



WinonaGram

Winona Lakes Property Owners Association

Fall 2019

Manager's Message

by Leigh Ann Clancy, CAM, CPO

In mid-June of this year, I was brought in to serve as the Community Manager of Winona Lakes POA. I am truly excited about bringing my 20 plus years of experience in real estate and property management to Winona Lakes.

My first time driving through Winona Lakes, I noticed a community that has been evolving for over 70 years as a weekend getaway for most and morphed into the community it is today. It is understandable that so many have called this beautiful location their home.

I look forward to being of service to all the residents of Winona Lakes.

Thank you.

President's Message

by Jeff Reichl, WLPOA President



As I write this message, I struggle where to begin. So many great things have happened since my last message! I would first like to thank all of the owner-members who have supported the board's vision. The support has been overwhelming. I would also like to thank all of the board members, maintenance staff, and our Community Manager who are all working hard to brainstorm and tackle issues/concerns/projects that are impacting our community. Together we are making great strides in improving our great Association!

As many of you may be aware, the membership has overwhelmingly supported and voted in favor of our revised and amended bylaws recently. This has essentially corrected all the conflicting sections of our antiquated bylaws and has entrusted the board to move forward in a positive direction to finally address the deteriorating infrastructure of our Association. This will in turn increase ALL the owner-members property values.

As mentioned previously, we are working hard to improve our roads, common grounds, amenities, and infrastructure. I would like to take this opportunity to highlight some of the improvements already made this past year.

First and foremost, was our fire suppression system and pump room within the clubhouse. This room had been neglected for many years and had extensive damage and was not operational. This was approximately a \$28,000 project. In addition, a new water filtration system was installed, costing approximately \$13,000 dollars. These two improvements were imperative and have significantly improved the clubhouse.

Repair to the Clubhouse Drive Bridge will begin this fall. This will be a three-phase project, with phase 1 starting in the Fall of 2019 and phase 2 will be underway in the Spring of 2020. Phase 3 will be completed sometime in the following year.

Roads have been a great topic of concern for many years. This is a difficult and complex topic to cover. To start, we have had many contractors come in to tell us that our drainage must first be addressed, otherwise we are wasting our money. With that said, our Maintenance Supervisor and Community Manager are working on devising a plan moving forward to address the roads. In the meantime, if you have a concern with your road, please contact the office so that they can write up a work order and we can repair or remedy the situation to the best of our ability.

As many of you may have noticed, there are new mailboxes in Section 1, larger parcel boxes in Sections 17/18 and up by the Clubhouse. The larger parcel boxes will help accommodate larger packages that our owner-members may receive, to help prevent owner-members from having to drive to the Post Office to pick up a package. We have also purchased and implemented a new TOPS system which houses all of the owner-member information and generates invoices. With this new system, we will soon be able to have owner-members access their account online. These are just a few of the improvements that we have accomplished to date. Many more are in the works.

In closing, I truly enjoy serving as your President and having the opportunity of meeting so many owner-members. I encourage homeowners to attend our monthly meetings, which are held the 3rd Saturday of each month at 10:00am. Our Community Manager did an outstanding job putting together a presentation on the state of our Association, as well as goals and benchmarks that we are striving for to better Winona! We will be conducting town hall style meetings in addition to our monthly meetings to just provide you with information, as well as obtain feedback from owner-members. I encourage all to attend and look forward to working with everyone on improving our great COMMUNITY!

Upcoming Activities/Events



New Year's Eve Gala

December 31, 2019

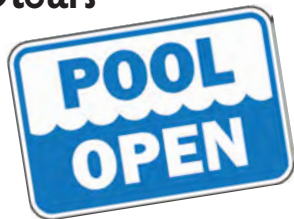
8:00pm to 2:00am at the Clubhouse
Music, Food & Fun!
Call the Office for Details

Winter Indoor Pool Hours

Monday-Saturday

8:00am to 4:30pm

Please stop by office to check in prior to using the indoor pool.



Dues Reminder

WLPOA 2019/2020

Dues are now DUE

All dues payments are now paid through the WLPOA Administrative Office at 112 Ski Lodge Circle, East Stroudsburg, PA 18302



Winona Lakes POA
112 Ski Lodge Circle
East Stroudsburg PA 18302

The Young and the Rest of Us

Winona Lakes Senior Group

- Each meeting starts with coffee and desserts.
- We discuss where our monthly luncheon will be and other business.
- We plan and go on trips, have a yearly picnic, and celebrate other events along the way!
- We do community service events for our veterans and the community.

