

# MinonaGra

**Winona Lakes Property Owners Association** 

Fall 2017

# 2017/2018 Election Official Notice

#### **Attention Members:**

The Annual Election Meeting shall be held on October 21, 2017 in the Winona Lakes Clubhouse. The meeting opens at 10:00am and concludes at 12:00pm in order to conduct the counting of ballots.



Ballots will be mailed out shortly to all Members in Good Standing, pursuant to our bylaws. Please be sure to read the enclosed instructions carefully. If you have any questions, please feel free to contact the administration office at (570) 588-9309.

## **DUES REMINDER...**



By now you should have received your first invoice for the new 2017/2018 year. Just a friendly reminder that the fiscal year begins October 1 with at least the first half payment of \$365 due no later than October 30, 2017.

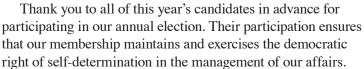
If you need to set up an alternative payment arrangement, please contact the office as soon as possible.

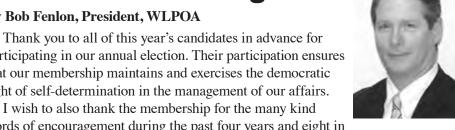
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East Stroudsburg PA 18302 112 Ski Lodge Circle Winona Lakes POA

# **President's Message**

By Bob Fenlon, President, WLPOA





words of encouragement during the past four years and eight in total I have served as your President. This will be the fourth year in a row I have been honored to hold this office and it brings into consideration, the term limit of our bylaws of four consecutive terms for office of President. I support this provision and believe that the orderly transfer of power is paramount to the continued success we all strive for. Last year the Board had a very wise and positive discussion of what we would like to see in the succession of a qualified person into the position at the Re-Organization meeting following last year's election. Over the past year Vice President Jeff Reichl has been actively involved in all aspects of the running of the affairs of Winona. If he is successfully elected to the Board and accepts the nomination for President, he will continue to contribute to the coming together of our community and Board of Directors.

**Roads** - The Board of Director's dissatisfaction with the mounting costs and performance of maintaining our roads led to major staffing and business model changes. Two years ago, I sat down and explained in no uncertain terms to the maintenance staff that they needed to take ownership of the vehicles and work schedule or the Board would make changes. The trucks were allowed to fall into a state of disrepair without notice to the Board. As a result, the membership was not receiving what we believed to be satisfactory repair and maintenance of the roads. Though not the root cause, the heavy rains this summer only compounded the problems. To better address this, we are using outside contractors to oversee and perform the road work.

We are working hard on the backlog of potholes, clogged culvert pipes and other road issues. If you see a problem, please report it to the office so we can work on a solution.

The Board approved the expenditure of \$60,000 from our Capital Reserves to do repair work to both Clubhouse and Alpine Drives. We hope to complete this work prior to the winter weather setting in.

The Board has approved the final project plans for the repairs to the Clubhouse Drive Bridge. Those plans call for the shutdown of the bridge for five days, we are currently working on the alternative access for those living up above the "S" turns for that period of time.

Forensic Audit - On July 15, 2017, the Board of Directors ordered a forensic audit of all our financial records for the last two years. This action came as a result of a significant number of complaints from Owner Members who received balance statements from NEPA, not reflecting accurate information.

The audit is being performed independently by Scott Miller of Rielly & Company. He is highly accredited and respected as one of the best forensic accountants in Northeast Pennsylvania. We will inform the membership on this issue when we have the completed report.

August 19, 2017 Community Safety Meeting - A Special Meeting of the Board of Directors was called in regard to a continuing and rising levels of complaints by Owner Members in regard to both dangerous driving, drug use and the accompanying crime within the Community. The meeting was very well attended and left a strong impression on the Board. The issues brought before the Board were without

(continued on page 2)

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## President's Message cont.

question valid and deeply concerning. As the governing body we are charged specifically with the safety of the community under the Bylaws.

Over the past four years, we have continually increased the PA State Constables patrols of our community on a regular basis. The Board has passed and has begun enforcing the approved Dangerous Driving Rule. We have formed a Community Safety Committee to which complaints can be forwarded to through the office. At the September regular Board meeting, our Chairperson of the Committee, Lori Belon made arrangements for the Pennsylvania State Police to have a representative there for a question and answer session. While these measures have helped, we need to do more as a Board and as a Community. Clearly the spirit is there and the Board is committed to bringing its full weight to bear on this. Together with the strong mindset by the members to no longer tolerate this conduct within our Community, we can and will prevail. This is a fight we can and will win.

