**DECEMBER 13, 2014 Minutes**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting at the association office building on Saturday December 13, 2014 at 10:00a.m.

**ROLL CALL**

**Officers Present**President - Mike Smith
Vice Pres. - Robert Personette
Secretary - Wendy Glynn
Treasurer - Jo-Ann Pollack

**Members Present**

Iris Altreche

Lori Bush

Vinny D’Eusanio

GerryLynn Haak

Thomas Miller

**Others Present**

Pam Valenza – Property Mgr.

Richard Henry – Attorney

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

**MOTION:** by Wendy Glynn to accept the October 18, 2014 Minutes.  **Second:** Lori Bush **VOTE**: All in favor

**REORGANIZATION**

**MOTION**: by Bob Personette to approve Richard Henry’s Legal Retainer for 2015 at the amount of $12,000.00 (same as 2014). **Second:** Iris Altreche **VOTE:** All in favor

President Smith turned the meeting over to Attorney Henry to conduct officer elections for 2015.

Incoming Board Members sat at the Board table to vote (Andy Gleiss, Michele Murphy). Outgoing Board Member Wendy Glynn left the table for the voting. Effective date for the change in officers is January 1, 2015.

**MOTION:**  by Andy Gleiss to nominate Tom Miller for President.

MOTION: by Bob Personette to nominate Mike Smith for President.

Mike Smith declined the nomination.

**MOTION:** by Mike Smith to close the nominations for the office of President.

**Second:** **Bob Personette**

Attorney Henry – the Secretary will cast a single ballot for Thomas Miller for President for 2015.

**MOTION:** by Tom Miller to nominate Jo-Ann Pollack for the office of Vice President.

**MOTION:** by Lori Bush to close the nominations for the office of Vice President. **Second**: Vinny D’Eusanio

The Secretary will cast a single ballot for Jo-Ann Pollack for the office of Vice President.

**MOTION:** by Tom Miller to nominate Gerrylynn Haak for the office of Secretary.

**MOTION:** by Jo-Ann Pollack to close the nominations for the office of Secretary.

**Second:** by Vinny D’Eusanio

The Secretary will cast a single ballot for Gerrylynn Haak for the office of Secretary.

**MOTION:** by Jo-Ann Pollack to nominate Lori Bush for the office of Treasurer.

**MOTION:** by Gerrylynn Haak to close the nominations for the office of Treasurer.

**Second:**  Iris Altreche

The Secretary will cast a single ballot for Lori Bush for the office of Treasurer.

Board agreed to appoint Pamela Valenza as Assistant Secretary to the Board.

**LEGAL**

Richard Henry – Completed the closing on Lot 2609 – sold by the Land Company to the adjacent property owner.

Monday, December 15th is the default day for the last segment of dues suits. Six of the dues suits hearings have been rescheduled to February 2, 2015. One of the suits has been settled (PO paid in full).

Vinny D’Eusanio asked about the status of the zoning ordinance regarding building enclosures.

Pam – Contacted Bob DeLorenzo and was told January the ordinance should be approved.

**Property Manager’s Report**

Pam Valenza –

* The Annual Budget meeting was held October 19th, 2014 in the clubhouse – one lot attended.
* We have collected 96.7% of current dues as of 11/30/14. 176% of prior dues have been collected.
* Pres. Smith asked if TE is using 2014 dues income for expenses and not 2015 dues – as of today we are and it should continue as it did last year.
* Received $43,695 in Act 180 income for 2014. Approximately 60 lots were transferred. Last year 60 lots transferred also. There is a total of $198,123 in the Act 180 account.
* The 2015 dues billing was mailed out.
* Received $157,042 in 2015 dues payments as of December 10th. This is $20,000 more than what was collected at this time last year but it may be due to timing.
* The 2014 audit has begun. The accountants are scheduled to be here December 17th.
* Permanent Residents – continually monitoring lots
* DEP – Mary Ann Seese of DEP stopped in and went to the maintenance shop to congratulate maintenance on a job well done. Her supervisor, Thomas Detweiler sent an e-mail to us also thanking TE for the progress made regarding the water useage. Everyone has a copy of the wells daily average and it is slightly higher at 89,872 gallons. Water is most likely left running inside trailers when the lot is used during the winter. Discussion held regarding hydrant regulations during the winter months. Will continue to monitor.
* Maintenance cleaned an additional three lots – 4640, 4313 and 5313. Lot 3317 is next which is the lot that has now been turned into a green area. President Smith asked if seedlings should be planted there. Discussion. Will look into.
* Have additional three lots to add to the list of abandoned trailers. Lot 704 – balance of $27,972; Lot 636 - $8483 balance and lot 1103 – balance of $23,202. Photos of these lots were passed to the Board members. **MOTION:** by Mike Smith for Trails End to clean lots 704, 636 and 1103.

