**October 18, 2014**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting at the association office building on Saturday October 18, 2014 at 9:00a.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

GerryLynn Haak

Thomas Miller

**Others Present**

Pam Valenza – Property Mgr.

Richard Henry – Attorney

**Members Absent**

Vinny D’Eusanio

President Smith called the meeting to order at 9:00a.m. Called for a motion to approve the September 20, 2014 minutes:

**MOTION:** by Lori Bush to accept the September 20th, 2014 Minutes.  **Second: Wendy Glynn** **VOTE**: All in favor

**MOTION:** by Lori Bush to accept the September 6th, 2014 Special Board Meeting Minutes  **Second**: **Bob Personette** **VOTE:** Abstain: GerryLynn Haak, Jo-Ann Pollack, Wendy Glynn, Iris Altreche. All Others: in favor.

**Property Manager’s Report**

Pam Valenza –

* Collected 96% of current dues & 168% of Prior Dues
* One additional lot defaulted on the individual payment plan bringing the total to two of the 11 individual payment plans completing them.
* Bob Personette asked for the total number of guests this season - May through September there were 13,461 guests recorded by security with 6,258 guest passes issued. 1,255 lots (PO’s) were accessed via bar code and passes.
* The Annual Meeting was held Sunday September 21st – approximately 20 lots attended.
* The generator has been installed at the office and is operational.
* Budget Mailing was sent out October 10th
* Everyone has a copy of the dues billing for single and quarter dues lots for 2015 -

**MOTION** by Wendy Glynn to accept the 2015 Dues Bill for full and ¼ dues lots. **Second:** GerryLynn Haak **VOTE:** All in favor

* The Annual Budget meeting is tomorrow at 9:30a.m. in the clubhouse
* Halloween Party went well – maintenance did a great job decorating; would like to thank Betty Miller and Michele Murphy for volunteering and running the party and Tom Miller for running the hayride
* The agreement from William Owens was sent for the 2014 Audit – needs to be signed.

**MOTION** by Mike Smith to accept William Owens contract for the 2014 audit at a cost of $8,900 for the POA and $2,100 for the Land Co. **Second:** Jo-Ann Pollack **VOTE:** All in favor

* Requesting to clean-up 3 additional abandoned lots– passed out photos of the 3 lots. Have obtained the proof of mailings; letters sent regular and certified mail as per by-laws-
	+ Lot 2620: Owes $29,000+, all correspondence ignored
	+ Lot 2425 – balance of $10607-no response
	+ Lot 502 – balance of $29879 – no response

**MOTION:** by Tom Miller to clean up lots 2620,2425 and 502 **Second:** Iris Altreche

**VOTE:** All in favor

* Wells: currently pumping 71,000gal/day –everyone has a copy in their folder
* Homeland Security contract to be signed – it was approved at the September BOD Meeting
* The new cameras at the clubhouse will run off of Wi-Fi – No need to record to tape. Security will have access to the surveillance at the gatehouse. Have obtained one price; still obtaining other quotes.
* Permanent residents – still monitoring - 1 PO has left property and two other PO’s were sent letters they are approaching 180 days.
* Security is only issuing 1 Day passes during the off season to all persons without a barcode
* Spoke with Bob DiLorenzo, Shohola Twp. Zoning Officer - the new ordinance involving the enclosed decks has not been passed yet -it is likely to be passed in January as the Planning committee is reviewing it line by line.
	+ Rich Henry - this is common practice and it does not mean anything has changed. – He will contact Attorney Ohliger and request a copy of the draft of the ordinance.

* Maintenance-
* Should be able to sewer the 6 lots on Pequest Road owned by the Land Co. this fall
	+ Electric boxes are being re-numbered and checked for 30AMP breakers – it is being documented
	+ Installing a lift station for a property owner on Squirrel Lane
* A payment agreement was sent to lot 3705 for prior dues owed as discussed at September’s Board meeting– there has been no response as of yet – Board agreed if after 30 days there is no response the offer is off the table.
* Left a message for the Fire Marshal regarding the fire on September 18th and have had no response
* Tax Sale: 3 Lots were sold – 1 lot will speak to the BOD in Executive Session
* Security – 1 lot was issued 5 citations in one day totaling $1,400 – PO apologized and paid in full; one citation issued for cutting trees without a permit; one stop work order issued for building without a permit. Foot patrols will begin soon.

Opened up Land Company Inc. at 9:25am

Regular Session resumed at 9:36am

**LEGAL**

Richard Henry, Esq. –

* Will review a copy of the ordinance Shohola Township is reviewing
* Working on deed backs – just received three new ones.

**RULES ENFORCEMENT**

Bob Personette,–

* 29 Grievances were held this year and 28 were held in 2013 however there were almost twice as many citations issued last year.
* Shouldn’t be any carryovers to next year

**TREASURER’S REPORT**

Jo-Ann Pollack, Treasurer –

* The vehicle maintenance line is close to using all the money budgeted for 2014 – They purchased tires for the 4x4, new tires for the pickup truck and 2 front Backhoe tires were just ordered.
* Bob Personette –has been in touch with Dell Computers regarding quotes/bids for the new sewer software & PC – He will be meeting Clint at the Sewer Plant today to get more details about what the software specifically does.
* The Bar is ahead approx. $7,000 but the bar made $1,000 Columbus Day weekend
* The recreation expense line is high because we are still waiting to hear about the refund for the unused Dorney Park Tickets.
	+ They changed their policy (fine print) – tickets are no longer accepted for refunds
	+ Pam e-mailed Maureen Miller to try to obtain the refund
	+ The total amount of the expected refund is approx. $1,600

**MOTION** by Lori Bush to pay the bills. **Second:** GerryLynn Haak **VOTE:** All in favor

**Property Owners**

* Lot 4228 purchased lot 4229 at Tax sale and requested to speak with the Board in Executive Session regarding prior dues
	+ Rich Henry - The dues should be owed from the date of the Deed
* Lot 4641 – Civil Dispute between herself and a contractor – Complaint is on file in the office and that particular contractor is not being advertised in Trails End.
	+ Trails End cannot get involved in civil disputes
	+ PO can get a civil complaint form from Rich Henry, fill it in, and bring it to the Magistrate.
	+ Discussion on by-law changes, committee – if PO’s wish to be on the by-law committee sign up in the office. It was advertised in Budget mailing. The proper way to submit proposed changes is in the by-laws.

**NEW BUSINESS**

* Rich Henry – Trails End’s guest policy should be reviewed – Security cannot mark down the number of guests that come in property owner’s vehicles so the actual number of guests could be significantly higher
	+ Pam Valenza – guests can be issued 3 day passes in the summer but only 1 day passes in the winter to keep closer track of who is staying through the winter.
	+ Discussion on guests was held

Break to Executive Session at 10:20am

Resume Regular Session at 10:55am

 **OLD BUSINESS**

* Concession Lease -Will vote at the December meeting for the concession lease
* Lot 144- as per the September Board meeting three guests are permitted and have been registered.

**MOTION** by GerryLynn Haak to reduce the amount of the judgment to $2,200 and waive the pro-rated 2014 dues for Lot 4229. **Second:** Iris Altreche **VOTE:** All in favor

**MOTION** by Iris Altreche to close the meeting at 10:57am **Second:** GerryLynn Haak **VOTE:** All in favor

Respectfully submitted,

Maegan Herington