**Pocono Farms East Association, Inc.**

**Board of Directors REGULAR Meeting**

**Saturday, FEBRUARY 18, 2017**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Jose Ramos – Vice President, Susan Anderson-Krieg – Treasurer, Marion Kelly – Director, Tykieyen Moore – Director (arrived 9:04am), Gloria Van Winkle – Kirschner – Director, Josefina Garcia – Director.

**Board Members absent:**

Marisol Santos – Secretary, Debra Youngfelt – Director.

**Alternate Members present:**

Janice Smith – Hughes.

**Alternate Members absent:**

None.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager, Ann Delaney, Citations Officer, Renee Villanueva, Secretary Pro-Tem.

**Members present:**

Sanford (5-1539/5-4810), Broxmeier (5-0335), Moore (2-2116), Davis (6-0448).

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.

**Since there was not a full complement of Directors present, a motion was made by Mr. Ramos, seconded by Ms. Kelly to move Ms. Smith-Hughes up to Director for this meeting. All in favor. Motion passed.**

**Public Input:**

Bryan Sandford

* Disagreed with the new method of Public Input and the time limit attached.
* Felt the time limit was punitive, unnecessary and unfair to members.
* Disagreed with dues reduction given by the Board to a PFE homeowner at the January meeting and asked where in the governing documents this was allowed.
* Claimed that the “stalking” accusations made against a member by a Board member were not properly reflected in the January minutes.

Dan Broxmeier

* Commented on the fact that no financial report has been given on the previously held Christmas Party.
* Disagreed with December’s minutes regarding his opinion of the proposed overflow parking lot on Hamlet Drive. Read a letter on the matter that he requested be attached to the January minutes, the summary of which is as follows:
  + Statements attributed to Mr. Broxmeier were incorrect.
  + As a Board member he voted to have trees removed to move forward with the project.
  + Heavy rains then impacted Hamlet Drive, Falstaff Drive and the PFE lots.
  + Cleared lots were full of water for several days and nearby homeowners were impacted.
  + After this occurrence, he voted against moving forward on the extended parking area at the next Board meeting.
  + Feels that if lots were brought up to grade and blacktopped both sides of Hamlet Drive would flood.
* Commented on the new method of Public Input.

Mr. Zito

* Asked Mr. Broxmeier’s opinion on seeding the overflow parking area. Mr. Broxmeier was not sure but said that the prior flooding impacted the whole road.

Mr. Sandford

* Said neither Mr. Zito nor Mr. Broxmeier are experts on flood control and that a professional should be contacted before anything is done.

**Public input was closed at 9:17am.**

1. **Minutes**

The draft minutes from the January 21, 2017 Regular Meeting were presented and considered for approval. No corrections were forthcoming.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Van Winkle-Kirschner to accept the meeting minutes of January 21, 2017. All in favor. Motion passed.**

A proposed clarification of the previously approved minutes from the November 19, 2016 Regular Meeting was presented and considered for approval.

**A motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg to amend the meeting minutes of the regular meeting of November 19, 2016 to reflect the discussion with Attorney Greg Malaska after the Annual Meeting not as an “Executive Session” but rather as an informal meeting between attorney and client, as no business was conducted. Four in favor (Ms. Miller, Mr. Ramos, Ms. Anderson-Krieg and Ms. Kelly). One opposed (Mr. Moore). Three abstained (Ms. Garcia, Ms. Van Winkle-Kirschner and Ms. Smith-Hughes). Motion failed as a majority of those present did not approve.**

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

The written maintenance report for the period of January 5th 2017 to February 9th 2017 was presented by Mr. Zito.

* Regular maintenance.
* Six salt / ice events.
* Repair of all four sinks in men’s and women’s restrooms.
* Missing “Falstaff Drive” street sign on Rob Roy Drive.
* Sanding / salting of the end of Carriage Lane.
* Had a “snowplow for hire” sign removed from the mailboxes.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to accept the maintenance report. All in favor. Motion passed.**

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

Mr. Zito presented the written permit report for the period ending February 11, 2017.

* Nine permits are active.
* One new tree permit was issued since the previous report.
* Four permit extensions have been issued.
* Two permits are on hold.