Dues are only \$5 for the entire year!

Please join us at one of our meetings on the second Tuesday of the month @ 11:00am in the Clubhouse.



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Middle Smithfield Township

Upcoming Events

November

- 11/5 Election Day
- 11/10 Veterans Day Celebration
- 11/20 Shop Local Holiday - Now thru JAN 2, 2020
- 11/28 Thanksgiving
- 11/30 6th Annual Tree Lighting

Winona Lakes Property Owners Association

Annual Dues Payment Options

Pay in full

Payment due annually OCT 1 \$802.00

Two (2) equal payments

First payment due OCT 1 \$401.00
 Second payment due FEB 1 \$401.00

Ten (10) monthly payments

Must apply annually. \$50 administration fee will be applied. First monthly payment due OCT 1, then NOV 1, DEC 1, etc.

Late Fees

\$35 charged OCT 31 if dues are unpaid.
 \$35 charged MARCH 2 if dues are unpaid.
 Interest: 1.5% monthly



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WinonaGram

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112 Ski Lodge Circle, East Stroudsburg PA 18302

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WLPOA Office/Clubhouse

Community Manager: Leigh Glancy
 Community Administrator: Danielle Scalo
HOURS Monday-Saturday
 8:00am to 4:30pm
PHONE 570-588-9309
EMAIL winonalakescm@ptd.net
ONLINE www.winonalakes.org

Winona Lakes Property Owners Association

Board Meeting Schedule

Board Meetings are the third Saturday of every month at 10 a.m. with the exception of the Annual Budget Meeting and the Annual Election

- November 16, 2019 at 10:00 AM
- December 21, 2019 at 10:00 AM
- January 18, 2019 at 10:00 AM
- February 15, 2019 at 10:00 AM

Note: In the event there is a lack of quorum or cancellation of meeting due to inclement weather and/or an emergency situation, that meeting will be rescheduled for the following Saturday at the same time.

Community Notices

Culvert Pipes

Please do not fill culverts with leaves and debris, as doing so will clog the drainage pipes causing water to flood the roads.

See Something, Say Something

If you know of a neighbor who is renting (short-term/long-term), you see a speeder whom you know their address, you have a neighbor that has a mess around their yard, etc. - please call the office to report. The Management will address all issues without mentioning any names.

Slow Down

For the safety of ALL our residents, we ask you to PLEASE SLOW DOWN while driving within the community. The posted speed limit on ALL roads in **25MPH**

VOLUNTEERS NEEDED

Get Involved - Make a difference!!

WLPOA community needs your help. We are looking for volunteers to be on several of our committees. Please stop by the office to submit a committee application and find out how you can directly make a positive impact on the growth and success of Winona Lakes.

NOTICE: ATVs ARE PROHIBITED

Please note that ATV riding is prohibited on ALL Winona Lakes roads and common grounds. Thank you!

Winona Lakes Property Owners Association Board of Directors

President.....Jeff Reichl
 Vice PresidentMichael Tomaseck
 Secretary.....Laura Massaro
 Treasurer.....Judith Wiegand
 Directors.....Oscar Woerlein
 Toniann Rasulo
 David Lewis
 William Maine
 Steven Gordon
 Ombudsman.....Daniel Kutrick

EMAIL ADDRESSES

Jeff Reichl - President.....[wlpoapresident@ptd.net]
 Laura Massaro - Secretary.....[wlpoasecretary@ptd.net]
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August 15, 2019

To the Board of Directors
Winona Lakes Property Owners Association
112 Ski Lodge Circle
East Stroudsburg, PA 18302

The following schedule lists the votes reflected on the ballots received by our office:

- Votes to approve the 2019 Amended & Restated Bylaws (to replace all previous versions) **142**
- Votes not approved the 2019 Amended & Restated Bylaws **76**

As of the August deadline, there were a total of 230 ballots received by our office, of which 218 were eligible ballots. There were 11 ballots received that were not signed and one with no vote.

Thank you for the opportunity to provide this service.

Sincerely,

William Owens and Company
Certified Public Accountants

Please Pick Up After Your Pet

It doesn't take much to remember that we have pets in the community. In fact, if you don't watch your step, you're liable to step in one such reminder!

Besides being unsightly and smelly, animal waste can be hazardous to the health of our children who play in the community and other pets. One of the most common forms of disease transmission between dogs is through their droppings.

When walking your dog, remember that he must be leashed. Also, it is important to immediately clean up after your pet. Take along a baggie to pick up the droppings with and then dispose of it properly.