The Board has discussed adding to the 2017 – 2018 – Board of Directors Calendar, a Special Community Safety Meeting from 9:00 a.m. to 10:00 a.m. prior to the Monthly Regular Meeting of the Board of Directors. It is highly likely to be approved at the October 21, 2017 Re-organization Meeting.



<u>Winona Lakes P.O.A. vs. PP&L</u> - Depositions have been completed and we are moving forward to the trial date of October 2018. We will be making arrangements for Owner Members to attend the court proceedings which will be open to the public. We are looking into transportation from the Clubhouse to the Monroe Couty Courthouse and return. Any Owner Members with special needs, please contact the office for assistance and we will make every possible effort to accommodate you.

Short Term Internet Rentals - We have over the past two years have had to devote an enormous amount of time and financial assets to the problems caused by two short term rental properties within Winona. We are very pleased and strongly commend the Middle Smithfield Township Supervisors, Annette Atkinson, Mike Dwyer and Mark Oney for their recent adoption of the two-new short term rental ordinances. In addition, Attorney Michael Gaul who crafted the ordinances and has very professionally and skillfully represented the Township in this matter. Also, Shawn McGlyn and Judy Acosta, Zoning Officers, the Middle Smithfield Zoning Board whom along with their Solicitor Attorney John Dunn endured countless hearings over the past two years. I can only say to residents whom have had the peaceful enjoyment of their properties taken from them, many people stepped up behind the scenes to help you.

<u>Collections</u> - The aggressive Collections Policy instituted approximately over two years by the Association has brought a sense of fairness and equity to all members. The simple reality of our annual dues now is that they mirror the payment of our state and municipal taxes. Just like not paying taxes the person loses the property, it's not personal. We are initiating foreclosure actions against delinquent accounts at every monthly meeting. This past month the Association sold a house as the result foreclosure proceedings and there are at least another dozen underway.

<u>Recreation Events</u> - The Board has over the last three years substantially upgraded our community recreation events such as the New Year's Eve and St Patrick's Day celebrations. This year we added the Mid Summers Eve Dance with out-

standing success. The food is professionally catered at these events and entertainment is outstanding. Attendance has been steadily climbing and we have received both support and compliments on the events. We have had a lot of new members move in the last couple of years and we are reaching to, as well as the longtime residents, to give thought to attending.

Our events are family-orientated with a price you would be far-fetched to beat. Please give it a try and make reservations early!

I want to thank all of the volunteers who put a lot of work and community pride into these affairs - well done!!

Bob Fenlon - While I will not be President, I will be serving on the Board for two more years and hope to be able to bring both wisdom and experience to the shaping of our affairs. For anyone, especially our new members to our community who may wish to serve on the Board, please feel free to contact me to have a conversation. I want to thank all of the Directors and Officers that I have had both the honor and pleasure to serve with over what is now almost 10 years. Most of all I wish to thank my very beautiful and gentile wife Stephanie for the sacrifice of my time away from her and our life together.

Thanks, *Bob Fenlon* 



# **Sharing our Community with Nature**

It has become abundantly clear in some areas of Winona Lakes that wildlife is flourishing in the community. With many reported bear sightings late this summer, we thought it prudent to share some helpful tips from the Pennsylvania Game Commission to ward off raiding of garbage, gardens, or feeders on property.

#### From the Pennsylvania Game Commission:

"Some people draw wildlife into neighborhoods or onto their properties by offering wildlife foods such as seed or suet; throwing table scraps out back; improperly storing garbage; outside pet feeding; or maintaining a grease-loaded grill. Litter – even discarded candy – also will attract wildlife. Stopping these activities can certainly make a difference when wildlife has become a nuisance in your area.

Cleanliness should be a standard operating procedure for those not interested in sharing their space with wild animals."

#### Office & Clubhouse

Monday	9am – 5pm
Tuesday	9am – 5pm
Wednesday	CLOSED
Thursday	9am – 5pm
Friday	9am – 5pm
Saturday	9am – 5pm
Sunday	CLOSED

#### **Indoor Pool Hours**

Monday	10am - 4:30pm
Tuesday	10am – 4:30pm
Wednesday	CLOSED
Thursday	10am – 4:30pm
Friday	10am – 4:30pm
Saturday	10am – 4:30pm
Sunday	CLOSED



# Winona Lakes Property Owners Association

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#### **BOARD OF DIRECTORS**

DOAILD OI	DITTECTORS
President	Robert Fenlon
Vice-President	Jeff Reichl
Secretary	Kaitlin Santana
Treasurer	Oscar Woerlein
Directors	Janet Foster
	John Kobiela
	Laura Massaro
	Franklin Smith

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June 30, 2017

Winona Lakes Property Owners Association 112 Ski Lodge Circle East Stroudsburg, PA 18302

To the Board of Directors and Members:

Riley and Company, Inc. is pleased to provide this report to Winona Lakes Property Owners Association as the conclusion of the Vote Counting Services performed by our firm for the opening or closing of your ski area for the 2017 - 2018 Ski Season.

