**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, FEBRUARY 17, 2018**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Josefina García - Secretary (arrived at 9:09am), Marion Kelly – Director, Director, – Jose Ramos - Director, Ann Delaney – Director, Janice Smith – Hughes – Director.

**Board Members absent:**

None.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

None.

The meeting was called to order by President Margaret Miller at 9:06 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

**Consideration of Board of Director Vacancy**

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney to appoint Mr. Michael Schlegel as Director, for a term ending October 2018. All in favor. Motion passed.**

1. **Minutes**

The draft minutes from the January 20, 2018 Regular Meeting were presented and considered for approval. No corrections were offered.

**A motion was made by** **Ms.** **Youngfelt, seconded by Ms. Anderson-Krieg to approve the January 20, 2018 Regular Meeting minutes as presented. All in favor. Motion passed.**

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

A written report was presented by Mr. Zito. Discussed were several snow/ice events, in addition to the normal monthly maintenance activity. Mr. Zito also mentioned that the generator engine was finally rebuilt, repaired and re-installed by Critical Systems on January 30th. Included in the generator repair was the installation of an engine block heater.

As previously requested by the Board, five additional wall panels for the Community Room were ordered and will be installed by Mr. Jorge Amaya.

Mr. Zito also mentioned that renters of the Community Room have generally not been leaving trash behind, so it has not been necessary to put out the trash for County Waste pickup each week.

Subsequent discussion took place on the security cameras that are installed at the Community Center. Mr. Zito stated that the cameras were not fully functioning and, in his opinion, should be replaced. After several opinions were offered, Mr. Zito was asked to get quotes from vendors such as Blue Ridge Cable and AIC Security for professionally installed systems, and to investigate other systems that could be self-installed. He will report back to the Board at a subsequent meeting.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt 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 new year, period ending January 31, 2018.

* 8 compliance permits were previously issued.
* 2 compliance permits were closed in January.
* 1 compliance permit was awaiting completion (Township C/O).
* 1 permit expired and fined.
* 1 tree permit was issued in January.

**A motion was made by Ms. Smith-Hughes, seconded by Ms.** **Garcia** **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 for the end of January 2018. She stated that there currently were 59 outstanding citations. She also stated that there were two hearings with the Citation Appeals Committee held on February 10th.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney 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 and wished everyone a belated Happy Valentine’s Day. She distributed copies of latest statistics from the last Pocono Mountain Regional Police meeting.

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

Mr. Zito discussed the written report. A discussion of collections took place. He said that at the end of January 429 of 1,180 properties were paid in full, with 751 not paid in full, including those accounts on payment plans, and that at this time of year the ratio was typical. He stated that a follow-up post card would shortly be sent to owners who had neither paid in full or were on an approved payment plan. Write-offs for the month of January were small, totaling $156.40.

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

1. **Committee Reports**
* **Rules & Regulations:** At the last meeting, a Code of Ethics for Board members was discussed. It was suggested to adopt a sample code of conduct from CAI (Community Associations Institute).
* **Citation Appeals:** A homeowner was scheduled to be at this meeting as a follow-up to a meeting with the Appeals Committee on February 10th. Due to some extenuating circumstances, the Committee decided to defer a final recommendation to the Board.

**A motion was made by Ms. Youngfelt, seconded by Ms. Anderson-Krieg to reduce the fine previously levied against 2118 Hampshire Road for an unregistered vehicle from $1,800 to $900, as the violation was corrected. Seven in favor. One abstained (Ms. Delaney). Motion passed.**

Getting back to the proposed Code of Ethics, Mr. Zito was asked to draw up a copy for presentation at the March BOD meeting. He told the Board that if this document were to be made part of the official documents of the Association, it would need to be added as a by-law, which would be subject to a vote from membership at an Annual or Special Meeting.

Possibly trying to revive the Community “round table” with neighboring communities was discussed.

