**DECEMBER 5, 2015 Minutes**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting at the association office building on Saturday December 5, 2015 at 10:00a.m.

**ROLL CALL**

**ROLL CALL:**

**Officers Present**

President - Thomas Miller

Vice President - JoAnn Pollack

Secretary - GerryLynn Haak

Treasurer - Lori Ann Bush

**Members Present**

Vinny D’Eusanio

Andrew Gleiss

Michele Murphy

Robert Personette

**Members Absent**

Iris Altreche

**Others Present**

Maegan Herington, Office Mgr.

Richard Henry, Attorney

Kelly Spinning, Property Mgr

President Miller called the meeting to order at 10:00a.m. Called for a motion to approve the October 18, 2014 minutes:

**MOTION:** by JoAnn Pollack to accept the October 18, 2014 Minutes with corrections being made to p.3.  **Second:** Michele Murphy Abstain**:** Vinny D’Eusanio and Bob Personette **Vote:** All in favor

**REORGANIZATION**

**MOTION**: by Tom Miller to approve Richard Henry’s Legal Retainer for 2016 at the amount of $12,000.00 (same as 2015). **Second:** GerryLynn Haak **VOTE:** All in favor

President Miller turned the meeting over to Attorney Henry to conduct officer elections for 2016.

Effective date for the change in officers is January 1, 2016.

**MOTION:**  by Bob Personette to nominate the entire slate for BOD for 2016:

* President - Tom Miller
* Vice President - JoAnn Pollack
* Secretary - Lori Ann Bush
* Treasurer - GerryLynn Haak

Attorney Henry – Secretary to cast a single ballot for the retention of the entire slate of board of directors for 2016.

**LEGAL**

Richard Henry

* Lot 1408 – Promissory note was drafted and the deed is being transferred to a relative
* Lot 4206 is being deeded back to TE Land Co. the owner is deceased
* Lot 5757 – Complaint was filed, we placed a judgment against PNC bank and asked them to sign the deed back over to TE Land Co.
  + Filed complaint in Pike County Court
  + Options are we can try to Sherriff Sale the lot and get a quiet title
* Completed the closing on Lot 2609 – sold by the Land Company to the adjacent property owner.

Board set meeting dates for 2016:

* January 30, 2016 - 10:00a.m.
* April 16, 2016 - 9:00a.m.
* May 21, 2016 - 9:00a.m.
* June 25, 2016 - 9:00a.m.
* July 23, 2016 - 9:00a.m.
* August 20, 2016 - 9:00a.m.
* September 17, 2016 - 9:00a.m.
* September 18, 2016 - 9:00a.m. Annual Meeting
* October 15, 2016 - 9:00a.m.
* October 16, 2016 - 9:00a.m. Annual Budget Meeting
* December 10, 2016 - 10:00a.m.

**Property Manager’s Report**

Kelly Spinning, Property Manager –

* Perm Residents – 2 letters were sent for POs approaching 180 days . 1 has since left Trails End.
* Clubhouse WiFi –still having significant issues with the wifi
  + Continuing to work on the issue with a private IT company and Blue Ridge Cable.
  + The WiFi is still connected so it can be worked on and the problem can be rectified before the 2016 season starts
  + Discussion was held regarding the WiFi
* Wells – All Board Member have a copy of the monthly water usage report in their folders
  + The report was reviewed and discussed
  + The wells pumped a daily average of 70k from 11/15-11/30.
  + DEP may come for a meeting after the 1st of the year. At this point they are satisfied with our work on getting the well counts low
* Sewer – There was a surprise inspection December 3rd at the sewer plant. Samples were taken and the initial findings show everything is running properly and there were no red marks on the inspection
* Playground – The new Playground structure was delivered on November 25th. There are 3 bids for to have the structure assembled and installed by an outside company. Maintenance will begin removing the old structures next week.
  + Discussion held on what equipment we should keep and what will go
  + Board will review the bids and return for a vote later in the meeting
* New Maintenance Building –
  + Doors, trim, tiles and paint are done.
  + The kitchenette was delivered - two cabinets were damaged and returned.
  + The lockers and benches have been ordered at a cost of approximately $2,200.00.
  + All electrical work is complete and the plumbing fixtures will be installed within the next week.
  + The lift will be delivered on Dec. 8th and installed the 10th. It was purchased through NAPA
* Maintenance – Began disconnecting hydrants the first week of November.

**Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* Paylease Payments collected from Oct. 17, 2015 through Dec. 5, 2015: $6,148.05
* As of December 5th, 2015 we have collected 96% of Current Dues
  + Collected 124% of Prior Dues
* 2016 Dues: $148,258.00 – December 4, 2014: $109,000 – Approx. $39,000 more has been collected than last year at this time.
* Laid off our part-time cleaner in the Maintenance Dept. – that is the only position getting laid of this winter due to being understaffed
* Annual Budget Meeting was held 10/18/15 – 1 lot was in attendance
* Setup payment arrangements for the lots purchased at tax sale – have had no response from lot 4640 which was purchased at the September Tax Sale
* Would like BOD Approval to purchase lot 2905 – we have the bid paperwork ready to submit to the tax office.
* Assistant Sewer & Water Plant Operator - will sign an agreement stating he will work for Trails End a minimum of 5 years or he will have to reimburse the community for any monies paid into his certification process but this does not guarantee employment. He will continue to be an employee at will.

**MOTION:** by GerryLynn Haak to purchase lot 2905 from Repository Sale. **Second:** JoAnn Pollack VOTE**:**  All in favor

**Treasurer’s Report**

Lori Bush, Treasurer -

* Budget is on target

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

**2016 Committees**

Tom Miller, President

* Tom Miller - asked if the Board would like to maintain the committees they were on for 2015.
  + Yes, all committees will stay the same.
* Bar/Concession Committee will be added - JoAnn, GerryLynn and Michele will be on the new committee
* Bob Personette - Stated he would like to step down as the bar steward.
* Discussion was held - GerryLynn will be appointed as the Bar Steward once Bob steps down
  + Rich Henry - leave Bob on until we renew our license in 2016; then put GerryLynn on the renewal application

**Bar/Recreation/Entertainment**Michele Murphy

* Elvis - $1400 for tracks only or $2250 for the full band
* Starting to book for the 2016 Entertainment Schedule
* Will add the entertainment schedule to the Recreation Calendar
* The Casino trips will be the 3rd Mondays in July & August

**Sewer**

Bob Personette –

* Freezing issues are being looked at and addressed before it becomes an issue
* Looking into replacing dog food with sugar to feed the bacteria in the winter

**Maintenance**

JoAnn Pollack & Andy Gleiss-

* Andy Gleiss - Maintenance replaced 2 full sewers over the past month
  + 1 on Crow and 1 on Arapaho.
* 15’ of lateral water line and 2 hydrants were also replaced
* 176 warning letters were sent to POs still connected to their Hydrant after Oct. 15th
* There have been several power outages that have required Joyce Electrical to come on property
* The tree trimming this spring will help prevent most outages next year
* This month maintenance will also begin removing abandoned trailers

10:06am Executive Meeting - Regular Session opened at 12:15

**Playground**

**Michele Murphy & Vinny D’Eusanio**

* Reviewed 3 quotes given to install the new equipment
  + Discussion held about the install – the board and attorney agree it is best to let game time handle the install in the event that something goes wrong they will be responsible

**MOTION:** by Lori Bush to have Game Time do the installation of the new playground equipment. **Second:** Gerrylynn Haak VOTE**:**  All in favor

**New Business**

* Dues Raffle will be back for 2017 dues - we are going to run it through a local Fire Dept.
  + Contacted the Shohola Fire Dept. and have not received a call back from them yet
* Possibly going to change out dog food with sugar at the sewer plant which will save a lot of money on the sewer budget

**Old Business**

* Water Usage is still under 70k
* Clubhouse replacement
* ByLaw updates

**MOTION:** by Gerrylynn Haak to close the meeting at 12:30pm. **Second:** JoAnn Pollack **VOTE:**  All in favor

Respectfully submitted,

Maegan Herington