**JANUARY 25, 2014 MINUTES**

Shohola Falls Trails End Board of Directors held a meeting on Saturday January 25, 2014 in the association office building at 10:00a.m.

**ROLL CALL:**

**Officers Present**

President - Michael Smith

Vice-President - Robert Personette

Treasurer - Jo-Ann Pollack

Secretary - Wendy Glynn

**Members Present**

Iris Altreche

Lori Bush

Vinny D’Eusanio

Thomas Miller

**Members Absent**

GerryLynne Haak

**Others Present**

Richard Henry, Attorney

Pam Valenza, Community Mgr.

President Smith called the meeting to order at 10:00a.m

Attorney Henry conducted the swearing in and oath of office statement to new and re-elected Board members.

Reorganization of officers for 2014 held.

Attorney Henry called for nominations for the office of President.

**MOTION:** by Vinny D’Eusanio to continue the Board with the executive officers as is for 2014. **Second:** Bob Personette

**MOTION** by Vinny D’Eusanio to close the nominations for officers **Second:** Lori Bush

**VOTE:**  All in favor

Attorney Henry directed the Secretary to cast a single ballot for each of the officers for the Board of Directors for Shohola Falls Trails End POA and the Trails
End Land Co., Inc. for 2014 Done by Wendy Glynn, Secretary

**MOTION:** by Vinny D’Eusanio to accept the October 2013 minutes.

**Second:**  Jo-Ann Pollack **VOTE: All in favor (**Lori Bush and Tom Miller did not vote )

**Property Manager’s Report**

Pam Valenza –

* Annual Budget meeting was held October 20th in the clubhouse. 4 lots attended. We did receive 63 favorable comments and 6 unfavorable comments regarding the budget. Should consider a by-law change to combine the annual and budget meetings on the same day as board meetings.
* As of January 1st collected $298,000 for 2014 dues which is approximately how much was collected last year (factoring in increase)
* As of January 23rd $693,081 has been collected for 2014 which is approximately the same as last year at this time.
* The Act 180 fund collected $48,079 for 2013. 68 lots were transferred for the year.
* As of December 31st there are 149 lots in arrears (9%). There are 108 green areas; 144 ¼ dues lots. 20 of the 149 lots owe less than $1,000 which should be collectible. *Discussion on ¼ dues lots.*
* On October 21st two lots suffered a fire – both were total losses – lots 2726 and 2725. The cause is believed to be electrical from 2725 (per their insurance investigator) but it is not certain. No one was occupying the trailers at the time. No injuries. One lot has since been cleaned – the other lot has stated it will be cleaned as soon as possible. Will try to set up a meeting with Shohola Twp. Fire Dept. this spring to go over the wells and available water in case of fire.
* Permanent residents – continually monitoring – Have sent letters to those approaching the 180 day mark and one lot has been de-activated.
* Had issues with property owners adhering to the hydrant regulations – it is fairly new and hopefully this coming year will have more cooperation.
* The audit for 2013 was started. The accountants are scheduled to be here January 29th again.
* Security – 126 total citations were issued this past year – 71 were issued to guests and 55 to property owners.
* Everyone has a copy of the wells daily average for 2013. Maintenance is continuously working on water leaks. In the past 2 years 803’ of lateral lines were replaced and 492’ of water main replaced.
* With PP&L working on Route 6 we experienced several power outages. In contacting PP&L they have agreed to pay 2 of the invoices ($1,036) for us to restore power. We also obtained 2 quotes on a generator for the office. The lowest quote was $3800 from Home Depot with Maintenance installing it. Will get another price.
* **MOTION:** by Wendy Glynn to accept Richard Henry’s retainer for 2014 at a cost of $12,000.00. (same as 2013) **Second:** Bob Personette **VOTE:**  All in favor
* Three quotes were obtained to purchase a 2014 GMC Sierra pick-up truck as budgeted.