* **Facilities / Social Activities:**

Ms. Smith-Hughes suggested March 31st for the annual Easter party and April 21st for the annual Earth Day cleanup. After discussion, Ms. Youngfelt stated that if community members wanted to have events such as this, they should be expected to volunteer and participate in the planning and implementation of such events. After discussion, it was decided to invite membership to a Social Committee planning meeting on March 17th at 11am.

Ms. Smith-Hughes again spoke of the need to develop an emergency plan for the community.

Earth Day and a community-wide cleanup was further discussed. After discussion, the time for the start of the cleanup was solidified as April 21st at 10:30am.

Bringing the wall panels along all the walls were discussed, as well as signage indicating what corner of the room tables and chairs should be stacked against.

The overflow parking area was briefly discussed. Mr. Zito said he would check with Attorney Malaska as to whether this project, if it went forward, would need to be voted on by membership, or if the Board can allocate the funds needed on its own.

The projector and its sound quality, and Habitat for Humanity’s “She Nailed It” program were discussed.

* **Finance:**  No meeting.

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

Ms. Anderson-Krieg, assisted by Mr. Zito, presented the financial report for the period ending January 31, 2018.

January cash disbursements, totaling $14,392.76, were discussed. No questions were forthcoming.

In January revenue totaled $73,461, while net expenses totaled $13,998, leaving a surplus for the month of $59,463. Additionally, Mr. Zito reported that for the first ten days of February revenue totaled $11,119 while $10,160 was disbursed, leaving an operating surplus of $60,501 through February 6th.

Cash balances increased $60,320.16 from January 1 through January 31st. Dues collections for January were 40.13% of budget.

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

1. **Secretary’s Report – No report.**
2. **Old Business:** None.
	* **Burned out house on Hamlet Drive**:

Mr. Zito said that he attended a hearing at District Court in early February, as an observer and representative of PFE, for the case of Coolbaugh Township v. Franklin (the owner of the burned-out house on the corner of Hamlet Drive and Falstaff Drive). He stated that Mr. Franklin, the defendant and Joe Brady and Tomas Keane (Coolbaugh Township) attended the hearing in front of Justice Danielle Travagline.

He noted that the formal hearing did not take place since Mr. Franklin’s attorney's car broke down and he could not attend. The case was continued, with the new date being sometime in late March. He said there was, however, informal telephone conversations between Joe Brady, the Judge, and the attorney on the matter and that it appeared as that since the house was not occupied 90 days prior to the fire, the insurance claim had been denied. Mr. Franklin acknowledged that the structure needs to come down, but he indicated that he did not have the money - probably around $15,000. The defendant will be asking the Township Board of Supervisors to take the house down, lien the property, and then enter into a payment agreement. There was some doubt that the Supervisors will approve that arrangement. Mr. Zito suggested that if this was the case it might be feasible to investigate, legally, if the Association could pay for the removal and lien the property.

No action was taken on the matter.

* + **Junk Mail discarded at mailbox pavilion**:

Ms. Smith-Hughes complained about the amount of mail discarded on the floor of the mailbox pavilion. Mr. Zito mentioned that in his community a trash can, with a small slit cut in the top, was left at the mailbox cluster for the purpose of discarding junk mail.

* + **Vogt Weather Watcher**:

Mr. Ramos told those present about a website [www.vogtweatherwatcher.com](http://www.vogtweatherwatcher.com) that is used by most area school districts to predict weather and closures with outstanding accuracy.

1. **Correspondence** –
* **Homeowner on Hamlet Drive:**

A property owner on Hamlet Drive who purchased two individual lots in the subdivision, now joined for County and School tax purposes, is questioning why he is being billed for two lots and not one. Mr. Zito was given authorization to contact Attorney Malaska on the matter.

* **Coach Road:**

A property owner who had inquired about a variance for a fence was invited to the meeting but did not show.

1. **Public Input –** None.

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

**The meeting adjourned at 11:17am.**

**NEXT REGULAR BOARD MEETING: March 17, 2018 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Josefina Garcia, Secretary**

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