Eusanio volunteered to run the committee and/or be on the committee. The accountant will also be involved and we would need to advertise for Pos to be on the committee.
  - The information regarding a new committee is going to be included in the next mailing.

**New Business-**

- PamValenza – asked for clarification on the By-Law concerning commercial vehicles; there was an incident with a PO that has one on his property. As per Trails End By-laws commercial vehicles are not permitted to be left on Trails End lots.

**Motion:** by Michael Smith to adjourn the September 2010 BOD meeting at 11:40 AM.

**Second:** Mark Christie.

**VOTE:** All in favor. *Motion passed.*

Respectfully submitted,  
Maegan Herington