By taking a few simple steps to clean up after your pet, you are contributing to the beautification of Winona Lakes - and helping eliminate one of the most irritating nuisances. Thank you for your cooperation!

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I am proud to be a candidate for School Board Director! I am your neighbor - a resident of Winona Lakes. I have two children attending school in the district. I am running to be the voice of our students, parents, district employees and tax payers. I feel it is time to hold the district accountable to the community.



I have a very diverse background which will benefit the school board. My bachelor's degree is in Psychology Human Services. I am currently a Financial Advisor and have been in the Financial Industry for the past 20+ years. I am also on several not-for-profit boards.

I feel our differences are what make our district special. Every student deserves a quality education free of bullying and judgement. It would be an honor to have you cast your vote in November for me. Thank you for your support!

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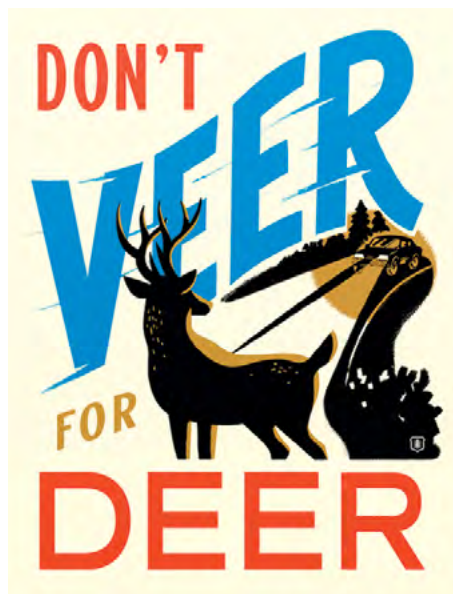


Deer-Car Collisions

During deer season, which usually runs from October through December, there is a dramatic increase in the movement of the deer population. Many of these deer find their way onto highways and into suburban neighborhoods. As a result, more deer-vehicle collisions occur in this period than at any other time of year.

Tips to Avoid a Deer-Car Collision

- Be especially attentive during peak deer hours. From sunset to midnight and during the hours shortly before and after sunrise are the highest risk times for deer-vehicle collisions
- Use extra caution when driving through deer-crossing zones. Also be especially careful in places known to have a large deer population and in areas where roads divide fields from forestland.
- Deer seldom run alone. If you see one deer, others may be nearby.
- Use high beam headlights at night, when there is no oncoming traffic. The higher light will better illuminate the eyes of deer.
- **DON'T VEER** - Brake firmly but stay in your lane when you notice a deer in your path. Many serious crashes occur when drivers swerve to avoid a deer and hit another vehicle or lose control of their cars.
- Always wear your seat belt. Most people injured in car-deer crashes were not wearing their seat belt.



Top Five States for Claims from a Collision with a Deer, Elk, Moose or Caribou, 2018

Rank	State	2018 odds
1	West Virginia	1 in 46
2	Montana	1 in 57
3	Pennsylvania	1 in 63
4	Wisconsin	1 in 72
5	Iowa	1 in 73

Source: State Farm®

Ladder Safety

Real Life Ladder Fatality

A 54-year-old woman suffered a fatal ladder fall after retrieving Christmas decorations from her attic. One of the rungs broke while she was standing on it. A single crack caused this tragic event. Always inspect a ladder before climbing!

According to the American Academy of Orthopedic Surgeons, every year 500,000 people are treated for ladder-related injuries and approximately 300 of these incidents prove to be fatal.

97 percent occurred in non-occupational settings, such as homes and farms. More than 2.1 million people needed to be hospitalized, about twice the overall admission rate for consumer-product related injuries.

This fall, please review these ladder safety tips and keep them in mind as you work on your home projects such as gutter cleaning, tree and shrub pruning, and of course holiday decorating.

LADDER SAFETY

DO'S

ONLY USE A LADDER OR STEPLADDER:

- After you have inspected it
- In a safe environment free of clutter
- At a firm level base
- If you can lean at approximately 75° from horizontal
- Where you can maintain 3 points of contact (hands or feet)
- Stay near the middle of the ladder

DONT'S

ON A LADDER OR STEPLADDER DO NOT:

- Extend ladders while standing on rungs
- Overload it or carry loads on ladders
- Overreach
- Allow more than one person at one time
- Stand ladders on moveable objects or uneven ground
- Use the top two steps on either a ladder or a stepladder

