**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, MARCH 17, 2018**

**MINUTES**

**Board Members present:**

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

**Board Members absent:**

None.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Broxmeier (5-0335), Moore (2-2116).

The meeting was called to order by President Margaret Miller at 9:01 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the February 17, 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 February 17, 2018 Regular Meeting minutes as presented. All in favor. Motion passed. Note: Later in the meeting it was noted that Ms. Kelly was absent from the February meeting. This correction will be noted in the approved minutes.**

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

A written report was presented by Mr. Zito. He told the Board the homeowner Joe Freech and his son volunteered to clean up Kings Way and retrieved two large bags of debris. There were eight snow events in February. On the last snow event, Mr. Jeff Hein’s equipment broke down. Mr. Zito said that he spent all day Saturday and Sunday morning to get a second contractor to cover the storm. He said that all roads were clear by about 1pm on Sunday. Mr. