**Pocono Farms East Association, Inc.**

**Board of Directors REORGANIZATION**

**AND BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, NOVEMBER 18, 2017**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Susan Anderson-Krieg – Treasurer, Marisol Santos – Secretary, Tykieyen Moore – Director, Marion Kelly – Director, Jose Ramos – Director, Josefina Garcia - Director, Gloria Van Winkle – Kirschner – Director, Debra Youngfelt – Director, Ann Delaney, Director.

**Board Members absent:**

None.

**Alternate Members present:**

Janice Smith - Hughes

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Broxmeier (5-0335)

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. **Reorganization Meeting Minutes**

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney to appoint Mr. Zito as Parliamentarian. All in favor. Motion passed.**

**It was determined that Ms. Smith-Hughes, as Alternate, could not participate in the election of officers.**

**First order of business; the election of new officers.**

* **Ms. Anderson-Krieg, seconded by Ms. Kelly, moved to nominate Margaret Miller as President.**
	+ **A motion was made by Ms. Anderson-Kreig, seconded by Ms. Delaney to close nominations for President. All in favor.**
	+ **Ms. Miller was elected President by acclimation.**

**At this point Mr. Zito turned the meeting over to Ms. Miller.**

* **Ms. Anderson-Krieg, seconded by Ms. Delaney, moved to nominate Debra Youngfelt as Vice President.**
	+ **A motion was made by Ms. Anderson-Kreig, seconded by Ms. Delaney to close nominations for Vice President. All in favor.**
	+ **Ms. Youngfelt was elected Vice President by acclimation.**
* **Ms. Miller, seconded by Ms. Youngfelt, moved to nominate Susan Anderson-Krieg as Treasurer.**
	+ **A motion was made by Ms. Miller, seconded by Ms. Youngfelt to close nominations for Treasurer. All in favor.**
	+ **Ms. Anderson-Krieg was elected Treasurer by acclimation.**
* **Ms. Miller, seconded by Ms. Youngfelt, moved to nominate Josefina Garcia as Secretary.**
	+ **A motion was made by Ms. Miller, seconded by Ms. Youngfelt to close nominations for Secretary. All in favor.**
	+ **Ms. Garcia was elected Secretary by acclimation.**

**There being no further business, a motion was made by Ms. Youngfelt, seconded by Ms. Anderson-Krieg to adjourn the Reorganizational Meeting. All in favor. Motion passed. The time was 9:08am.**

**A motion was made by Ms. Kelly, seconded by Ms. Youngfelt to commence the Regular Meeting. All in favor. Motion passed. The time was 9:08am.**

At this point, the Regular Monthly Meeting commenced.

1. **Board Vacancy – 2017-2018 Term**

The meeting commenced with discussion of the Board vacancy for the 2017-2018 term. At the conclusion of the 2017 Annual Meeting, there were only eight Directors seated.

**In consideration of the Board vacancy, a motion was made by Ms. Delaney, seconded by Ms. Youngfelt appoint Janice Smith-Hughes Director for the 2017-2018 term All in favor. Motion passed.**

1. **Minutes**

The draft minutes from October 21, 2017 were presented and considered for approval.

**A motion was made by** **Ms. Youngfelt, seconded by Ms. Ms. Anderson-Krieg to approve the October 21, 2017 Board Meeting minutes as presented. All in favor. Motion passed.**

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

Mr. Zito presented a written report for review. He stated that Sylvester Cleaning Service began janitorial services for the Community Center complex at the beginning of October. There were no other outstanding issues, save for several instances during the month that animals, presumably a bear, had gotten into the trash cans left outside the Center, leaving quite a mess. A short discussion on the issue took place at this time.

* **Board discussion:** None.
* **Public comment:** None.

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Anderson-Krieg to accept the Maintenance Report as presented. All in favor. Motion passed.**

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

Mr. Delaney presented the written permit report for the period ending October 31, 2017.

* 11 building (compliance) permits have been issued this year.
* 43 tree permits have been issued this year.
* 13 permits have been closed out this year.
* **Board discussion:** None.
* **Public comment:** Mr. Broxmeier asked Ms. Delaney, in her capacity as Permit and Compliance Officer, about a fence on Belgravia Drive and Rob Roy Drive.

**A motion was made by Ms. Smith-Hughes, seconded by Ms.** **Kelly** **to approve the Permit Report as presented. (Jose)? Eight in favor. One abstained (Ms. Delaney). Motion passed.**

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

Ms. Delaney presented the Compliance Report for the month of October, which contained 46 active citations. She stated that compliance to citations has been good. She also requested approval to have fines totaling $250.00 to be waived, since the owners are now in compliance.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to remove fines, totaling $250.00, from homeowner accounts, as per Ms. Delaney’s report. All in favor. Motion carried.**

* **Board discussion:** None.
* **Public comment:** Mr. Broxmeier discussed contractors working until 9:00pm on a Saturday night. He also said that at the Coolbaugh Township meeting he had spoken with Tomas Keane, Assistant Zoning Office of the Township, who claimed that the Township had a judgment against the owner in question on the property on Chelsea Circle and that they could not proceed with action since PFE cleaned the property. Mr. Zito will check with Township on the status of their legal actions.
* **Board discussion:** The burned-out property on Falstaff Drive was discussed. Mr. Zito said he was told by Township that a court date for February 2018 has been set for this matter.
* **Public comment:** Mr. Broxmeier requested a motion that the Board move forward with legal action against the owner of the Chelsea Circle property. The Board took no action at this time.