Qualified Ballots Received

Opening 31

Closing 260 Total 291

In addition, there were 33 Ballots received that were disqualified for various reasons. We will prepare letters to those individuals explaining why their vote was not counted.

We would like to thank you for the opportunity to provide professional vote counting services to Winona Lakes Property Owners Association.

Very truly yours

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# Out & About

## **Events outside our community**

Once again, summer disappeared when we weren't looking. Autumn is upon us, with events both within and outside the community. The spectacular fall foliage event is something that outsiders come to see. We see it up close and personal with rakes in hand. Outside our community, zombie and haunted events seem to reign supreme.

Here are some of the upcoming events around the area - information is from various Internet sites. Please call to confirm dates and times and costs or check the websites. If you are interested in some of the more active events, you might want to check early. The early registration fees are often lower the sooner you register. You may want to check the newspapers, and Internet for other events.

**Quiet Valley Living Historical Farm** is an interesting day out any time and they have special events throughout the year. They host the Annual Harvest Festival on October 7<sup>th</sup> and 8<sup>th</sup>. On October 27 to 29 is Spooky Days on the Farm. Their 27<sup>th</sup> Annual Old Time Christmas is on 12/2 through 12/10 from 3-7.

The Pocono Food Truck Festival and Art on the Mountain will be at Shawnee on October 14 and 15. The Black Bear Film Festival will be on October 20 through October 22 in Milford. Jim Thorpe will host their Fall Foliage Weekends from 11-5 from October 7 through October 22, with live music, ghost tours, etc.

On 11/18 and 11/19 is the **Annual Great Brews Beer Festival** at Split Rock Lodge in Lake Harmony. The **Autumn Timber Festival** is at Shawnee on 10/7 and 10/8. **The Great Pumpkin Fest** is at Country Junction in Lehighton from September 30 to October 29, with hayrides, corn mazes and a haunted house. Their Waldorf Estate of Fear has numerous options including a zombie escape room and Zombie Apocalypse.

Now, on to the many, many other Halloween events! **Kartrite's Not So Scary Haunted House** (and other attractions) is at Camelback in Tannersville from 9/29

through 10/31. **The Haunted Trail of Screams** with 70 acres of zombies and witches is at Alvin's Off Road Playground in Long Pond. **The Hotel of Horrors** is at the Lake House Hotel in Saylorsburg from 9/23 to 11/4. Sorrenti Cherry Valley Vineyards has **Tipsy Tractor Hayrides** from 10/14 to 10/22. Summit Lodge Court-yard in Palmerton hosts **Boos and Brews** on 10/26.

Do you want something more active? How about the **Delaware Lehigh Heritage Half Marathon** on 11/5, or the **River Ramble Fall Classic** 5K or 10K run on 11/12? Or you can do the **Zombie Run** or **Rot 5K Challenge** at Country Junction on 10/28. How about something tamer? PEEC always has special events and hikes that celebrate the seasons. For example, on 10/22 is the **Signs of Fall Hike**, and learn about the Fungus Among Us on 10/22. Check their website for more events or call 570-828-2319.

Have fun!





The official publication of the Winona Lakes Property Owners Association 112 Ski Lodge Circle, East Stroudsburg PA 18302

For advertising information:

#### **Community Newspaper Publishers**

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You're invited to a

# FAMILY HALLOWEEN PARTY

Calling ALL Mummies, Daddies & Kiddies, Vampires & Witches Too...

We've got a Spooky FUN Party planned just for you!

• Saturday, October 28th, 2017





# Ten Reasons to Volunteer

- 1. Protect your self-interests. Protect your property values and maintain the quality of life in your community.
- 2. Correct a problem. Has your car been towed, or do you think maybe maintenance has been neglected?
- 3. Be sociable. Meet your neighbors, make friends, and exchange opinions.
- 4. Give back. Repay a little of what's been done for you.
- 5. Advance your career. Build your personal resume by including your community volunteer service.
- 6. Have some fun. Association work isn't drudgery. It's fun accomplishing good things with your neighbors.
- 7. Get educated. Learn how it's done we'll train you.
- 8. Express yourself. Help with creative projects like community beautification.
- 9. Earn recognition. If you would like a little attention or validation, your contributions will be recognized and celebrated.
- 10. Try some altruism. Improve society by helping others.