Some Handy Ways to Keep You and Your Home Warm this Winter

1. Go around your house and check all of your windows. Are they all properly shut? Are the storm windows down? By the way, make sure you latch them now. Not sure if where the draft is coming from? Easy way to check: just use a lit incense stick to check and you will find where they are leaking.
2. Seal your doors. Check all around the door frame as well as under the door. This is the ideal time to buy weather stripping or a door sweep. There are so many cute shops up here and flea markets that display those cutesy draft blockers you lay across the bottom of the doors. If you are the crafty sort, you can make your own.
3. Close off unused rooms. The closed door makes that room another barrier between you and the wicked winter weather, stops the air from circulating as much, while reducing heat loss. Hardware, home improvement or department stores sell magnetic register covers to 'shut off' registers in unused rooms. This way only the registers in the rooms you use will pump out heat. Your heater should work more efficiently and the warmth will be concentrated in the rooms you choose.
4. Put up heavy curtains. This is the time I remove my flimsy sheers and put my heavier drapes on. It helps to block all the windows and doors. It is a good idea to open them when the sun is shining to allow the sun's heat into your home and closing them with it gets dark.
5. Dress warmly. Hats are really a great idea since 75% of your body heat escapes from your head. It is better to layer yourself with loose clothing articles rather than tight since heat lays in the folds of a fabric actually keeping you warmer than a tight warm sweater. Wear socks with your slippers. Wool is the warmest, but sometimes the itch drives you crazy. Put a thinner pair of socks under your woolies. If you wear your winter coat inside, this won't help you much if you go outside for any reason. Get one of those snuggle cover-ups for watching TV. Lay some throws around the couch and chairs for those nights you just need a little more warmth.
6. Cook. I hate to say this but cooking actually helps you since the steam from cooking raises the moisture in your home making you feel warmer. Bake bread or cookies. Your oven will help heat the kitchen. Leave the oven door open after you are finished baking.
7. Take a hot shower. How nice is it when we are freezing and jump into a nice hot shower. Plus, the steam from the hot water will raise the moisture levels in the house helping to keep the house warm and cozy.
8. Last, but not least, cuddle up on the couch or in bed with someone or a pet. The closer you cuddle the more body heat you build up. And what a nice way to warm up.

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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.

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!

Winona Lakes Property Owners Association

Committee Application

First Name: _____

Last Name: _____

Section: _____ Lot: _____

Address: _____

Primary Phone: _____

Primary Email: _____

Committees

The committee base of any community is the most important advisory body which provides the board with support for the making of policies, setting community direction and confirming community needs.

Committee(s) you would like to join (please ✓):

- | | |
|--|--|
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Finance |
| <input type="checkbox"/> By-Laws | <input type="checkbox"/> Maintenance/Roads |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Management |
| <input type="checkbox"/> Election | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Safety |

The President appoints all committee members subject to board approval. All committees are limited to six members, except Recreation which is unlimited.

Are You Ready for an Emergency?

We can't choose when a disaster is going to strike. But knowing what to do when an emergency happens, and having a plan ready, can make all the difference. Use these tips to develop a plan for your home and make sure your family is ready for action in the event of an emergency.

- Put together an emergency supply kit. Download a checklist from the FEMA website. https://www.fema.gov/media-library-data/1390846764394-dc08e309debe561d866b05ac84daf1ee/checklist_2014.pdf
- Have a family communication plan so everyone knows how to contact each other or where to meet in the event of an emergency or natural disaster.
- Make plan to escape your home in the event of a fire and practice that plan.
- What would you do about your pets in the event of an emergency?
- Keep important family documents in an easily accessible place.
- Check with your local health department or emergency management agency about how to get alerts about emergencies.

Bonus Tip: Now is a good time to learn lifesaving skills like CPR and first aid, to check insurance policy coverage and to know how to shut off your water and gas.

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Winona Lakes Property Owners Association

May 18, 2019

Board of Directors Meeting Minutes

Call to Order: 10:00am

1. Quorum Roll Call

Present: Jeff Reichl, President; Michael Tomaseck, Vice President; Judith Wiegand, Treasurer; Laura Massaro, Secretary; Directors: Toniann Rasulo, Oscar Woerlein, Steven Gordon, David Lewis and William Maine

2. Approval of Minutes of Previous Meetings

(a) Judith Wiegand moved to approve the April 20, 2019 regular meeting minutes as amended (add Treasurer's Report). Seconded by Toniann Rasulo. Motion carried 8-0-1.

(b) Judith Wiegand moved to approve the May 4, 2019 special meeting minutes as written. Seconded by Toniann Rasulo. Motion carried 8-0-1.

