



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**

**August 23, 2025**

**9:00 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, July 12, 2025, at 9:00 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

Iris Altreche

**Others Present:**

Mike Chlebowski, Homeland Security

Attorney Rich Henry - Richard B. Henry & Assoc.

Attorney Woodrow Martin – Richard B. Henry & Assoc.

Sherry Ranaudo, Property Manager

Victoria Matassov, Asst. Property Manager

President Pollack called the meeting to order at 9:00 A.M. Called for a motion to approve July 12, 2025, minutes.

**MOTION:** by Patricia Carey to accept the July 2025 minutes

**SECOND:** Brian Fitzpatrick

**Vote:** All in favor

**Property Owners Time**

- Lot #949 – PO wanted information on the future of the Clubhouse and if we are allocating money towards a new clubhouse. The board explained they are in the planning phase right now
- Lot #4529 – PO could not hear the meeting wanted it moved to the Clubhouse. The board is discussing moving the meeting to the pavilion.

- Lot #304 – PO had a question about purchasing a travel trailer and what the rules are for having a second trailer. The board explained that you cannot have two trailers on your lot. Security will give you 2 weeks to keep a second trailer but no longer than that.
- Lot #1605 – PO wanted to address the sewer, electric and water infrastructures, if there is a timeline in place to have them updated. PO suggested forming a committee to help with the process. The board explained we are putting money away to redo the infrastructure, but it will be a long process. It's about a 2-million-dollar project.
- Lot# 2710 – PO stated they did not know what, where and when to sign up for the committees that are being put together. PO recommended an Iris notification to go out for signups. We explained that the office posts this info on the happenings as well.
- Lot# 1935 – PO stated he has a culvert issue every time there is a storm his property cannot handle the storm water. The issue was noted, and the board will advise maintenance.
- Lot# 2105 – PO understands it is the end of the year but would like a speed bump placed on Shohola Parkway North. There are too many people speeding past. PO was advised by the board since it is late in the season to check back in May.
- Lot# 2406 – PO is concerned about the pothole situation on Mallard there are deep potholes. The board explained that maintenance is aware of the potholes. The board is voting today to be able to purchase a new dump truck.
- Lot# 5305 – PO wanted to know how often the water at TE is tested. The board explained that the water is tested daily and checked by the EPA. PO wanted to know where they can get the results they were advised to speak to the office.
- Lot# 2710 – PO wanted to know how they would know when or when not to boil the water since we are always on a water advisory. The board let them know that it is precautionary whenever there is an issue with water system. If the sign is on the gate, then you must boil your water.
- Lot# 4529 – PO wanted to know if there was a written plan and if not why isn't there a written plan for putting committees together. This was noted by the board, and we may send out an IRIS notification for anyone interested in joining a specific committee.
- Lot# 4524 – PO started off by saying this place means so much to her family. She came in for 2 days and the first thing was the potholes all over the place. Then her circuit breaker went off, PO stated that 3-4 years ago trails end was going to upgrade to 50amps and was never done. Then she made a written complaint about the garbage dump that it was waterlogged with maggots and dirt everywhere. PO also mentioned that last year the pool was upgraded with almost \$300,000 worth of repairs, why is the pool closed at 4pm? The board responded that we were looking for lifeguards through work force, we sent IRIS notifications to the property owners, we went to Hemlock and DV school district for certified lifeguards. We started the season with plenty of lifeguards, but a few walked off the job and could not work when we needed them. We certified 9 lifeguards at trails end so now we have the staff for the rest of the season.
- Lot# 4524 – PO requested a copy of the profits and losses report with itemized financials. It was explained that this report just came in this week the board still needs to review it.
- Lot# 5305 – PO stated that if we collect the money for the clubhouse upgrades will that be put on hold to repair the wells. PO wanted to know if the board is prepared if something happens to the wells and water. The board explained that we are in the process of getting a generator that can run maintenance, security, and the well. PO wants a security guard to walk up and down the teen center to the playground area to watch the kids. Security noted this request.
- Lot# 4528 – PO asked if there is a plan to save money and still be able to maintain the pumps, water and electric issues. The board explained that it works hard to get deals for us with the contracts as well as come up with a plan that is financially responsible.