## **Back to School**

Keep in mind that our children are now back in school. As a reminder, many children are walking to and from the bus stops during early morning and evening hours.

# PLEASE OBEY THE SPEED LIMIT ON ALL WINONA LAKES ROADS!





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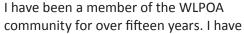


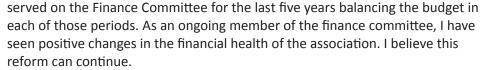
#### WINONA LAKES PROPERTY OWNERS ASSOCIATION

# **Board of Directors Candidates - 2017/2018 Election**

#### **Kitty Laub**

My name is Kitty Laub. I am asking for your consideration in my effort for election to the WLPOA Board of Directors. I served on the Board of Directors of a residential coop for over 20 years in both the capacity of President and Treasurer. Professionally, I have 25+ years of experience in financial oversight and am currently employed as controller of the US offices for an international travel company.





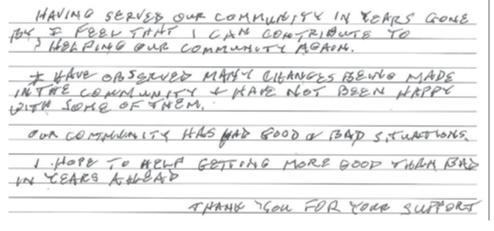
To reach the goal of acquiring resources necessary to address the community's roads and infrastructure, a well-developed, practical approach combined with an open mind is essential. We must strive to develop a comprehensive plan that benefits the entire community.

I favor the continued closure of the ski slope to help achieve these goals.

I believe in openness and accountability to the members of our community through increased communication.

With your support, I will give my best efforts working on the behalf of the membership.

## William Leibrock



#### Jeff Reichl

Hello fellow Winona Lakes residents! My name is Jeff Reichl and I am seeking reelection onto the Winona Lakes Board of Directors. I have been an owner-member in Winona Lakes for the past 12 years. I am currently employed at the East Stroudsburg Area High School-North as a Guidance Counselor. My family and I enjoy living here and participating in the family friendly events that Winona has to offer.



I feel that we live in a great community with much potential. Some of the projects that I

have completed since being elected onto the Board include: basketball courts, organizing the main bus stop area, balancing the budget, organizing the annual New Year's Eve Celebration, along with many other recreational events, with the help of my wife and the Recreation Committee.

In addition, as you may have noticed, this past year the Board has contracted with NEPA Management Associates, Inc. to provide financial management services for the Association.

If re-elected, I will continue to work to improve our community. How will I do this you might ask? It's simple. We are owed approximately \$2 million in back dues. If you are reading this, then thank you for completing your obligations to the Association. However, as you can see, that \$2 million that is owed amounted from members who simply either do not pay their dues or refused to do so. It is not fair that we, as good standing members of the Association, should foot the bill for those who simply do not pay.

It is my intent to continue with the current Board's position of rigorously pursuing these delinquent accounts to bring equity for all members in the Association. The money that we collect can then be used to improve our infrastructures, such as the roads, which I intend to put as my top priority if re-elected.

Additionally, I intend to get more owner-members involved through committees, which can assist the Board tremendously. We have many talented individuals living in our Association, whom can be valuable assets in making our Association a great place to live!

Overall, I must say that this past year has been very successful, and I have enjoyed serving on the board. Together we have balanced a budget and continue to have one of the lowest dues in the area, all the while aggressively pursuing the debt that is owed to us. If you would like to continue to see progress and improvement please vote for me in this election!

Thank you!

#### Winona Lakes POA

#### **Membership**

When you bought your new home, you became a member of our Community Association. Membership entitles you to attend and observe board meetings and vote in board elections. You may even want to consider running for a board seat yourself. Our community thrives because residents volunteer for committee assignments and eagerly stand for board elections. Get involved – we need you. Please contact the Office at 570-588-9309 for more information or if you have any questions about the Association.

#### **Common Elements and Dues**

The community has a number of common areas and services – like the grounds and the maintenance to keep them attractive and enjoyable. We share these areas and their expenses when we pay our dues.



#### **Community Rules**

Because many residents share the common areas, it's necessary to have a few basic rules so everyone can enjoy the community. If you don't have a copy of the community rules, please call the Office at 570-588-9309.