3. Reinstatement of Members

4. Attorney's Report

5. Treasurer's Report: Provided by Judith Wiegand, WLPOA Treasurer [attached]

6. Manager's Report

7. Committee Reports

(a) Jeff Reichl moved to approve the builders permit for Section 7 Lot 721. Seconded by Michael Tomasek. Motion carried 9-0-0.

8. Awarding Contracts

9. Hearing upon, adoption or amendment of proposed changes to the Rules & Regulations or policies on second reading.

10. Other Unfinished Business

(a) Judith Wiegand moved to approve a budget of \$80,000 for completion of Phase 1 and Phase 2 of Clubhouse Drive bridge repair project. Seconded by Steve Gordon. Motion carried 9-0-0.

11. New Business

12. Proposed changes (additions, deletions and modifications) to the Administrative Code, Rules and Regulations and policies on first reading

(a) Jeff Reichl read first reading of pet policy and noise policy.

13. Communication (a) written and (b) oral petitions, hearings and comments by members

14. Secretary's Report

15. Miscellaneous - Board moved to closed session at 11:58am

16. Adjournment - Meeting adjourned at 1:15pm

Respectfully Submitted,
Laura Massaro, WLPOA Secretary

Winona Lakes Property Owners Association

May 18, 2019

Closed Meeting Minutes

Quorum Roll Call

Present: Jeff Reichl, President; Mike Tomaseck, Vice President; Judith Wiegand, Treasurer; Directors: Oscar Woerlein, Toniann Rasulo, William Maine, Steven Gordon and David Lewis.

Absent: Laura Massaro, Secretary

Jeff Reichl moved to approve the hiring of Leigh Clancy as Community Manager, at a starting salary of \$65,000. Seconded by Mike Tomaseck. Motion 8-0-0.

Jeff Reichl moved to approve the hiring of John Sivick as Maintenance Manager, at a starting rate of \$19/hour. Second by Oscar Woellein. Motion carried 8-0-0.

Adjournment - Jeff Reichl moved to adjourn the meeting at 1:10pm. Seconded by Judith Wiegand. Motion carried 8-0-0.

Respectfully submitted,
Jeff Reichl, WLPOA President

Treasurer's Report to WLPOA Board of Directors

May 18, 2019

1. Total Current Owner Members in Good Standing: 883 (an increase of 28 owner members, all of the owner members who owed half their dues have paid)

2. Total Delinquent Owner Members: 372 (a decrease of 28)

Number of Owner Members in Collections: 160

Number of Owner Members sent to the Association's Attorney: 18

Number of Owner Members being contacted by the Community Manager: 179

Number of Bankruptcies: 15

All owner members with properties in the County Repository are legally responsible for all past and present dues. The Repository may provide the owner member with release from local taxes but not HOA dues.

1. Balance Sheet as of 4/30/2019

- | | | |
|--|------------|------------------|
| a. The Operating Account at Citizens Bank | 124,928.55 | |
| b. Wayne Bank Operating: | | 181,273.25 |
| | | Total 306,201.80 |
| c. ESSA Capital Account | | 162,058.64 |
| d. ESSA Builders Account: | | 100.52 |
| e. Also, \$5,360.27 was deposited into the account from a sale of six homes, plus reserve contribution and monthly interest. There was a capital expense of \$2,700.87 for a truck repair. | | |
| f. Additional expenses to be paid are the Fire Suppression System, \$28,000 and Pure Water Installation, \$10,500. A total of \$38,500. | | |

2. The Balance Sheet was reviewed and error of \$1,343.10 continues to be carried for the month of April

3. Income Statement as 4/30/2019

- Received YTD for Past Year Dues: \$111,540.49 (an increase of \$12,834)
- Received YTD for Owner member dues: \$630,889.63 (an increase of \$18,514.81). With a total of 883 owner members paying, now at 70% of the owner members have paid or are paying their dues. We still need an additional 121 owner members must pay to reach 80% of paying members. This would give us another almost \$90,000 that could be used for road. Why is this necessary?
 - To support hiring the full component of staffing we need to support the maintenance and upkeep of the roads, collecting dues and present and past dues, repair and upkeep of the Clubhouse and all of the amenities.
 - To provide the necessary capital funds to do major bridge and road repair.

4. An additional \$23,064 in interest/late fees/miscellaneous has been collected.

5. The General Legal Services has a budget of \$100,000 and to date \$14,323 has been spent.

6. Salt and Cinders budget of \$39,000 has spent, and we are over by \$1,125.53. Snow Management has a budget of \$65,810 and as the end of April, the cost was \$49,307 with a balance of \$16,502 in this line item not spent.

