

May 16th 2021

Shohola Falls Trails End Property Owners Association held a Board of Directors meeting in the Club house on Saturday, May 16th, 2021 at 9:00a.m.

ROLL CALL:

Officers Present

President – Thomas Miller
Vice President – Jo-Ann Pollack
Treasurer – Vinny D’Eusanio
Secretary – GerryLynn Haak

Members Present

Iris Altreche
Lori-Ann Kinney Bush
Patricia Carey
Kevin Dille
Michele Murphy
Robert Personette

Others Present

Mike Cheblowski, Chief Homeland Security
Richard Henry, Attorney
George McCormick, Community Manager
Bill Owens, Auditor (William Owens & Company)
Anne Weaver, Auditor

President Miller called the meeting to order at 9:07 a.m.

9:12 a.m. Break for executive session with auditors
9:50 a.m. Return from executive session
9:53 a.m. Bill Owens reported that the audit showed Trails End POA is financially sound,

10:01 a.m. Minutes for April 24th, 2021 meeting reviewed

MOTION: by Jo-Ann Pollack to accept April 24th, 2021 minutes with date correction for Multicultural Night included **Second:** Patricia Carey **Vote:** All in favor

Property Owners Time:

Property owner asked for clarity about trailer size restrictions. Interested in a trailer with a manufactured deck already attached to trailer that would exceed the 35’ length limit. President Miller suggested to getting a trailer without the attached deck and placing a deck on the side to be compliant with size rules. All others in agreement

Manager's Report

George McCormick

- Burn ban has been lifted
- Governor Wolf's office will be lifting COVID mitigation restrictions after May 31st, 2021. The state mask mandate will remain in effect until at least 70% of PA adults have been immunized. At the federal level, the CDC has stated that any person that is beyond two weeks from being fully vaccinated is safe to not wear masks, anywhere
- Currently, 21 lots are on individual payment. 3 payment plans have been paid in full
- Working on a form letter for back dues from tax sales
- Currently, Trails End Land Company has no lots for sale. Need to increase inventory
- Staff CPR training was held on May 5th, 2021
- System upgrade for accounting software (TOPS) is being completed. Office staff is identifying problems/errors and will work out those issues in the next week
- Working on separating Clover registers and the cash registers in the office to ensure accounting is good for both
- All comfort stations are open
- Two new refrigerators for the bar have been ordered and will be delivered in the next few days. Maintenance checked the floor in the swim team room to make sure it will support extra weight. They will build a wall to separate the room and secure refrigerators. Fans and vents will be installed to make sure motors do not overheat
- Horseshoe pits will be reframed and dressed up with fresh bright paint on the stakes. Volleyball will be raked and weeded. Shuffleboard will be power washed and repainted. Handball court has been repainted.
- Lawn care will be scheduled to maintain areas (Clubhouse and Sports Complex) for the summer into the fall.
- Port a potties will be delivered in a few days
- Pools are filled and will be deep cleaned prior to opening weekend. Lifeguards will be (re-)trained on proper cleaning, including vacuuming, pools. The game room will be open Saturday and Sunday from 11am-5pm and 7pm-11pm. Weekend schedules for June are still being set up.
- Myco Supply Co. has crushed oyster shell specifically for bocce. Would like to buy in bulk to setup and maintain courts
- DCNR approved our use for the Smokey the Bear fire hazard sign. It will be posted outside the gate close to Route 6. Any changes to fire hazard status will be reported to us by 10am the day of the change. Maintenance can update the sign after we receive these updates
- Seasonal applications are still being accepted. The office has a seasonal assistant (Jason) to help with filing, applying barcodes and other office tasks. Still need more lifeguards, maintenance and custodial help
- Kode Electric has completed the work with the sensors at the sewer. Maintenance will be working on installation
- Local dealerships, Independence Ford, do not have inventory of any 15 passenger vans for Recreation. A new van has been located at a Ford dealership in Springfield, PA. Will determine final pricing, down payment and finance details
- STA Bus Company will be forwarding a contract for our use this summer by Recreation. Will forward contract, once we have it in hand

Security

Chief Mike, Homeland Security

- Notice of a PO openly burning of leaves. May cite PO for violation
- Lieutenant Conklin PA system

Legal Report

Rich Henry

- Provided draft letter and complaint forms

Treasurer's Report

Vincent D'Eusano, Treasurer

- We have collected 77% percent of current dues, 92% of 2020 dues, and 94% of 2019 dues.
- As far as the full/quarter breakdown we are at 60% of full dues lots and 71% of quarter dues paying lots for 2021.
- Trails End POA and Land Co. are good with our 3 year average
- Quarterly audit looks good, need to create a better paper trail for authorizing overtime
- TOPS One will make accounting clearer and better connectivity so we can post purchase orders, receipts and purchase slips faster
- A tablet has been purchased to streamline and expedite work orders for maintenance. Once a report and file system is setup and tested, will look into expanding use of the tablet system throughout maintenance and other areas where it can help keep better records for accounting. Looking into setting up Recreation with a tablet as well
- With no inventory, should move ahead with the list to add more lots. Sales market is strong, may want to focus on cleaning up less desirable lots and leave others for potential new POs to buy

MOTION: by GerryLynn Haak to pay the bills **Second:** Michele Murphy **Vote:** All others in favor

10:48 am Recess

11:15 am Return to session

Rules Enforcement Committee

Bob Personette

- Reported 9 POs are set for meetings on June 5th. Will confirm with the office for an update closer to the scheduled date

Concession/Bar

Jo-Ann Pollack

- Review menu and Clover history
- Would like to add a few healthy menu items, like lettuce wraps, to promote
- Pre-bake wings during prep to ease use with fryer, put on the menu
- Create a better checklist, that will be posted on a clipboard next to fryer, to note times that oil was cleaned and replaced
- Grease must be properly disposed of, especially to not attract bears near facility. Cannot place outside

- Maintenance can remove grease from facility to dispose of properly
- Bar staff is set
- Continue with window service
- Operations should follow 2020 standards (outside). Will discuss any changes suggested in June meeting
- Second rolling mobile bar needs constructed
- Tents will be set up for use outdoors

Recreation

GerryLynn Haak-

- Memorial Weekend will operate like 2020, just with no guest restrictions
- Fitness center closed through Memorial Day
- Shopping list need to be verified before purchasing, should consolidate as much as possible to keep better track of ordering
- Vendors need to move soda machines out of break room

Entertainment

Michele Murphy-

- All booked

Sewer

Bob Personette-

- William (Clint's apprentice) will be completing his requirements to get his license this summer. Need to encourage him to stay on board.
- Clint has suggested moving to part time down the road to ease and support William into the position
- UV light installation pricing still needed

Maintenance

Thomas Miller

- Preparations continuing
- Speed bumps are being added

Land Use

Vincent D'Eusanio

- Four pending
- Two on lock out
- Four lots have complied since prior month

By-Laws

Patricia Carey

- Items will be discussed in June meeting

Contracts

Kevin Dille

- Electric contract, nothing yet

- Myco contract for crushed oyster shell (bocce). Need to know if we can pick up order to cut ship fee

Infrastructure

Thomas Miller

- Money is good to move ahead
- Equipment and staffing need
- Comparative cost needed for reserve study companies (expensed from CIF)

Break for executive session

MOTION: by Kevin Dille to accept the terms discussed in executive session. **Second:** Bob Personette **Vote:** All in favor

MOTION: by GerryLynn Haak to close the meeting. **Second:** Iris Altreche **Vote:** All in favor

Meeting adjourned at 1:30 p.m.

Respectfully submitted,

George McCormick
Community Manager