#### WINONA LAKES PROPERTY OWNERS ASSOCIATION

# **Board of Directors Candidates - 2017/2018 Election**

#### **Kaitlin Santana**

My name is Kaitlin Santana and I'm asking for your support in my election effort to the Board of Directors.

I'm a Human Resources Business Partner at an international pharmaceutical company and helped launch the company's first LGBT Employee Resource Group, raising \$100,000+ in support of the community. I manage the group's budget and event planning. I hold a Master's Degree from Rutgers University. I'm fluent in Spanish and am studying French — diversity and equality is important to me.



Winona Lakes is home to me, my husband Edwin, and our children Edeliz and Elijah. We chose Winona Lakes because we wanted a family focused community where we can make lasting memories - you can often find us fishing in Winona's beautiful lakes. Since my 2014 election onto the Board, I'm happy to say that I feel this sense of community now more than ever.

I am a member of the <u>Winona Lakes Home Owners for Reform</u>. I wish to commend the entire Board for their efforts in addressing the unauthorized credit cards in an open and forthright manner with our membership.

Going forward, my goals are:

- PAVING OUR ROADS. Let's make a plan and figure it out!
- Resolution for the Clubhouse Drive Bridge Project.
- The reconfiguration of our dues structure to fund our capital reserves without a dues increase.
- Building trust with the membership by advocating for transparency.

Please know that my request to remain on the Board is genuine, and I look forward to more positive changes.

Thank you!

#### Oscar Woerlien

Hello, my name is Oscar Woerlein. My wife Rita and I have been residents here in Winona Lakes since 1985. I am a member of the Winona Lakes Homeowners for Reform and I strongly favor the PERMANENT CLOSURE OF THE SKI SLOPE.

When I asked for your support in my election bid three years ago, I made one clear promise: I would never vote for a special operating assessment. I kept that promise and will do so in the future.



My professional training as an engineer tells me there are answers to problems if you look hard enough, do the analysis, and make the necessary changes. The highest priorities I shall continue to embrace will be to keep the budget balanced with a long-term goal of rolling back the dues. A tiered dues structure exists in other communities, why not here?

I have served the membership diligently, saving us many thousands of dollars acting as the project manager for the Section 18 Bridge Replacement. This past experience has been invaluable to both myself and the Board as we have undertaken and nearly completed the Clubhouse Bridge Project which I have been asked to serve again in this important capacity.

I am proud to say I was a part of the aggressive collection efforts of the last two years, bringing our member in good standing percentage to the highest in WLPOA history. The return of the hundreds of thousands of dollars to our accounts, has allowed us to build bridges and fix roads with those monies!

In closing, I want to thank all our members for coming together in wonderful sense of common purpose over the last three years, putting past differences aside and joining in a united effort to make Winona Lakes a great place to live.

Thank you.

# **Ombudsman Candidate**

#### **Steve Potestio**

Hi, my name is Steve Potestio and I am asking for your help and support in my election effort to our Ombudsman's position. I am married to the love of my life Amanda and am blessed with two beautiful daughters Olivia and Julia. My professional training and position in the business world is a cyber security and fraud investigator for a major US banking corporation.

I have served honorably on the WLPOA Board of Directors and have both seen and been a part of the very important and complicated issues they deal with on behalf of our membership. Immediately following my election to the Board, it was discovered that there were two unauthorized credit cards taken out by then former president Kenneth Anders. These two cards were used for approximately \$50,000 of unapproved expenditures from the Association accounts without proper signatory approval. The Board filed a civil lawsuit against Mr. Anders and is currently attempting to recover damages.

That's fine but what our membership needs with this matter is a full

report in writing as to the facts of what transpired in detail. Our former Ombudsman Jeff LeFever did this with great detail and objectivity with the irregularities of the election of 2010 in a report that led to a court decision and new election that reverse the previous results. He will always stand as the measure and guide for integrity with the Ombudsmans position. I will provide our membership with a high caliber report as he did with the election, on these credit cards.

In closing, I hold this position in high regard - not to be used for witch-hunts or the grinding of axes. It should be used as the memberships uncensored right to honesty and truthful conduct in the governance or our affairs.

Thank you for reading this.



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Bob

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# Winona Lakes Homeowners for Reform

Advocating for the Membership since 2007



**Oscar Woerlein** 



Jeff Reichl



Kaitlin Foster



**Kitty Laub** 

#### 2016/17 Record of Accomplishments:

- Operated the Community within Owner Membership annual dues structure without a Special Assessment.
- Initiated litigation against PP&L for damages and devaluation of our common areas as a result of the Roseland/Susquhanna Transmission Line project.
- Recorded the highest percentage of members in good standing presently in the history of Winona Lakes 83%.
- Adopted the final Clubhouse Bridge repair plan.