7. There are 5 more months in this fiscal year, counting the month of May and unless there are any unexpected financial expenses we should meet all of our financial costs.

8. The Chart of Accounts has now been completed for the new TOPS ONE system which is web based. The system must be implemented before June 19. This will be the end of the 90-day notice that we have given to NEPA. Owner member accounts are in the process of being moved into the new system. Then the Vendor Accounts will be moved under the guidance of Ann Weaver, CPA.

9. The audited financials for 2016-17 and 2017-18 have been completed. The draft of the Management Letter has been approved. The letter must be printed on the Riley & Co. Letterhead then we will sign it. Until this letter is signed, the auditors will not present the 2016/17 and 2017/18 audited financial statements.

10. We had to involve Nick Haros, so we can receive the audited financials and resolve the issues for two outstanding invoices that we have not paid. The two invoices total \$14,400 that has not been supported with documentation of time and staff hours worked.

11. Stony Creek Road Repair - I did confirm that this road is our legal responsibility. It must be included in our Road Repair Budget. To date, Ike and Rob filled the potholes with stone so owners can travel on the road. ToniAnne and I can address this later.

12. Presently researching all of the property owners in Cakeout that live on Stony Creek Road and Clubhouse Drive. There are 44 property owners - six of them are paying full dues and 16 are not registered with WLPOA. We are using Pocono Property Abstract to search their deeds and determine their responsibility.

13. Action Items

a. Clubhouse Drive Bridge - Phase I and II the estimated costs are:

i. PHASE I - BOLT REPLACEMENT	\$20,000
ii. PHASE II - CEMENT PADS AT ENDS	40,000
iii. ENGINEERING COSTS	18,530
TOTAL	78,530

b. MOTION: To approve a budget of \$80,000 to complete PHASE I and II of the Clubhouse Drive Bridge Repair Project. The funds would come from the Delinquent Collection of Past Dues in the Operating Account. The funds would be transferred to the Capital Account for payments to the Contractor and to the Engineers.

c. Short Term Investments: Treasurer to explore and commit to placing \$100,000 from the Capital Fund into 3 mo. Or less CD's and \$100,000 from the Operating Fund into 3 mo. Or less CD's.

d. Capital Budget Estimates for the Clubhouse, Clubhouse Drive Bridge, Tennis Courts and Road Repair, including Stony Creek Road. (See Attached) The chart also includes financing possibilities for a two year and five year period.

Winona Lakes Property Owners Association

May 4, 2019

Special Meeting Minutes

Call to Order: 9: 12 am

Quorum Roll Call

Present: Jeff Reichl, President; Judith Wiegand, Treasurer; Directors: Oscar Woerlein, Toniann Rasulo, William Maine and David Lewis.

Absent: Michael Tomaseck, Vice President; Laura Massaro, Secretary; Steven Gordon, Director.

Judith moved to contract with Kathleen Simoncic for Community Manager consultant work at a rate of \$60 per hour, not to exceed 15 hours per week, unless authorized by the Board. Seconded by William Maine. Motion 6-0-0.

Judith moved to approve the position of receptionist/bookkeeper through a contractual agreement with Express Employment. Seconded by ToniAnn Rasulo. Motion carried 6-0-0.

Judith moved to approve that Linda Larson receive a \$1.00 per hour raise effective immediately. Seconded by William Maine. Motion carried 6-0-0.

Adjournment - Jeff Reichl moved to adjourn the meeting at 12:40 pm. Seconded by Judith Wiegand. Motion carried 6-0-0.

Respectfully Submitted,
Jeff Reichl, WLPOA President

Winona Lakes Property Owners Association

June 15, 2019

BOD Meeting Minutes

Call to Order: 10:04am

1. Quorum Roll Call:

Present: Jeff Reichl, President; Michael Tomaseck, Vice President; Judith Wiegand, Treasurer; Laura Massaro, Secretary; Directors: Toniann Rasulo, Oscar Woerlein, David Lewis and William Maine.

Absent: Steve Gordon, Director

2. Approval of Minutes of previous meetings

(a) Judith Weigand moved to approve the May 18, 2019 regular meeting

minutes. Seconded by Oscar Woerlein. Motion carried 8-0-0.

(b) Judith Wiegand moved to approve the May 18, 2019 closed session minutes as written. Seconded by Oscar Woerlein. Motion carried 7-0-1.