**Second:** Tom Miller **VOTE:** All in favor

* Cameras for clubhouse – obtained 3 quotes however one of the quotes was not for the IP cameras. One quote was for $5700, second quote for $16,000. Discussion held. Will obtain more quotes.
* Concession – Everyone has a copy of the concession agreement. Had 2 meetings scheduled with Ed Goswick but they were postponed. I added the minimum hours the concession should be open to the lease agreement. Board reviewed. Board would like to meet with Ed Goswick at the January Board meeting prior to signing the lease.
* Computer for Sewer Plant – Bob Personette contacted Dell to try to get a turnkey solution for the plant computer. Dell could not provide this. Could not find any other contractor other than Advanced Automated Controls to give a price. Bob Personette did have them beef up the server to 8 Gig Ram and 1TB Hard Drive so the original quote Clint obtained increased to $13,700. **MOTION:**by Lori Bush to purchase the sewer plant computer and software from AAC at a cost of $13,700 to be paid with sewer reserve funds. The funds to be replaced in the sewer reserves from the 2016 Budget. **Second:** Vinny D’Eusanio **VOTE:** All in favor
* Employee Chris Van Dunk who was studying to obtain the wastewater treatment plant operator’s license is going to be leaving Trails End to go into the military. Discussion on hiring someone with their license already. Have tried to have other employees obtain their license while on the job and it hasn’t worked. Board agreed to advertise on line. Salary will depend on experience.
* New maintenance building – the current building needs to be replaced. Discussion on location. Due to additional costs to relocate the building to the front by the gas pumps and the property owners’ stating they do not wish to have the building located behind their lots, the new building will stay where the old one is currently. The Quonset hut can then also be utilized.
* Once a contractor for the building is approved plans can then be drawn up to get total costs. Have three proposals – everyone has copies in their folder – Discussion held.
* **MOTION:** by Lori Bush to approve Timberline Buildings’ proposal for the new maintenance building at a cost of $145,544 plus $4200 for the garage door openers. **Second:** Gerrylynn Haak

**VOTE:** Oppose: Vinny D’Eusanio All others: Approve Will contact Timberline to obtain plans to obtain all costs and have the maintenance area walk surveyed for permits and location.

Board set meeting dates for 2015:

January 31, 2015 - 10:00a.m.

April 18th, 2015 9:00a.m.

May 16th, 2015 9:00a.m.

June 27th, 2015 9:00a.m.

July 18th, 2015 9:00a.m.

August 15th, 2015 9:00a.m.

September 19th, 2015 9:00a.m.

September 20th, 2015 9:00a.m. Annual Meeting

October 17th, 2015 9:00a.m.

October 18th, 2015 9:00a.m. Annual Budget Meeting

December 5th, 2015 10:00a.m.

**TREASURER’S REPORT**

Jo-Ann Pollack –

* Everything is on target with the budget
* Bar made approx. $8,000
* The refund was received from Dorney Park in the amount of $1400 for excess tickets.
* There is $15,000 in the 2015 budget for mats for the playground. Discussion.
* **MOTION:** by Vinny D’Eusanio to pay the bills **Second:**  Lori Bush **VOTE:** All in favor

**SECURITY**

Vinny D’Eusanio –

* Spoke with Sgt. Conklin – everything is going well
* There are a few incident reports – a brown tarp was stolen from a lot recently
* A carbon monoxide detector went off inside a trailer – Shohola Fire Dept. was here and determined it was carbon monoxide. Aired trailer out – Propane company also responded.

**BY-LAWS**

Gerrylynn Haak – Will be holding a meeting in January. Date to be determined.

**OLD BUSINESS**

* Water Useage – Hydrant Regulations
* By-law changes
* Guest policy

**NEW BUSINESS**

Pam Valenza – Swim League Championships will be held at Trails End on August 8th, 2015.

* Copies of Swim Team by-laws given to Board members for review for January meeting.

**MOTION:** by Vinny D’Eusanio to close the meeting at 12:27pm **Second:** Gerrylynn Haak **VOTE:** All in favor

Respectfully submitted,

Pamela Valenza