#### 2017/18 Goals:

- Permanent Closure of All Skiing Operations.
- Continued Aggressive Collection Procedures Goal: 100% > everyone pays!
- Completion of the Clubhouse Drive Bridge Repair
   Project and aquisition of the required five day alternative
   traffic route.
- Complete all preparations for October 2018 trial date against PP&L.

Committed to Honesty, Integrity and Ethical Conduct

Please vote to continue the progress and record of achievement!

# **Fall Weather Safety Preparedness**

Summer is winding down, the crickets are out, and nights are getting cooler. Now's the time to get your fireplace ready for fall! Here are some maintenance and safety tips to keep your family safe and toasty this year.

Keeping your fireplace safe is the top priority—especially if you have pets or young children in your home. Did you know that 42% of all home-heating fires are caused by fireplaces and chimneys? So before you spark up the logs remember to install smoke and carbon monoxide detectors—and check the batteries every 6 months!

Ventilation is also really important. You want to prevent carbon monoxide from seeping into your home along with harmful smoke particles. A clean fireplace is free of creosote in the chimney and flue. This will prevent chimney fires. It's important to get your fireplace and chimney inspected every year by a professional chimney sweep. They will check for damage and inspect the fireplace and chimney for cracks and loose bricks. They will also remove soot and debris.

When you use your fireplace, keep these safety tips in mind:

- All furniture, fabric, carpeting, and anything flammable should be at least 3 feet away from the fireplace.
- Don't touch, or let your clothing touch the hot surface of the fireplace.
- Clean up ashes a few days after the fire, when you are sure they are cold vacuuming warm ashes is a fire hazard.
- Use a fire screen or fire-safe glass to prevent sparks from flying into the room.
- Practice good fire safety: keep a fire extinguisher close-by at all times.
- Don't use gasoline or starter fluids to ignite your fire (kindling and small pieces
  of wood are safest).
- Supervise children and pets at all times if you are using the fireplace.
- Keep fires small (they create less smoke) the heat generated from large fires can crack your chimney.

#### Practice good fireplace-cleaning habits

Check your chimney:

- Get your chimney cleaned/serviced every year. You can do it yourself with the same brushes and rods the professionals use. However, to be safe you might want to watch a chimney sweep and learn the "tricks of the trade".
- Make sure to cap the chimney with wire-mesh sides. This will prevent birds, bats, raccoons or squirrels from creating a nest in your chimney.
- Your chimney should be straight, level, free of cracks, or any damaged bricks. Sweep and clean your fireplace:
  - Wait a day or two after your last fire to ensure the ashes are cold, then sweep them up.
- Clean your fireplace with soap and water to get rid of soot stains.
- Get a good look at your fireplace for any cracks or damage to bricks and mortar. Test out your flue and damper:
  - Try opening and closing your damper to see if it seals properly. It should be clean and move easily.
  - You might need a flashlight, a mirror and a stiff bristle brush to make sure you've gotten your damper in top shape.
- Keep the risk of creosote in your flue to a minimum: only burn dry clean wood. Whether a fireplace is your primary way to stay warm or you're using it to supplement your main heating system, enjoy the warmth the safe way!

#### Smoke Alarms, Carbon Monoxide Alarms and Fire Escape Planning

#### **Smoke Alarms**

On average, 8 people die in a home fire each day in the U.S.—almost 3,000 people every year. While working smoke alarms cut the chance of dying in a fire nearly in half, roughly two-thirds of all home fire deaths occur in homes without working smoke alarms, according to statistics from the National Fire Protection Association (NFPA).

Newer smoke alarm recommendations and technologies now provide greater levels of home fire protection than ever before. Unfortunately, many people are unaware of these advances and lack the recommended level of residential smoke alarm protection as a result. Their homes may not be equipped with the appropriate number of alarms, or they may be relying on outdated or nonfunctional devices.