3. Reinstatement of Members

4. Attorney's Report

5. Treasurer's Report: Provided by Judith Wiegand, WLPOA Treasurer [attached]

6. Manager's Report: Maintenance Report provided by John Sivick

7. Committee Reports

(a) Architectural - Judith Wiegand moved to approve the shed permit for Section 8 Lot 59. Seconded by Laura Massaro. Motion carried 8-0-0.

(b) Architectural - Judith Wiegand moved to approve the garage permit for Section 1 Lot 8. Seconded by Laura Massaro. Motion carried 8-0-0.

(c) Recreation - Adult Swim 6/22/19 8pm to 11pm

8. Awarding Contracts

9. Hearing upon, adoption or amendment of proposed changes to the Rules & Regulations or policies on second reading

(a) William Maine moved to approve and adopt the Pet Policy. Seconded by Judith Wiegand. Motion carried 8-0-0.

(b) David Lewis moved to approve and adopt the Noise policy as amended. Seconded by William Maine. Motion carried 8-0-0.

10. Other Unfinished Business

11. New Business

(a) Outdoor Pool Hours: Monday-Saturday 12pm-8pm, Sunday 12pm- 6pm

12. Proposed changes (additions, deletions and modifications) to the Administrative Code, Rules and Regulations and policies on first reading

13. Communication (a) written and (b) oral petitions, hearings and comments by members

14. Secretary's Report

15. Miscellaneous

David Lewis left meeting at 11:30am

Board moved into closed session at 11:54am

16. Adjournment - Meeting adjourned 12:30pm

Respectfully Submitted,
Laura Massaro, WLPOA Secretary

Treasurer's Report to the WLPOA Board of Directors June 15, 2019

1. Total Owner Members in good standing: 888 (an increase of 5)

2. Total Delinquent Owner Members: 367 (a decrease of 5)

Number of Owner Members in Collections: 160

Number of Owner Members sent to the Association's Attorney: 18

Number of Owner Members being contacted by the Community Manager: 174

Number of Bankruptcies: 15

All owner members with properties in the County Repository are legally responsible for all past and present dues. The Repository may provide the owner member with release from local taxes but not HOA dues.

3. Legal Process for filing Judgement Liens against Owner Members

4. Balance Sheet as of 5/31/2019

The Operating Account at Citizens Bank	\$ 83,208.82
Wayne Bank Operating:	181,457.49
Total	264,666.31
ESSA Capital Account	138,576.34
ESSA Builders Account:	600.52

Also, \$4,607.70 was deposited into the account from a sale of 4 homes, 2 lots, plus reserve contribution and monthly interest. There was a capital expense of \$28,090.00 paid for the fire suppression system

5. The Balance Sheet was reviewed and error of \$1,343.10 continues to be carried for the month of May.

Treasurer's Report cont.

June 15, 2019

6. Income Statement as 5/31/2019

- a. Received YTD for Past Year Dues: \$117,103.62 (an increase of \$5,563.13)
- b. Received YTD for owner member dues: \$643,572.06 (an increase of \$12,862.43). With a total of 888 owner members paying, 71 % of owner members have paid or are paying their dues. We still need an additional 116 owner members paying to reach 80% of paying members. This would give us another almost \$86,000 that could be used to:
 - i. Support hiring the full component of staffing we need to support the maintenance and upkeep of the roads, collecting dues and present and past dues, repair and upkeep of the Clubhouse and all the amenities.
 - ii. To provide the necessary capital funds to complete the major Bridge Repair and Road Repairs.
- c. The General Legal Services has a budget of \$100,000 and to date \$22,000 has been spent.
- d. There are 4 more months in this fiscal year, counting the month of June and unless there are any unexpected financial expenses we should meet all of our financial costs.

7. The new TOPS ONE system continues to be installed. Owner member accounts have been moved into the new system. The Vendor Accounts and the General Ledger will be moved under the guidance of Bill Owens, CPA on Monday, the 17th

8. The audited financials for 2016-17 and 2017-18 have been completed. The draft of the Management Letter has been signed. Additional work must be completed due to the late date of the Management Letter. There will be no additional cost to us.

9. Working with the Managing Partner of Riley & Co. I have finally resolved all of the issues with the two invoices totaling \$14,400 with all interest and late fees waived. We also received all the necessary detailed documentation supporting all of the charges.

10. Presently researching all of the property owners in Cakeout that live on Stony Creek Road and Clubhouse Drive. There are 44 property owners, six of them are paying full dues and 16 of them are not registered with WLPOA. We are using Pocono Property Abstract to search their deeds and determine their responsibility.