**A motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg to approve the permit report as presented. All in favor. Motion passed.**

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

Ms. Delaney presented the written Compliance Report for the period ending February 9, 2017

* 21 active citations were corrected.
* 15 additional fines on active citations were issued.
* 20 active citations are to be rechecked.
* 31 active warnings corrected.
* 15 active warnings became citations.
* 27 warnings are to be rechecked.

The results of the citation appeals hearing on February 11th were discussed.

**A motion was made by Mr. Moore, seconded by Ms. Smith-Hughes to rescind the fines of citations that have been corrected, as per the written Compliance report dated February 9, 2017. All in favor. Motion carried.**

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Kelly to approve the compliance report as presented. All in favor. Motion passed.**

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

Due to the bad weather (fog, snow and ice) Ms. Miller stated that she was not able to make the Coolbaugh Supervisors meetings or the meeting for Pocono Mountain Regional Police so she did not have a lot to report. She said that she spoke to former Police Commission member Dave Pope. She mentioned that the Barrett Public Library was sponsoring a trip to the Philadelphia Flower Show and suggested the Social Committee may be interested in sponsoring such a trip in the future. She also said that the Public Library has sponsored computer classes and music programs and that the Social Committee might also consider having similar programs at PFE.

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

Mr. Zito presented the Management Report for the period ending January 31, 2017.

* 417 properties were paid in full, compared to 364 for the same period in 2016.
* One tree permit and one Resale Certificate were issued in January.
* $1,619.51 was written off in January, primarily due to the Board’s motion at the January meeting.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Garcia to accept the Management Report as presented. All in favor. Motion carried.**

**Ms. Miller called for a break in the meeting at 9:48am.**

**The meeting was resumed at 9:55am.**

1. **Committee Reports**

* **Rules and Regulations:** No meeting.
* **Citation Appeals:** The results of the hearing of February 11th were discussed:
  + Lamont Way – garbage cans: Corrected.
  + Hamlet Drive – vehicle: No show.
  + Gordon Lane – vehicle: Corrected.
  + Graham Lane – unsightly: Dismissed.
* **Committee Reports (continued)**
  + Hamlet Drive – garbage cans: No show.
  + Mayfair Road – vehicle: Refer to the BOD.

**A motion was made by Mr. Ramos, seconded by Ms. Garcia to send a warning to the homeowner on Lamont Way. All in favor. Motion carried.**

**A motion was made by Mr. Moore, seconded by Mr. Ramos to rescind the fines of citations that have been corrected, as per the recommendation of the Citation Appeals Committee (Lamont Way, Gordon Lane and Graham Lane) February 11, 2017. All in favor. Motion carried.**

**A motion was made by Ms. Van Winkle-KIrschner, seconded by Ms. Smith-Hughes to rescind the fines given to the property owner on Mayfair Road relating to an unregistered vehicle. All in favor. Motion carried.**

* **Facilities:**  The following items were discussed:
  + Expiration of Culture’s Closet lease (June).
  + Chair rail or panels for the protection of Community Room walls.
  + Periodic maintenance of Community room tile floors. Requested funding.
  + Inviting vendors and community service agencies to speak about their services.
  + Ongoing structural maintenance of the Community Center.
  + Possibly advertising that the Community Room is for rent.
* **Finance Committee:** No meeting.
* **Social Activities:** The following items were discussed:
  + Ms. Moore – not sure who is on the Committee.
  + Christmas party was a success considering the lateness of the start time (12 noon) and snowy conditions.
  + Easter event is being planned.
  + Possible movie nights were discussed. Volunteers are needed.
  + Concerns of homeowners sub-leasing the Community Room for profit on private parties.

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

Ms. Anderson-Krieg asked Mr. Zito to give the report.

* The check register for January was presented. No questions were forthcoming.
* $8,236 has been transferred into Reserves since January 1st.
* Total revenue in January was approximately $80K.
* Total expenses in January were approximately $12K.

**Financial Report – continued**

* Approximately $210K cash at the end of January - $68K in Operating; $33K in Capital Improvement and $108K in Reserve.
* Collection percentage for January was 42.62% compared to 38.01% in 2016 and 37.70% in 2015.

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

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

* **Purchase of new tables for Community Room –** Discussion took place.Mr. Moore questioned why we would be buying new tables if the current ones are still serviceable. A suggestion of possibly selling the old tables to defer the cost of new tables was made. No action was taken on this matter.

