**December 10th, 2016**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting at the clubhouse on Saturday, December 10th, 2016 at 10:00a.m.

**ROLL CALL**

**ROLL CALL:**

**Officers Present**

President - Thomas Miller

Vice President - Jo-Ann Pollack

Treasurer - Lori Ann Bush

**Officers Absent**

Secretary - GerryLynn Haak

**Members Present**

Iris Altreche

Vinny D’Eusanio

Michele Murphy

Robert Personette

**Others Present**

Patricia CareyMike Cheblowski, Chief Homeland Security

Vincent D’Eusanio Jr.

Richard Henry, Attorney

Maegan Herington, Office & Personnel Mgr.

Kellyanne Spinning, Property Mgr.

President Miller called the meeting to order at 10:00a.m. Called for a motion to approve the October 15th, 2016 Minutes.

**MOTION:** by Lori Ann Bush to accept the October 15th, 2016 minutes. **Second:** Michele Murphy **Vote:** All in favor

President Miller announced this would be the last meeting for Vinny D’Eusanio; he has served on the TE Board of Directors for 20 years. Also, January would be the first meeting for new board members, Patricia Carey and Vincent D’Eusanio Jr.

**REORGANIZATION**

President Miller turned the meeting over to Attorney Henry to conduct officer elections for 2017.

Effective date for the change in officers is January 1st, 2017.

**MOTION:**  by Tom Miller to nominate the entire slate for BOD for 2017

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

**Second:** Bob Personette **VOTE:** All in favor

**Property Manager’s Report**Kellyanne Spinning, Property Manager

* Maintenance has started removing abandoned trailers – 19 were removed last year and we plan on removing as many abandoned trailers as possible over the next few months
* Bids were mailed to Pike County for the 2 lots we want from the Repository List.
	+ We have received confirmation that the bids were accepted and the lots will be put into Trails End Land Co.
* Permanent Residents – One lot was notified that they have reached their maximum allotted days; we were informed the resident staying at the property, who is a guest, will be leaving the end of this week. Security is monitoring the situation.
* Water Usage – Since November 1st the wells have pumped an average of 66,000 gallons of water a day which is a less than this time last year
	+ 71 Hydrant warnings went out last week to property owners whose hoses or connections were still attached to the hydrants.
* We received our SOC (Synthetic Organic Contaminant) renewals from DEP for waivers sent to them over a year ago. These waivers allow us to bypass expensive water testing that is not necessary for our community.
* Playground – The new playground structure was delivered last week
* The liquor license was put into safekeeping
* Attorney Henry has sent his agreement and 2017 retainer information to present to the board a motion is needed to accept the terms

**MOTION**: by Bob Personette to approve Richard Henry’s Legal Retainer for 2017 at the amount of $12,000.00 (same as 2016). **Second:** Michele Murphy VOTE**:** All in favor

* On December 7th, Tom, Maegan and myself attended an all-day Human Resource Law Seminar in Moosic, PA that was very informative
* Concession Vendors – Meetings are set up with Hershey’s Ice Cream and Canada Dry the beginning of next year. Pepsi came out to see what type of business/offers they can present to us – waiting to hear final offers from them
* Association Insurance - Brown and Brown Insurance came in for a meeting - they will be sending us a bid for 2017’s insurance coverage. We will be receiving AM Skiers bid for 2017 by the next meeting

**Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* As of December 10th, 2016 we have collected 99% of current Dues (2015: 96%)
* As of December 10th, 2016 we have collected 115% of prior dues (2015: 84%)
* 2017 Dues Bills were mailed and payments have started coming in
	+ 2017 Dues collected as of today are approx. $191,000
	+ No requests for payment plans have been made as of yet
* A full time maintenance employee, Carlos, retired as of December 1st. Two part-time employees were laid off for the year as well.
* Currently accepting applications for 2 full time maintenance positions to be filled – Several interviews have been held – 1 applicant was offered the carpenter position, he will not start until after the holidays.
* Employee Benefits - switched to a new health insurance provider for our medical coverage – after shopping around an offer was given for better coverage at a cheaper rate. The change was effective December 1st, 2016. It will cost approx. $1,000 less per month for our medical. The dental/vision provider will remain the same as they were the best coverage with still the best price for the upcoming year
* Reviewing the TE Personnel Policy – after the seminar Kelly, Tom and myself attended it came to our attention our policy is due to be updated and there are some individual policies that need to be added
* A letter was sent to a former employee that has not returned TE property advising it must be returned by December 31st – if not a civil complaint will be filed at the local magistrates office
* The auditors have received our agreement to accept the terms set for the 2016 audit – it will begin soon.
* The 2 cleaners on the maintenance staff have started working on the concession area to get it ready for next year – cleaning/maintaining all of our major appliances in the kitchen area as well as going through left over inventory to be sure it is stored properly

**Security Report**

Chief Mike Cheblowski, Owner Homeland Security

* Chris Conklin began working back at Trails End in October
* 5 Citations were issued in October – 1 citation for an unattended fire was written in November
* Patrol found 6 open doors since October – all property owners have been contacted
* There was a golf cart accident last month – one person injured their leg and was taken to the hospital

**LEGAL**

Richard Henry, Attorney

* Completed the closing for lot 3631

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

* Asked for a motion to pay the bills

**MOTION:** by Vinny D’Eusanio to pay the bills. **Second:** Iris Altreche VOTE**:**  All in favor

**Rules Enforcement Committee**

Bob Personette

* There are no meetings over the winter – the next meeting will most likely be May 2017
* We have 5 citations carrying over to next year

**Recreation/Entertainment**
Michele Murphy -

* Started working on the 2017 Entertainment Calendar
* Booking Elvis but not going book the entire band
* Looking into having another comedy show and dinner
* Karaoke was not a big hit this past year – we are going to try something else for next season
* Looking into booking Mickey Barnette again
* Interest has been made about having a New Year’s Eve party – the office will inform all interested POs about who they should contact – it will be BYOB and a pot-luck dinner

**Maintenance**

Jo-Ann Pollack -

* Comfort stations 2 & 12 have been winterized. The Remax trailer, Teen center and Ballfield building were also winterized
* 71 hydrants were disconnected. 28’ of lateral line was replaced along with 1 hydrant
* Maintenance has removed most of the trees at the sports complex
* The water runoff project on Chenango Drive is complete
* The upper half of Crow Lane where sewers were replaced last year has been repaved
* Containers have been brought in to begin demolishing trailers

**Land Use & Development**

Iris Altreche & Lori Bush

* Letters sent out to property owners:
	+ 10 letters sent to POs’ for their first notification of a violation
	+ 1 letters sent to POs’ for their second notice of a violation
	+ 9 Lots have contacted us and their violations were put on hold until they come up for the season
	+ 4 lots have complied
	+ 2 lots have been fined

10:53am Executive Meeting - Regular Session opened at 11:17am

President Miller announced the 2017 Board of Directors Meeting schedule needs to be set.

**2017 Meeting Dates/Times:**

January 21st – 10:00am

March 18th – 10:00am

April 22nd – 9:00am

May 20th – 9:00am

June 10th – 9:00am

July 22nd – 9:00am

August 19th – 9:00am

September 16th – 9:00am

September 17th – Annual Meeting 10:00am

October 21st – 9:00am

October 22nd – Budget Meeting 10:00am

December 9th – 10:00am

**Old Business**

* Iris Altreche inquired about the update to the Security Guard House that was discussed over the summer
	+ President Miller stated the project will be completed we are working on some other projects, i.e. the comfort station, sports complex and playground first and we will begin planning the update once those are closer to completion
	+ Discussion was held regarding the budget for the Guard House

 **MOTION:** by Vinny D’Eusanio to fund the project with Act 180, then pay Act 180 back with any excess income from 2016. **Second:** Lori Bush Vote**:** All in favor

**MOTION:** by Vinny D’Eusanio to close the meeting at 11:41am. **Second:** Lori Bush VOTE**:**  All in favor

Respectfully submitted,

Maegan Herington