



SHOHOLA FALLS

*Trails End Property Owners Association*

190 Shohola Parkway South, PA 18458

Phone: 570-296-8542

Website: [www.trailsend.org](http://www.trailsend.org)

*A Camping Community*

Board of Director's Meeting

December 2, 2023

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 2, 2023 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:

Iris Altreche

Brian Fitzpatrick

Michele Murphy

Patricia Carey

Robert Personette

Thomas Miller

Others Present:

Mike Chlebowski, Homeland Security

Sherry Ranaudo, Property Manager

Arielle A. Johnson, Front Desk Receptionist

Absent:

Richard Henry, Trails End Attorney

President Pollack called the meeting to order at 10:00 A.M. Called for a motion to approve the October 21, 2023 minutes.

**MOTION:** by Patricia Carey to accept the October 21, 2023 minutes. **Second:** Brian Fitzpatrick **VOTE:** All others in favor

Property Owner Time

- Lot # 4315
  - PO states that their breaker was fixed very quickly and praises maintenance and other staff in the community
  - The Board thanks PO of 4315 for all his efforts to help the community
- Lot #3318/3319
  - Requested to have someone from maintenance look at his breaker box and how it's wired. (Office put a work order in.)
- Lot #2807

- PO inquired about the procedure to have Home Depot or Lowes deliver a gazebo. (A permit must be acquired and the front Security Gate must be called. A call can be placed up to two weeks before the delivery date.)
- PO asked for clarification on the rules for lighting. (All outside lights must be off during daylight hours and when premises are unoccupied: Lights on timers and dusk to dawn lights are not permitted. Motion sensor and solar lights are permitted.)

#### Presidents Report – Jo-Ann Pollack

##### Committees Assigned:

- Rules Enforcement – Robert Personette, Kevin Dillie
- Security – Thomas Miller, Iris Altreche
- Concession/Bar – GerryLynn Haak, Michele Murphy
- Recreation – GerryLynn Haak, Patricia Carey
- Sewer – Robert Personette
- Maintenance – Thomas Miller, Jo-Ann Pollack, Brian Fitzpatrick
- Land Use – Lori-Ann Kinney-Bush, Brian Fitzpatrick
- By-Laws – Patricia Carey, Lori-Ann Kinney-Bush
- Contracts – Kevin Dille, Thomas Miller
- Personnel Policy – Patricia Carey, Kevin Dille, Jo-Ann Pollack
- Entertainment – Michele Murphy, GerryLynn Haak

#### Office Report - Sherry Ranaudo

- PO information was uploaded into the IRIS system and is on track to begin using January 1<sup>st</sup>
- Statements were sent out to all Property owners with outstanding accounts
- All mailbox renewal fees were successfully changed
- A new AED for the Clubhouse was ordered
- Two new PC towers for security were ordered
- Perm report as of 12/1/23 list 2 properties over the 180 count, 2 over the 150 count, and 1 over 140 (letters for the first 4 to go out, a phone call for the last one to be made)
- Valerie completed her state required notary training, will be taking the test next
- Employee luncheon is set for December 14<sup>th</sup>

#### Security Report – Mike Chlebowski - Homeland Security

- Two Medical emergencies this month
- Two citation this month (barcode and AirBnB)
- 106 citations so far for the year, up by five from last year
- Currently working on lighting violations, warning letters to go out soon

#### Legal Report – Richard Henry – Attorney (Absent)

- Nothing at this time

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

- On target
- 94% dues paid for 2023
- 97% dues paid for previous years
- Asked for a motion to pay the bills

**MOTION:** by Gerry-Lynn Haak to pay the bills **Second:** Michele Murphy **Vote:** All in favor

#### **COMMITTEE REPORTS**

##### Rules Enforcement - Bob Personette

- We are done for the season
- Reconvene in May

Concession/Kitchen/Bar – GerryLynn Haak

- Closed for the year

Recreation - Patricia Carey, GerryLynn Haak

- Closed for the year

Entertainment: Michele Murphy, GerryLynn Haak

- Closed for the year
- Booking for every Saturday Night for next season is complete, bringing back popular bands

Sewer - Robert Personette

- Sewer is running on sugar now
- Operating on old permits while new paperwork is filed

Maintenance – Thomas Miller, Jo-Ann Pollack

- Five more employees were hired in maintenance
- Focus during the winter is to keep roads plowed and to fix potholes early next season once the snow is done
- Maintenance currently fixing leaks
- Pool is being worked on, new tiles were chosen

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

- 17 letters were sent out since the end of October
- 7 lots have contacted the office
- 3 lots have come back into compliance
- 8 have not replied and second letter to be sent out

By-Laws – Patricia Carey

- Tabled until January

Contracts - Kevin Dille

- Looking into new companies for water testing due to rising costs

**MOTION:** by Thomas Miller to approve Richard Henry's Legal Retainer for 2024  
Kinney-Bush    **Vote:** All in favor

**Second:** Lori-Ann

Old Business:

- Nothing at this time

New Business:

- Letters to go out to Property Owners that have coverings on their hydrants (not allowed)

Officer Elections for 2024 - Thomas Miller

To retain the 2023 officers for 2024

Jo-Ann Pollack - President    **Motion:** by Robert Personette    **Second:** Lori-Ann Kinney-Bush  
**Vote:** All in favor

Kevin Dille - Vice President    **Motion:** by Iris Altreche    **Second:** Patricia Carey    **Vote:** All in favor

Lori-Ann Kinney-Bush – Treasurer    **Motion:** by Brian Fitzpatrick    **Second:** Michele Murphy  
**Vote:** All in favor

GerryLynn Haak – Secretary   **Motion:** by Kevin Dille   **Second:** Iris Altreche   **Vote:** All in favor

**2024 Board Meeting Schedule**

January 27 <sup>th</sup>	10:00 AM
February	No Meeting
March 9 <sup>th</sup>	9:00 AM
April 20 <sup>th</sup>	9:00 AM
May 18 <sup>th</sup>	9:00 AM
June 15 <sup>th</sup>	9:00 AM
July 20 <sup>th</sup>	9:00 AM
August 10 <sup>th</sup>	9:00 AM
September 21 <sup>st</sup>	9:00 AM BOD meeting, 11:00 AM Annual Meeting
October 19 <sup>th</sup>	9:00 AM BOD meeting, 11:00 AM Budget Meeting
November	No Meeting
December 7 <sup>th</sup>	10:00 AM

**MOTION:** by GerryLynn Haak to close the meeting at 1:39pm   **Second:** Brian Fitzpatrick  
**Vote:** All in favor

Respectfully submitted,

*Arielle Johnson*  
Front Desk Receptionist  
Shohola Falls Trails End POA