



SHOHOLA FALLS  
*Trails End*

Property Owners Association  
190 Shohola Parkway South, Shohola, Pennsylvania 18458  
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www.trailsend.org

**Board of Directors Meeting**

**December 7, 2024**

**10:00 AM Board Room**

Shohola Falls Trails End Property Owner's Association, Inc. held a Board of Directors meeting in the Administration Office Board Room on Saturday, December 7, 2024 at 10:00 A.M.

**ROLL CALL**

**Officers Present:**

President – Jo-Ann Pollack  
Vice President – Kevin Dille  
Treasurer – Lori-Ann Kinney-Bush  
Secretary – GerryLynn Haak

**Members Present:**

Thomas Miller  
Michele Murphy  
Robert Personette  
Brian Fitzpatrick  
Patricia Carey

**Others Present:**

Mike Chlebowski, Homeland Security  
Sherry Ranaudo, Property Manager  
Victoria Matassov, Asst. Property Manager  
Richard Henry – Trails End Attorney

**Members Excused:**

Iris Altreche

President Pollack called the meeting to order at 10:05 A.M. Called for a motion to approve the October 19, 2024 minutes with corrections.

**MOTION TO APPROVE MINUTES:**

**MOTION:** Kevin Dille    **SECOND:** Patricia Carey    **VOTE:** All in favor

### Property Owner Time

- Lot #2105
  - Came to address the board to reconsider the decision canceling the contract with Weichert Realty. Has been selling for over 25 years. It would be a huge disadvantage to the property owners to not have a knowledgeable real estate person on site to answer questions about Dues, taxes, fixing properties, CIF fees etc.
- Office Manager- Weichert Realty
  - Will be busy for the office staff without a contracted real estate office on site that can handle phone calls regarding selling and buying property. Other agents will not know the property or amenities.
- Lot #4315
  - PO stated it was a Great Summer! Thank you for all you do.

### Office Report - Sherry Ranaudo

- Notary Exam scheduled for new employee for January 13, 2024.
- Kitchen employee passed the Serv Safe manager certificate exam, it's good for 5 years.
- Received Thank you letter from St. Ann's Church for the food pantry donation.
- Office revised Golf cart checklist. All golf carts must be in compliance to register.
- Perm count letters are all current.

### Security Report – Mike Chlebowski - Homeland Security

- 2 Citations issued Burn Ban and Electrical Tampering
- 2 Medical Emergencies
- 2 Work orders
- 2 Perm counts
- Land use Rechecks
- Tree in the Green area damage to shed and trailer we need an estimate from the PO.
- 84 Lots with damage from the snow storm Security notified all POs.

### Legal Report – Richard Henry - Attorney

- Nothing specific
- Will send Magistrate compliance-AOPC draft to Property Manager for collecting back dues.

### Treasurer's Report – Lori-Ann Kinney-Bush, Treasurer

- October's report - 94% of current dues collected and 93% prior dues collected.
- November's report - 94% of current dues collected and 92% prior dues collected.

**MOTION TO PAY BILLS:** Lori-Ann Kinney-Bush

**MOTION:** GerryLynn Haak

**SECOND:** Brian Fitzpatrick

**VOTE:** All in favor

### Rules Enforcement – Kevin Dille

- Nothing until May 2025

### Concession/Kitchen/Bar – GerryLynn Haak

- Closed for Season

**Recreation - Patricia Carey, GerryLynn Haak**

- Nothing to report at this time.

**Entertainment: Michele Murphy, GerryLynn Haak**

- Secured a couple of bands for 2025 already.
- Every Friday will be a DJ and every Saturday a Band.
- First Round Band, Until Sunrise, Cartoon Band, and Ostrich Hat are already booked.

**Sewer - Robert Personette**

- Sewer system is good
- New Computer is up and running and collecting data
- 2<sup>nd</sup> Computer is back-up

**Maintenance – Thomas Miller, Brian Fitzpatrick**

- Body of dump truck is currently being repaired
- Maintenance is very busy from the storm and snow plowing
- Generators are needed for the Security and Maintenance departments will need to buy them
- Maintenance Truck for 2025 needs to be budgeted

**Land-Use: Brian Fitzpatrick, Lori-Ann Kinney-Bush**

- Will update at the next meeting

**By-Laws – Patricia Carey**

- Next Meeting go over Personnel Policy
- Personnel Policy draft needs to be e-mailed to all BOD's
- Property Manager will send e-mail

**Contracts - Kevin Dille**

- Rich Henry's contract is up

**MOTION TO Renew Rich Henry's Legal Contract for 2025:**

**MOTION:** Kevin Dille

**SECOND:** Thomas Miller

**VOTE:** All in favor

**Meeting Break for Executive at: 12:16pm**

**Meeting Resumed at: 12:25pm**

**Old Business:**

- Personnel Policy discussion

**New Business:**

**MOTION TO** retain all Executive Board positions: Add it to Spring Mailing

**MOTION:** Michele Murphy

**SECOND:** Brian Fitzpatrick

**VOTE:** All in favor

**Board of Directors meeting dates for 2025:**

January 25, 10am (Snow date: 2/8)  
March 8, 9am  
April 12, 9am  
May 17, 9am  
June 21, 9am  
July 12, 9am  
August 23, 9am  
September 13, 9am – Annual Meeting 11am Clubhouse  
October 18, 9am  
November – No Meeting  
December 6, 10am

2025 Election Year

- July 27<sup>th</sup> Meet the Candidates

NEXT MEETING: January 25, 2025 at 10AM in the Board Room. All invited to attend

**MOTION TO CLOSE MEETING:**

**MOTION:** Thomas Miller      **SECOND:** Lori-Ann Kinny-Bush & Michele Murphy

**VOTE:** All in favor

**Meeting adjourned @ 12:43pm**

Respectfully submitted,

*Victoria Matassou*

Assistant Property Manager  
Shohola Falls Trails End POA