ESFI offers the following tips for making sure smoke alarms are installed and working properly:

#### **Installation Tips**

• Smoke alarms should be installed in every bedroom, outside each sleeping area,

- and on every level of the home.
- For the best protection, smoke alarms should be interconnected, so that they all sound if one sounds. Manufacturers are now producing battery operated alarms that are interconnected by wireless technology.
- Combination smoke alarms that include both ionization and photoelectric
  alarms offer the most comprehensive protection. An ionization alarm is more
  responsive to flames, while a photoelectric alarm is more responsive to a
  smoldering fire.
- Hardwired smoke alarms with battery backups are considered to be more reliable than those operated solely by batteries.
- Purchase smoke alarms from a reputable retailer that you trust.
- Choose alarms that bear the label of a nationally-recognized testing laboratory.
- Install smoke alarms at least 10 feet from cooking appliances to reduce the possibility of nuisance alarms.
- Alarms installed between 10-20 feet of a cooking appliance must have a hush feature to temporarily reduce the alarm sensitivity or must be a photoelectric alarm
- If possible, alarms should be mounted in the center of a ceiling. If mounted on a wall, they should be located 6 to 12 inches below the ceiling.
- Avoid locating alarms near bathrooms, heating appliances, windows or ceiling fans.

#### **Maintenance Tips**

- Smoke alarms should be tested once a month by pressing the TEST button.
- Smoke alarm batteries should be replaced in accordance with the manufacturer's instructions, at least once a year. If an alarm "chirps" or "beeps" to indicate low batteries, they should be replaced immediately.
- Occasionally dust or lightly vacuum the exterior of the alarm to remove dust and cobwebs.
- Smoke alarms should be replaced in accordance with the manufacturer's instructions, at least every ten years.
- Never paint over a smoke alarm.

#### **Smoke Alarm Safety Tips**

Visit www.electrical-safety.org to learn more about ESFI and electrical safety.

#### **Carbon Monoxide Alarms**

Every year, over 200 people in the United States die from carbon monoxide (CO) poisoning. Several thousand more are treated in hospital emergency rooms for treatment for CO poisoning. Many carbon monoxide poisonings are associated with the use of portable generators.

Carbon monoxide (CO) is a poisonous gas that is created when common fuels such as natural gas, oil, wood or coal burn incompletely. This odorless, colorless, tasteless gas is often called the "silent killer" because it is virtually undetectable without the use of detection technology like a CO alarm.

#### Fire Escape Planning

Working smoke alarms can mean the difference between life and death in the event of a home fire, but there is more you need to do to ensure your family is prepared to safely escape from a fire emergency. Once the smoke alarm sounds, you may have only a few minutes to get out. Prepare a fire escape plan for your family before an emergency happens.

The following tips will help you develop a safe and effective family fire escape plan:

- Everyone in your family, including children, should be involved in creating your fire escape plan.
- Make sure everyone in your home knows what the fire alarm sounds like and what it means.
- Walk through your home and note any possible exits, including windows.
   Draw a floor plan of your house and mark two ways to escape from each room. Make sure that doors and windows leading to the outside can be opened easily by everyone in the family.
- Establish a meeting place a safe distance outside your home where your family will gather after escaping. The meeting place should be something permanent and easy to identify, such as a tree, light pole, or mailbox, and should be a place where firefighters will easily see you.
- Teach everyone in the family to call 911 from a neighbor's home or cellular phone once they have safely gotten outside.
- Practice your escape plan by having at least two fire drills every year. One
  of your drills should occur during the night when your family members are
  sleeping.

#### WINONA LAKES PROPERTY OWNERS ASSOCIATION

## **Collection Policy**

Policy No. 3-19-2016-1 Approved: March 19, 2016

The Board of Directors being vested with the duty and obligation of determining all matters of policy and decisions of the Association and such other duties as set forth by the By-Laws. The Board of Directors, as per the Associations By-Laws shall Levy dues, fees, charges, assessments and other financial obligations of membership as authorized in the budgets, the By-Laws, Association's Rules and Regulations, and/or covenants. ARTICLE VII; Section 7.3; Paragraph (D).

- 1. As per the By-Laws ARTICLE XVIII; Section 18.1: Dues Notices shall be submitted to the membership no later than thirty (30) days prior to the beginning of the fiscal year. Said notices shall include the lot, block and section number, the member's name and permanent address, the amount due for the current ensuing fiscal year and all unpaid prior balances. All such amounts shall be due and payable in full within 30 days from the due date thereof, except as otherwise provided by the Board. Interest at the rate of 1.5% per month shall be added to the amount due the Association for all payments received after the due date. In the event full payment has not been received, the Association shall employ all appropriate methods for securing collections of the same, including, but not limited to the filing of suits and the seizure and/or sale of the delinquent member's real and/or personal property. In the event any such proceedings are brought, there shall be added to the amount due the Association's reasonable costs of collection, including court costs and attorney's fees.
- The assessments (dues) are payable in full no later than October 1st annually. Should the payment not be received by October 30<sup>th</sup> the account shall be assessed a \$35.00 late fee.
- Member(s) may participate in a two-payment installment payment agreement if all prior balances are paid in full. The first payment of 50% of the annual assessment (dues) is due October 1st; any payment not received by October

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30th shall incur late fee of \$35. The second payment/remaining balance must be paid in full by February 1st; any payment not received by March 2nd shall incur a late fee of \$35.