- Lot# 5837 – PO thanked the board for moving the meeting outside. Maintenance and security are doing a great job as well.

#### **Office Report - Sherry Ranaudo – Property Mgr.**

- 10 citations went out we may have to schedule a grievance meeting in September
- We put together the election and budget committees.
- PO on Tribes Drive moved the trampoline
- Certified 9 lifeguards at TE to work the rest of the season
- New clover machine installed at concession

#### **Security Report – Mike Chlebowski – Chief Homeland Security**

- 38 incidents and citations
- 12 speeding
- 21 dumping in compactors
- 1 reckless endangerment
- 1 failure to stop
- 2 medical
- 1 lose dog

#### **Legal Report – Attorney Martin**

- Going over deed back requirements we need to examine the resale value, we need the trailer with title (whoever is going to pay fees), the property must be unencumbered without any liens or judgments, the taxes must be current, we will process a release of dues once completed.
- Tax issues with the PA dept. of revenue info were sent on August 15 and we are waiting to hear back from them.

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

- 91% of dues collected this year.
- 95% of dues in the prior year
- As of August 20<sup>th</sup> Concession Income: \$32,280.50, Bar Income: \$13,056.41
- Motion is needed to pay the bills.

**MOTION:** by Gerrylynn Haak to pay the bills

**SECOND:** Brian Fitzpatrick **VOTE:** All in favor

#### **Rules Enforcement – Robert Personette, Kevin Dille**

- Meeting set for August 31 at 9am, 11ppl signed up so far

#### **Concession/Kitchen/Bar – GerryLynn Haak, Michele Murphy**

- Concession is very busy but doing well
- Wing Night and Pasta Night are doing good
- Do not have the capacity we need to add quicker food
- Taco Tuesday added for next year
- The pancake breakfast should be outside it worked well
- Holiday weekends we should have a tent outside

#### **Recreation - Patricia Carey, GerryLynn Haak**

- A lot of missed advertisements for the events like tricky tray and pocketbook bingo.

- We need to send out an IRIS to come to the office to sign up for events, especially the dues raffle tickets for next year
- There was a suggestion for the option of online payments for events.

**Entertainment - Michele Murphy, GerryLynn Haak**

- Great Summer, Great performers
- We will look at other bands and DJs for next year

**Sewer - Robert Personette**

- Running well
- Keep feeding to produce more Microbes

**Maintenance – Thomas Miller, Brian Fitzpatrick**

**Land-Use: Brian Fitzpatrick, Patricia Carey**

- 47 last month, 51 this month
- Office will update with what went out

**By-Laws – Patricia Carey, Lori-Ann Kinney-Bush**

- We need to form a new committee
- Send out an IRIS message for anyone interested in joining the committee
- If we can get enough people in February we can start in March

**Contracts - Kevin Dille, Thomas Miller**

- Electric contracts are good
- Looking into the Garbage contract

Executive Session opened/closed – Regular Session opened.

**Old Business:**

Multicultural Night and 50/50 Raffle totals sold \$1,124.00

Winner = \$562.00

Donation to Pike Autism = \$562.00

**MOTION:** by Kevin Dille to raise the 50/50 from Multicultural night to \$600.00 from \$562.00

**SECOND:** Brian Fitzpatrick      **VOTE:** All in favor

**New Business:**

**MOTION:** by Kevin Dille to purchase a 2024 dump truck from Wayne County Ford for 83,000 with 189 miles

**SECOND:** Lori-Ann Kinney-Bush      **VOTE:** All in favor

Land company Account \$20,000 to \$30,000

**MOTION:** by Kevin Dille to purchase a 2025 Ford F150 truck with \$10,000 down.

**SECOND:** Michele Murphy      **VOTE:** All in favor

NEXT MEETING: September 13, 2025, at 9AM in the Board Room all invited to attend.

**MOTION:** by Lori-Ann Kinney-Bush to close the meeting

**SECOND:** Iris Altreche **VOTE:** All in favor

**Meeting adjourned 2:00pm**

Respectfully submitted,

*Victoria Matassou*

Assistant Property Manager

Shohola Falls Trails End POA