11. Status

- a. Clubhouse Drive Bridge - Phase I and II will be going out to contractors within the next week or two for quotes. Budget = \$80,000
- b. Worked on a draft of the 2019-20 Operating Budget. At the July meeting will present both the Operating Budget and a Capital Budget Plan.

Treasurer's Report to the WLPOA Board of Directors July 20, 2019

1. Total Owner Members in good standing: 868 have paid in full and 47 are on a payment plan for a total of 915 paying (an increase of 27) or 73%.

2. Total Delinquent Owner Members: 340 (a decrease of 27 owner members)
Number of Owner Members in Collections: 160

Number of Owner Members sent to the Association's Attorney: 18

Number of Owner Members being contacted by the Community Manager: 147

Number of Bankruptcies: 15

All owner members with properties in the County Repository are legally responsible for all past and present dues. The Repository may provide the owner member with release from local taxes but not HOA dues.

3. Legal Process for filing Judgement Liens against Owner Members

4. Balance Sheet as of 6/30/2019

Operating Account at Citizens Bank	\$ 56,526.25
Wayne Bank Operating	175,851.16
Total	264,666.31
ESSA Capital Account	135,403.72
ESSA Builders Account	600.52

Also, \$5,467.72 was collected for back dues and \$4,828.62 from capital improvement fees will be deposited into the account.

5. The Balance Sheet was reviewed and error of \$1,343.10 continues to be carried for the month of June.

6. Income Statement as 6/30/2019

Winona Lakes Property Owners Association

July 15, 2019

Emergency Meeting Minutes

Call to Order: 5:20 pm

Quorum Roll Call

Present: Jeff Reichl, President; Michael Tomaseck, Vice President; Laura Massaro, Secretary; Judith Wiegand, Treasurer; Directors: Toniann Rasulo, William Maine and David Lewis.

Absent: Directors Oscar Woerlein and Steven Gordon.

Jeff Reichl moved to present the 2019 Amended and Restated Bylaws to the Owner Members in good standing for a vote. Seconded by Judith Wiegand. Motion carried 7-0-0.

Adjournment - Jeff Reichl moved to adjourn the meeting at 5:45 pm. Seconded by Michael Tomaseck. Motion carried 7-0-0.

Respectfully Submitted,
Jeff Reichl, WLPOA President

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Winona Lakes Property Owners Association

July 20, 2019

Board of Directors Meeting 10:00 am

Recording Equipment of any kind is not permitted. Please turn off cell phones

1. Call to Order

Pledge of Allegiance
Quorum roll call

2. Approval of the minutes of previous meetings

June 15, 2019 Regular Meeting Minutes
July 15, 2019 Emergency Meeting Minutes

3. Reinstatement of members (no longer necessary following bylaws amendments)

4. Attorney's Report

5. Treasurer's Report

Provided by Judith Wiegand, WLPOA Treasurer
Collections Update
2019-2020 proposed budget
Delinquent accounts/payment plans/hardships/collections (closed session)

6. Manager's/Maintenance Report

Manager's Report provided by Leigh Clancy
Maintenance Report provided by John Sivick

7. Committee Reports

Recreation: Midsummer Event August 10, 2019
Finance: none
Safety: none
Architectural: provided by Franklin Smith
Litter and Beautification: none

8. Awarding of Contracts

Proposals from RKR Hess bridge bolt replacement (Phase 1 and 2)

9. Hearing upon, adoption or amendment of proposed changes to the Rules and Regulations or policies on second reading

NONE

10. Other Unfinished Business

Indoor pool hours during the summer
Outdoor pool hours: Monday-Saturday 12-8pm; Sunday 12-6pm
Security

11. New business

Proposed amended and restated bylaws

12. Proposed changes (additions, deletions and modifications) to the Administrative Code, Rules and Regulations and Policies on first reading

NONE

13. Communication (a) written and (b) oral petitions, hearings and comments by members.

14. Secretary's Report

15. Adjournment

Next scheduled Board of Directors meeting: August 17, 2019 at 9am
Annual Membership Budget Meeting: Saturday, August 17, 2019 at 10am

Please note: Agenda items must be submitted to the President 21 days prior to the Article VII, Section 7.5c: Except for emergency matters which may be added to the agenda at any time with the approval of the President, the agenda for each regular meeting of the Board of Directors shall include only those matters of Association business as have been submitted in writing to the President at least twenty-one (21) days prior to the meeting.

**VOTE NOVEMBER 5th****★★★ JAMIE ★★★**
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