**A motion was made by Ms. Santos, seconded by Ms. Van Winkle-Kirschner to approve the Compliance Report as presented. All in favor. Motion passed.**

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

Ms. Miller said that she was not able to attend either the Pocono Mountain Regional Police or Township Supervisor meetings due to illness. She briefly discussed the sign that was left up for the sealcoating contractor, saying that it was left up for a few days as a professional courtesy for a job well done, and that she removed it in a timely fashion. She also discussed Facebook posts criticizing the Association for enforcing its rules through the Compliance Officer.

* **Board discussion:** Issues regarding social media comments were discussed at length.

**A short recess was taken at 10:02am. The meeting resumed at 10:07am.**

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

Mr. Zito presented the written Management Report for the period ending September 30, 2017. The TOPS software update allowed us to be more detailed in our reporting delinquencies, specifically with current and previous owners.

* + 788 accounts were paid in full, compared to 786 at this time last year.
	+ 392 accounts were not paid, as compared to 394 at this time last year.
	+ Write-offs for September totaled $0.00.
	+ Four resale certificates were issued in September.
*

**A motion was made by Ms. Santos, seconded by Ms. Smith-Hughes to accept the Management Report as presented. All in favor. Motion carried.**

1. **Committee Reports**
* **Rules and Regulations:**
	+ **No meeting**
* **Citation Appeals:**
	+ **No meeting.**
* **Facilities:**

Ms. Smith Hughes spoke of the following issues:

* An emergency action plan for PFE.
* Request that the Board authorize her to have a PPL representative come to the community to give “energy saving kits” to homeowners who are interested.

Mr. Zito said that he acted upon Mr. Ramos’ suggestion that we contact Monroe County Technical Institute to see if they could repair the generator. He said he did not receive any response, so he believed that they would not be an option. He said he had also contacted the manufacturer who gave him the name of several dealers, outside the area, who might be willing to either repair the engine or install a new engine, though neither one was willing to do so. He said that since the Board authorized up to $10,000.00 for repairs at the last BOD meeting, he would be contacting Critical Systems to set up an appointment to rebuild the engine, if everyone agreed. Discussion took place. Comments were heard by Ms. Youngfelt and Mr. Zito.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to authorize Critical Systems to rebuild the Generac generator engine. Seven in favor. One opposed (Ms. Van Winkle-Kirschner). Motion carried.**

Several Formica color samples were looked at for the wall protection for the Community Room. A consensus was reached on the shade closest to the painted wall color.

Community Room renter’s use of the trash cans for disposal of party garbage was also discussed.

Ms. Smith-Hughes discussed the need for continued work on the overflow parking lot. Mr. Zito reminded the Board that the draft 2018 budget allocated a proposed $10,000.00 for this project.

* **Finance:** No meeting.
* **Social Activities:** Halloween was discussed.
1. **Financial Report – as presented by Robert M. Zito**

Mr. Zito gave the report.

* The check register for the month of August, totaling $17,187.38 was presented and discussed.
* Through September 30th, total revenue, unaudited, was approximately $180K, or 105% of budget.
* Through September 30th, total expenses, unaudited, were approximately $139K, or approximately 81% of budget. This included a full year contribution to the Reserve Fund.
* Cash positions as of September 30th total approximately $201K. Details were discussed.
* Collections currently stand at 82.60% through September.

A long discussion subsequently took place regarding the overflow parking area and the future plans for the site. Comments were heard primarily by Ms. Smith-Hughes, Ms. Kelly and Mr. Zito.

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

1. **Secretary’s Report – No report.**
2. **Old Business:**
* **PMRP to speak at PFE Annual Meeting –** Ms. Smith-Hughes said that she had invited a PMRP officer to address the PFE Annual Meeting on October 28th, and that they agreed to send someone, pending PFE Board approval. The consensus agreed it was a good idea.
1. **New Business.**
* **Dead Trees at Mailbox Pavilion -** Mr. Zito discussed a number of trees at the mailbox pavilion that appear to be dead or dying and suggested they be cut before they become a danger. He said that he consulted with Santos Castillo Tree service and had an estimate of between $500.00 - $600.00. The Board members present agreed that this matter should be taken care of.

* **Judge of Election for the 2017 Annual Meeting -** Ms. Renee Labadie was the only homeowner who volunteered for this position.

**A motion was made by Ms. Youngfelt, seconded by Ms. Van Winkle-Kirschner to appoint Ms. Renee Labadie as Judge of Election for the 2017 PFE Annual Meeting.**

* **Annual Meeting Preparations -**  Mr. Zito asked Committee members if they wanted any materials distributed at the Annual Meeting.
1. **Correspondence – None.**

**Public Input –**

* Ms. Kelly discussed the current manner of allowing the membership to speak at PFE Board meetings, which is allowing comment for agenda items throughout the meeting, rather than at 11:00am as was past practice. Discussion followed.
* Mr. Ramos spoke of a program from Waste Management offering a free month of garbage service for referrals. Discussion followed.
* Mr. Ramos suggested charging dues to utility companies in exchange for PFE maintaining their properties in PFE.
* Mr. Ramos spoke about “Ghoulbaugh”, the Township Halloween celebration on October 28th.

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

**The meeting adjourned at 11:28am.**

**NEXT REGULAR BOARD MEETING: December 16 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Josefina Garcia, Secretary**

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