- Simple interest at an annual rate of 18% calculated on a monthly basis from the due date, shall be added to all member accounts past due, including all current year assessments outstanding after October 1st of each year, as per the Associations Bylaws.
- A member may also participate in a Board of Directors approved Installment Payment Agreement. Any and all prior balances must be paid in full prior to commencement and approval of entering into the Installment Payment Agreement. The Installment Payment agreement must be no longer than a ten (10) month term and be paid in full no later than July 30<sup>th</sup> of each year. There shall be a \$50 administrative fee to participate in the Installment Payment Agreement. The administrative fee must be paid in full at the time of the application in order for the Installment Payment Agreement to be ratified. Payments must be received in the Administration Office by the last day of each month; any payment not received by the last day of the month shall incur a late fee of \$5.
  - a. An Installment Payment Agreement shall be considered null and void if two (2) or more payments are late. Per the Associations By-Laws, ARTICLE IV; Section 4.3; Paragraph (C) The Association may enter into installment payment agreements with members requesting so for financial hardships. This shall be done at the discretion of the Community Manager in Association with the Executive Committee. Members on approved payment plans shall not be charged interest to the outstanding amount but shall be assessed with an administrative fee which shall be incorporated into the payment agreement. Members on approved Installment Payment Agreement shall sign an agreement for the plan which states the monthly amount, due dates and rights and privileges of membership, and consequences should the member fail to meet the obligations of the agreement.
- When a check presented to Winona Lakes for any payment due is returned unpaid by the bank, the member shall pay a \$50 charge to the Association.
- 7. Members who are not in good standing shall not be entitled to amenity badges.
- In addition to the above penalties, the following action will take place against members who have past due balances:

**November:** Late notice, which will include penalties accrued as of October 30.

**December:** Warning letter to advise that the Association is authorized to begin collection proceedings if payment is not received by December 31st. Member(s) will be advised that such action shall include, but not be limited to, the filing of liens, judgments, seizure and sale for the purpose of collecting said fees and reasonable attorney fees, as authorized by the WLPOA Bylaws.

January: Notification of legal intent to file a complaint in the judicial system if payment is not received within ten (10) days from date of notification. If payment is not received, the Association will file all necessary documentation in order to have judgment on the owner of record, place a lien on the property as well as execute on judgment for the sale of real or personal property in order to satisfy all outstanding debts to the Association.

- A \$200.00 collection fee, in addition to all filing and court fees shall be applied to the delinquent members account immediately upon entering the collection phase. The Association shall file all necessary documents to secure a judgment and obtain subsequent lien on the property, judgment of owner(s) of record and may file for the sale of the property and/or personal assets by the Sheriff of Monroe or Pike County to satisfy any and all outstanding obligations/debts to Winona Lakes.
- 10. The Community Manager may, if all in-house means have been exhausted, send the account to the Associations counsel for further collection/ enforcement.
- 11. Owner-members are responsible for any and all attorney fees and costs associated with the collection of such debt.

Please note that all owners shall remain responsible for any and all assessments (dues), fees and charges regardless of the owners' failure/lack of use of the amenities and/or abandonment of said property.



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# HALLOWEEN SAFETY TIPS!!!

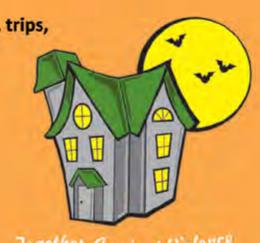


Courtesy of Centers for Disease Control and Prevention

- If old a flashlight while trick-or-treating to help you see and others see you.

  Always WALK and don't run from house to house.
- Always test make-up in a small area first. Remove it before bedtime to prevent possible skin and eye irritation.
- ook both ways before crossing the street. Use established crosswalks wherever possible.
- bower your risk for serious eye injury by not wearing decorative contact lenses.
- only walk on sidewalks whenever possible, or on the far edge of the road facing traffic to stay safe.
- ear well-fitting masks, costumes, and shoes to avoid blocked vision, trips, and falls.
- Eat only factory-wrapped treats. Avoid eating homemade treats made by strangers.
- Enter homes only if you're with a trusted adult. Only visit well-lit houses. Never accept rides from strangers.
- Never walk near lit candles or luminaries. Be sure to wear flame-resistant costumes.





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