**January 20th 2018**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting in the Association Clubhouse on Saturday, January 20th, 2018 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.  
Robert Personette

Michele Murphy

Mark Christie

**Others Present**

Richard Henry, Attorney

Kelly Spinning, Property Mgr.

Christopher Conklin, Homeland Security

President Miller called the meeting to order at 10:06a.m. Called for a motion to approve the December 9th, 2017 minutes.

**MOTION:** by Lori Ann Bush to accept the December 2017 minutes. **Second:** Iris Altreche **Abstain:** Michele Murphy, Mark Christie **Vote:** All others in favor

**Property Owner Time:**

* PO from lot# 3211 & 3212, asked why it takes so long to get minutes posted on the website?
  + Personnel changes within the office
* PO from lot# 3211 & 3212, can we get a webcam set up to steam live video onto the website?
  + Yes, we did previously. Will look into getting it set back up

**Property Manager & Office Manager Report**Kelly Spinning, Property Manager

* Continuing to monitor permanent residents thru out the winter.
* Everyone has copies of the water usage in their folders. Currently we are averaging less than 75k a day.
* Waiting on figures for the 2018 Association Insurance Coverage. The state of Pennsylvania has yet to release the changed Workers Compensation rates. Our office should have the figures in by Tuesday.
* As of December 31st we had 146 lots in arrears. Of those 146, 10 lots owe less than $1000 which should be collectable. In 2017 the Act 180 Fund collected $56,987.50. A total 76 lots were transferred for the year.
* As of January 18th we have collected 28% of the 2018 dues.
* Bill Owens Office has begun the 2017 Audit. They have been out three times so far and intend on coming out at least one more time.
* Maintenance is continuing their work at Well#2 and intend to have it up and running by the end of the month. Work is continuing on the interior of the guard house.
* Maintenance will begin the removal of abandoned trailers as early as next week. Issues with weather and the sewer plant put them behind schedule a few weeks. The first lots to be cleaned are 2424, 1008, 3215, 145 and 436.
* A water leak found on Wappinger Lane last week resulted in 10 feet of water main being replaced.
* The office is moving forward with the new phone system and switching telephone service over to Blue Ridge Cable. The changeover will take place the end of February, beginning of March.
* The estimate to replace the front gate sign has been sent over to insurance. It came in at $13,000. The work will be done in the Spring.

**Security**

Christopher Conklin, Homeland Security

* Had reports of 1 trailer door and multiple screen doors open.
  + PO with open trailer came up. Nothing missing.
* Citation issued to PO riding a snowmobile on property
* 102 citations issued in 2017 - 13 more than 2016
* 52,045 total barcode accesses – 3451 more than 2016
* 1122 total lots were accessed in 2017 - 18 more than 2016
* 3532 contractor passes issued – 329 more than 2016
* 11590 guest passes issued – 147 less than 2016

**Legal Report**

Richard Henry, Attorney

* Nothing new to report at this time

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

* Doing good, need motion to pay the bills

**MOTION:** by Gerrylynn Haakto pay the bills. **Second:**  Jo-Ann Pollack **VOTE:**  All in favor

**Rules Enforcement Committee**

Bob Personette, Mark Christie –

* Meetings usually begin in May
* Currently have 4 PO’s from 2017 waiting to grieve

**Concession/Bar**

Jo-Ann Pollack, GerryLynn Haak–

* Will have a meeting in February to go over applications
* As of December 31, 2017 concession income was $91,971.44. Expenses totaled $75,770.75 leaving a profit of $16,200.69
* As of December 31, 2017 bar income was $31,706.25. Expenses totaled $ 16,903.26 leaving a profit of $14,802.99

**Sewer**

Bob Personette –

* Winters are getting colder – need a building over the sewer basins to prevent it from freezing over.
* Will get proposals from Timberline Buildings who did the maintenance shop
* Work must be completed before next winter
  + *Discussion Held*

**Maintenance**

Thomas Miller –

* Keeping up with the plowing
* 15 trailers are on the list to be removed beginning in the coming week
* Sports complex is to be completed this Spring

**Land Use**

Iris Altreche –

* 22 – 1st letters

3 – 2nd letters

0 – Holds

0 – Fines

7 – Complied

**By-Laws –**

* Started in October – Some minor typing corrections were made
* The election process needs to be reviewed and discussed
* Updating the by-laws will continue over the next several months

**Contracts**

Vincent D’Eusanio Jr. –

* Everything is up to date

**Clubhouse –**

Thomas Miller –

* Will stay on agenda
* Continuing to put money away
* Board Member Patty Carey asked if the building at the sewer plant would take away from the money for the clubhouse?
  + No, we would take a down payment from Act 180 – Mortgage the rest
  + *Discussion Held*

10:40am Executive Session – Regular Session opened at 1:23pm

President Miller asked for motions to accept the terms agreed upon in executive session for lots# 5021 and 5217.

**MOTION:** by Patty Carey to accept the terms of the prior dues owed for lot# 5021 which was purchased at tax sale as agreed upon in Executive Session. **Second:** Lori Bush **Vote:** All in favor

**MOTION:** by GerryLynn Haak to accept the terms of the prior dues owed for lot# 5217 which was purchased at tax sale as agreed upon in Executive Session. **Second:** Michele Murphy **Vote:** All in favor

President Miller asked for a motion to purchase a new underground truck for maintenance.

**MOTION:** by GerryLynn Haak to approve purchase of new truck for maintenance. **Second:** Michele Murphy **Vote:** All in favor

Property Manager, Kelly Spinning, asked for a motion to remove Maegan Herington as an authorized entity and signer on all bank accounts owned by Shohola Falls Trails End POA and Shohola Falls Trails End Land Co.

**MOTION:** by Lori Bush to remove Maegan Herington as an authorized entity and signer on all bank accounts owned by Shohola Falls Trails End POA and Shohola Falls Trails End Land Co **Second:** Jo-Ann Pollack **Vote:** All in favor

Property Manager, Kelly Spinning, asked for a motion to add herself as an authorized entity and signer on all accounts and CDs owned by Shohola Falls Trails End POA and Shohola Falls Trails End Land Co at Honesdale National Bank, the Dime Bank, Citizens Bank, Citizen Savings Bank, Sussex Bank and Wells Fargo.

**MOTION:** by GerryLynn Haak to add Kelly Spinning as authorized entity and signer on all accounts and CDs owned by Shohola Falls Trails End POA and Shohola Falls Trails End Land Co. at Honesdale National bank, The Dime Bank, Citizens Bank, Citizens Savings Bank, Sussex Bank and Wells Fargo **Second:** Jo-Ann Pollack **Vote:** All in favor.

**MOTION:** by Michele Murphy to close the meeting **Second:** Jo-Ann Pollack **VOTE:**  All in favor

Respectfully submitted,

Kelly Spinning