As per the e-mail sent to all Board members the lowest quote was from Abeloff GMC in Stroudsburg PA. **MOTION:** by Mike Smith to purchase a 2014 GMC 1500 4WD truck from Abeloff GMC at a cost of $27,096 including sales tax.  **Second:** Wendy Glynn **VOTE:** All in favor

* Lot clean ups – one lot is completed (2608) and a second lot has been started (803). 9 proof of mailings of the certified letters sent to the property owners have been received back; waiting on the 30 days and then they will be able to be cleaned up also.
* The Board placed a ban on all guests to lot 144 due to an incident last summer where a guest of lot 144 assaulted a security guard yet the property owner would not state specifically which guest it was (or who the car involved belong to). An e-mail from a family member of lot 144 asked if they were to purchase the lot would the ban be lifted? Attorney Henry formulated a response to the e-mail. **MOTION:** by Mike Smith to follow the advice of Attorney Henry regarding his response to lot 144. (Ban stays through 2014 then request from the Board at that time if it can be lifted) **Second:** Bob Personette **VOTE:** All in favor
* Insurance renewal – received several quotes regarding liability, workers compensation , Directors & Officers, Group Accident – the lowest quote was $95,356 for the package with AM Skier Agency.

**MOTION:** by Vinny D’Eusanio to renew the insurance for Trails End POA with AM Skier Agency at $95,356 **Second:** Bob Personette **VOTE:** All in favor

**President Smith** – Shohola Twp. Called for a meeting regarding the new zoning ordinance they are working on. The Shohola Twp. Planning Board is going to formulate a separate ordinance for Trails End and one for future campgrounds. Hopefully the new ordinance will be passed this spring/summer for property owners to be able to build screened enclosures. Wendy Glynn thanked Mike Smith for his relentless effort and work to obtain the ability for property owners to be able to have/build screened enclosures again and also to repair the relationship between Trails End and Shohola Twp.

* Must continue to monitor days used/permanent residents in order to maintain the relationship with the township. Campsite Control must also be a priority.
* Reviewed and set Board meeting dates for the year. Asked Board members to please make every effort to attend all meetings.
* Committees for 2014:

Recreation/Entertainment: Wendy Glynn; GerryLynne Haak

Concession: Wendy Glynn; Bob Personette

Bar : Bob Personette; Wendy Glynn

By-Laws: Lori Bush; GerryLynne Haak

Campsite Control: Iris Altreche; Lori Bush

Long Range Planning/Maintenance: Mike Smith; Vinny D’Eusanio

Rules Enforcement Committee: Bob Personette; Tom Miller

Security: Vinny D’Eusanio; Mike Smith

**Legal**

Richard Henry –

* **MOTION** by Wendy Glynn to appoint Pam Valenza as Assistant Secretary to the Board of Directors. **Second:** Tom Miller **VOTE:** All in favor
* Discussion on meeting with Shohola Township in December – Ordinance 71 was the ordinance adopted by Shohola Township after many years of litigation between Trails End and the township. At the meeting a draft of a new ordinance was presented. All Board members have copies as well as the response from Rich Henry. Copies of Ordinance 71 are found in the Board Member’s binders. Discussion held on response and screened enclosures.
* Reviewed proposed golf cart regulations line by line with Board. **MOTION:** by Vinny D’Eusanio to approve golf cart regulations as changed and read. **Second:** Bob Personette

**VOTE:** All in favor

**Treasurer’s Report**

Jo-Ann Pollack –

* Reviewed bar income and expenses -$9688 net income
* Received $12,760 in security fines
* Office and Maintenance salaries have 27 pay periods in the year due to timing instead of 26.
* The electricity line is under budget
* **MOTION:** by Wendy Glynn to pay bills  **Second:** Iris Altreche **VOTE:** All in favor
* Trails End is selling the 2001 & 2002 GMC Sonomas and using the money towards the purchase of the new 2014 Sierra truck. If there is a difference in the amount needed the balance will come from capital reserves.

**Property Owners**

* Lot 979- Received disorderly citations; complained of maintenance removing his hose and heating system from the hydrant. Complained of office personnel being rude. Directed to Rules Enforcement Committee as is proper procedure. Must follow regulations concerning hydrants.
* Lot 978 – sent a letter to the Board regarding hydrant use during the winter months.

**Rules Enforcement –**

Bob Personette –

* There are 3 grievances to be carried over from 2013. First meeting will most likely be held in May but will try for April.

**Old Business**

* Credit Cards – still looking into it. There are fees as well as liabilities with accepting credit cards online.

**New Business**

* Rules and Regulations to be adopted at the April meeting for 2014.
* By-law changes – please review by-laws for possible suggestions for changes.

**MOTION:** by Vinny D’Eusanio to adjourn the meeting at 12:10pm **Second:**  Wendy Glynn **VOTE:** All in favor

Respectfully submitted,

Pam Valenza

Community Mgr.

Guest Policy