**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, OCTOBER 20, 2018**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Josefina Garcia – Secretary, Marion Kelly – Director, Ann Delaney – Director, Janice Smith-Hughes, Director, Jose Ramos – Director (arrived at 9:02am).

**Board Members absent:**

Michael Schlegel – Director,

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager.

**Members present:**

Broxmeier (2-2116).

The meeting was called to order by President Margaret Miller at 9:00 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the September 15, 2018 Regular Meeting were presented and considered for approval. No changes were forthcoming.

**A motion was made by Ms. Youngfelt, seconded by** **Ms. Anderson-Krieg to approve the September 15, 2018 Regular Meeting minutes as corrected. All in favor. Motion passed.**

1. **Maintenance Report – as presented by Robert M. Zito**

A written report was presented by Mr. Zito. He said that in September, in addition to normal scheduled maintenance, party trash apparently removed from the shed by a bear needed to be picked up along the office grounds. Additionally, the light motion detectors in both the men’s and women’s restrooms malfunctioned and had to be replaced by VLD Electric. The gutters at the mailbox pavilion were also mentioned. Mr. Zito said the Board should investigate redoing the gutters and, more specifically, the downspouts, since they seem to be constantly damaged by traffic around the mailboxes. Comments on the matter were also heard from Mr. Broxmeier.

**A motion was made by Ms. Kelly, seconded by Mr. Ramos to accept the Maintenance Report as presented. All in favor. Motion passed.**

1. **Permit Report – as presented by Ann Delaney**

Ms. Delaney presented the written permit report for the period through September 30, 2018.

A house on Belgravia Drive that had a propane tank slip into a PFE drainage ditch was discussed. Mr. Broxmeier questioned if two properties currently under construction on Coach Road were to have drainage culverts running along the road. Mr. Zito said that he would contact Township to see what final permits were required and approved by township, and that he would get back to Mr. Broxmeier.

**A motion was made by Ms. Garcia, seconded by Ms. Youngfelt to approve** **the Permit Report as presented. Seven in favor. One abstained (Ms. Delaney). Motion passed.**

1. **Compliance Report – as presented by Ann Delaney**

Ms. Delaney presented the Compliance Report through September 30, 2018.

She said the number of violations issued were similar to those issued last month. She said that she contacted the Monroe County Tax Assessment Office to check addresses of undeliverable mail. Specifically, she said that she wanted to hand deliver two citations in particular where certified mail was not picked up. Discussion followed.

**A motion was made by Ms. Garcia, seconded by Ms. Smith-Hughes to approve the Compliance Report as presented. Seven in favor. One abstained (Ms. Delaney). Motion passed.**

1. **President’s Report – Ms. Margaret Miller**

Ms. Miller thanked everyone for attending. She presented the latest report from Pocono Mountain Regional Police. Discussion followed.

Mr. Ramos left the meeting at 9:50am. He returned at 9:53am.

1. **Management Report – as presented by Robert M. Zito**

Mr. Zito discussed the written report for the period ending September 30, 2018. He stated that YTD 800 accounts were paid in full. Regarding collection activity, at this point approximately 90 accounts were sent to Transworld Systems Collection Agency and that efforts are continuing. Resale activity was strong in the month of September, with nine homes changing hands. There were no write-offs during the month.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to accept the Management Report as presented. All in favor. Motion carried.**

1. **Committee Reports**

* **Rules & Regulations:** No meeting
* **Citation Appeals:** No meeting.
* **Facilities / Social Activities:**  Chairwoman Janice Smith-Hughes discussed the ongoing 911 emergency plan.

The previously scheduled CPR/AED training class, cancelled due to lack of participation from the community, was discussed. The most possible reason for the lack of participation was determined to be the cost of the class for each participant. After discussion, the following motion was made:

**A motion was made by Mr. Ramos, seconded by Ms. Smith-Hughes to have PFE expend a maximum of $397.00 to provide optional CPR/AED training and certification for a maximum of 11 people (Board members and party monitors). The course will be offered by Northampton Community College. All in favor. Motion carried.**

The condition of the office carpeting was discussed. Mr. Zito presented a proposal from Sylvester Cleaning Service to shampoo the office carpeting, provided the floors be cleared of furniture, etc. Purchasing or renting runners for the office was also discussed.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to accept the proposal of Sylvester Cleaning Service to shampoo the office carpeting at a cost of $250.00. All in favor. Motion carried.**

Once again, the condition of the wall panels in the Community Room was discussed. Mr. Zito was asked to reach out to Wilson Art (manufacturer of the product) to gain more information on the product. He was also asked to contact, by letter, the installation contractor J. Amaya Contracting. Discussion about possible future actions by the Board took place.

