**October 21st, 2017**

Shohola Falls Trails End Property Owners Association, Inc. held a Board of Directors meeting in the Association Office on Saturday, October 21, 2017 at 9:00a.m.

**ROLL CALL**

**ROLL CALL:**

**Officers Present**

President – Thomas Miller

Vice President – Jo-Ann Pollack

Secretary – GerryLynn Haak

Treasurer – Lori Ann Bush

**Members Present**

Iris Altreche

Patricia Carey

Vinny D’Eusanio Jr.

Michele Murphy
Robert Personette

**Others Present**

Richard Henry, Attorney

Maegan Herington, Office & Personnel Mgr.

Kellyanne Spinning, Property Mgr.

President Miller called the meeting to order at 9:00a.m. Called for a motion to approve the September 2017 minutes.

**MOTION:** by Lori Ann Bush to accept the September 2017 minutes. **Second:** Iris Altreche **Vote:** All others in favor

 **Property Owners’ Suggestions/Questions**

* Lot 1611 – purchased a lot at the Pike County Tax Sale Auction – would like to speak to the Board in Executive Session
* Lot 1980 – thanked the Board and all the staff for a very good year and all the hard work

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

* The Annual Meeting was on Sunday September 17th. Approx. 20 lots attended.
* Columbus Day weekend went very well -
	+ No major incidents to report
	+ Tickets sold out for the Children’s Halloween Party and participation in trunk or treating exceeded previous years.
* The playground structure has been repaired. We received the insurance payment from Am Skier less our $2,500 deductible which Am skier will recoup for us from the insurance company of the driver.
* Water Usage – Over the last month the wells have pumped an average of 136k gallons a day. This is an increase of approximately 63k gallons a day from last year.
* William Owens & Co. submitted their proposal for the 2017 Audit. Everyone has a copy of the proposal in their folders. We will need a motion to accept it the 2017 Audit Engagement Letter.
* At the last meeting we discussed looking into an Election Agency to hold future elections. I reached out to two agencies True Ballot and Election Systems & Software. The fee from True Ballot to hold our elections would be approximately $6,500 plus administrative costs. Our office would still be responsible for mailing out the Election Day instructions and biographies to all the property owners. True Ballot would come in and hold the actual elections themselves. Everyone has copies of their company information in their folders. I am waiting for more information from ES&S.
* Projects:
	+ The mailboxes have been installed
	+ Maintenance has been working at the Sports complex. We are moving the path to the lower pool area to accommodate a second Bocce Ball court and Volley ball court. Lights will be added as well. The roof has been replaced on the ballfield building with green metal roofing. The new 40’ flagpole for the front entrance will be delivered next week.
	+ Work on the guardhouse will restart next week - re-staining and replacing the roof
* The tax sale was held on September 20th. 6 Trails End properties were sold
* The Remax office will be winterized the first week of November.
* The dump will be open Wednesdays & Saturdays through November
* The office has changed to the winter schedule – Closed Sundays/Mondays
* Need a motion to put the liquor license in safe keeping

**Office Manager’s Report**

Maegan Herington, Office & Personnel Manager

* As of October 20, 2017 we have collected approx. 97% of current Dues – approx.
* As of October 20, 2017 we have collected 46% of prior Dues
* Preparing final letters to go out to property owing 2016 – 2017 Dues still.
* All 2017 payment arrangements are in and paid in full – we had 6 lots default. We did have 1 lot default on their special payment plan due October 1st.
* Sold lot 921, 927, 928 and now we have lot 5812 closing today and lot 4206 will be closing next Saturday October 28th.
* The budget mailing went out; we have received 33 responses back. Of those 31 Agree and 2 Disagree.
* The dues billing is set to go out the first week of November. Need a motion to approve the 2018 Dues Bills. A copy of each bill is in everyone’s folders.
* Signed our renewal for our employee benefit packages for 2018
* A few ads are currently posted on Indeed for Maintenance positions
* Also working with the electric supplier getting quotes for electric, health insurance, and community insurance
* Working on getting quotes for the improvements at the sports complex next year.

**Security**

Thomas Miller –

* 78 citations YTD
* 15,030 Accesses
* 962 lots accessed
* 9,119 guests were on property

**Legal Report**

* Nothing new to report at this time

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

* The reimbursement check for the deductible paid originally by TE came in; the drivers insurance covered the deductible.
* Budget Meeting will be 10am Sunday (tomorrow)

**MOTION:** by GerryLynn Haak to pay the bills. **Second:** Jo-Ann Pollack **VOTE:**  All in favor

**Rules Enforcement Committee**

Robert Personette

* Done for the year – will have the next meeting in April or May

**Concession/Bar**

Jo-Ann Pollack, GerryLynn Haak, Michele Murphy –

* Concession grossed $91,971.44. After all bills and sales tax have been paid we are ahead $15,264.72 compared to last year where we were over $12k in the red.
* The bar grossed 31,706.25 over this past season leaving Trails End with a profit of $16,735.15. This is approximately $2k less than last year.

**Sewer**

Robert Personette -

* Permits needed for the sewer plant were approved

**Land Use**

Iris Altreche –

* Land Use Violation Monthly Report:
	+ 1st letters sent – 1
	+ 2nd letters sent – 3
	+ Violations on hold – 5
	+ Violations complied with – 8

**Motion:** by Jo-Ann Pollack to approve the 2018 Dues Bills. **Second:** GerryLynn Haak **Vote:** All in favor

**Motion:** by GerryLynn Haak to put the liquor license into safe keeping. **Second:** Michele Murphy **Vote:** All in favor

**Motion:** by Lori Bush to approve Bill Owens’ contract. **Second:** Michele Murphy **Vote:** All in Favor

President Miller – Asked all BOD Members to review the By-Law changes prior to Regular session

Executive Session opened – Regular Session opened.

**By-Law Committee**

Lori Bush & Patricia Carey

* Read through and discussed the proposed By-Law changes
	+ Will continue to review them at the next BOD meeting

**MOTION:** by Lori Ann Bush to close the meeting at 1:10pm. **Second:** Iris Altreche **VOTE:**  All in favor

Respectfully submitted,

Maegan Herington