**Public Input –**

**Public Input commenced at 11:00am.**

* Ms. Moore – Disagreed with the revised format for public input at meetings. Felt that members should be able to speak when they want about whatever they want.
* Ms. Moore – Felt that the decision allowing Community Room to leave trash for the Association to dispose of after private events was a mistake.
* Ms. Moore – Concerned about the potential costs of Attorney Malaska’s Rules and Regulations revision requiring citations to be sent by certified mail. Has other concerns that will be submitted to the Rules & Regulations Committee.
* Mr. Sandford – Concurred with Ms. Moore regarding the revised format for public input at meetings.
* Mr. Sandford – Inquired whether existing fines against builders have been remedied, paid or removed.
* Mr. Sandford – Asked to know the amount, in terms of dollars, was written off with the forgiveness of citations. Mr. Moore said that members had the right to see PFE financial information, but not information on individual account.

**Public Input – continued**

* Mr. Sandford – Asked why costs for legal services seem to be missing from the financial report.
* Mr. Sandford – Commented on Board members lack of attendance or help in the Christmas party event and the lack of any mention at the January BOD meeting.
* Mr. Sandford – Commented on the Board engaging businesses run out of homes in PFE and said, therefore that the Board could not police things they use. Said the rule is laughable
* Mr. Sandford – Commented on the tables saying after six years they work just fine and that the Board should use a little common sense.
* Mr. Sandford – Commented on an email sent by a member that “had some accusations put against them” last month and didn’t see it reflected in the minutes.
* Mr. Sandford - asked if the time others spoke (non-public) during the public input session was deducted from the overall time allowed.
* Mr. Broxmeier – Commented on the fact that the time Ms. Smith-Hughes returned to the January meeting was omitted from the January minutes.
* Mr. Broxmeier – Said that upon inspection of the Community Room after a party, any violators should not be allowed to rent the facility for a year.
* Mr. Broxmeier – Requested that a letter be sent to Coolbaugh Township on the condition of a pothole on Rob Roy Drive and Cotswold Road.
* Mr. Davis – Complained about neighborhood dogs going to the bathroom on his property and a feral cat problem on his property.
* Ms. Miller – Acknowledged the feral cat issue is a problem. Loose dogs can be reported to the office or Pocono Mountain Regional Police.
* Mr. Zito – Offered to send a generic letter regarding dog ordinances to all homeowners on Northampton Road.
* Mr. Ramos – Said he spoke to State Representative Maureen Madden about coming to address the Community at a meeting.

**Public Input was closed at 11:47am.**

At this time, Ms. Smith-Hughes offered an apology to Mr. Sandford for his wife, for comments made at the January Board Meeting. Mr. Sandford thanked her for the apology.

**New Business (continued) –**

* **Excess trash left by renters after party rental –** This issue was discussed. Mr. Moore suggested total forfeiture of the security deposit if excess trash is left behind after a party.
* **Earth Day event –** Ms. Smith-Hughes said that the Facilities Committee wanted to hold its Annual Earth Day Cleanup on April 22nd at the mailbox pavilion.

**A motion was made by Ms. Miller, seconded by Mr. Ramos to have the Facilities Committee hold its Annual Earth Day cleanup from 10am – 12pm on April 22nd at the mailbox pavilion. All in favor. Motion passed.**

* **Community Center tile floor maintenance –** Ms. Smith-Hughes asked for the Board to consider funding for periodic maintenance for the Community Room tile floors. Ms. Miller suggested that in the future a budget line item be created for this expense. Mr. Zito was asked to get a quote for this item.

**Ms. Smith-Hughes left at 12:44pm.**

1. **Correspondence**

**Request for list of PFE Homeowners names and addresses** - Mr. Zito said that Mr. Sandford was given a complete list of the names and addresses of PFE homeowners for the reason stated at the January BOD meeting. Ms. Garcia also requested a copy at this time.

**There being no further business, a motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos to adjourn the meeting. All in favor. Motion passed.**

**The meeting adjourned at 12:52pm.**

**NEXT REGULAR BOARD MEETING: March 18, 2017 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Marisol Santos, Secretary**

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