* **Finance:**  No meeting.

Ms. Smith-Hughes left the meeting at 10:30am.

1. **Financial Report – as presented by Susan Anderson-Krieg and Robert M. Zito**

The written financial report for the period ending September 30, 2018 was presented.

The September cash disbursements list, totaling $10,480.39, was presented and discussed. No questions were forthcoming.

Mr. Zito stated through October 9th, revenue exceeded expenses by $59,668.00. Collections stood at 87.63%, through September 30th, versus 82.60% and 78.37% in 2017 and 2016 respectively.

A brief discussion took place regarding possible future capital projects.

**A motion was made by Ms. Kelly, seconded by Ms. Delaney to accept the Financial Report as presented. All in favor. Motion carried.**

1. **Secretary’s Report – No report.**
2. **Old Business: None.**

* **Ditch Cleaning:** Mr. Zito said he spoke with the contractor who said that weather has pushed their schedule back and that we were are now scheduled for early November.
* **HVAC Repairs:** Mr. Zito said that he spoke with the HVAC contractor. Like the excavator, weather has pushed his schedule back. Since the A/C season has basically passed, the contractor suggested doing the HVAC repairs in Spring.

1. **New Business:**

* **Mailbox Bulletin Board Vandalism:** The ripping down of materials placed by homeowners and vendors on the public bulletin board was discussed. Mr. Zito said he had put a warning on the board and that, too, was ripped down. He said that he would try putting something up again as bait and hopefully will catch the vandals on camera.
* **Draft of 2019 Budget:** Mr. Broxmeier asked how many Finance Committee members were present when the budget was drafted. He was told that only Ms. Anderson-Krieg (PFE Treasurer) and Mr. Zito (General Manager and non-voting Committee member) were present. Discussion followed after it was pointed out that the draft budget was approved for presentation to membership at the September BOD meeting.

1. **Correspondence:**

* **Neighbor Complaint on Gordon Lane:** Mr. Zito presented a verbal complaint from a homeowner on Gordon Lane complaining about a business being run on that street. Previously, Attorney Greg Malaska had addressed this issue. Mr. Zito was granted authority to write a letter to the complaining party and to seek Atty. Malaska’s opinion once again on what, if anything, can be done.

1. **Public Input:**

* **PFE “Trunk or Treat”:** Will be held in the Community room on 10/31 from 5:00pm – 8:00pm.
* **Garbage in ditches:** Mr. Ramos noted several spots where drainage has been affected by trash in ditches in PFE.
* **Trash company:** Mr. Ramos said that he was in contact with a start-up trash hauling company who might be interested in a contract with the Community.
* **Complaint from Homeowner on Norfolk Road (1103):** The property owner had an issue with a violation issued for construction without a permit issued by the PFE Compliance Officer. A verbal exchange took place between the two parties.

The issues revolved around a deck and a “fence” or a “gate”. The Compliance Officer viewed the construction as a fence; the homeowner considered it a gate, which would not be addressed under PFE rules.

There were several comments that were difficult to follow due to cross-talking.

After a lengthy conversation, it was determined that a permit was needed for the deck (at a cost of $100.00) and that the fence/gate would be considered a gate and therefore nor be subject to a violation or permit. Mr. Zito took the homeowner into the office and issued a permit for the deck and the matter was considered closed.

**There being no further business, a motion was made by Ms. Delaney, seconded by Ms. Youngfelt to adjourn the meeting. All in favor. Motion passed.**

**The meeting adjourned at 11:52am.**

**NEXT REORGANIZATIONAL / REGULAR BOARD MEETING: NOVEMBER 17, 2018 @ 9:00am.**

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Robert M. Zito, Recording Secretary**

**Witnessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Josefina Garcia, Secretary**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**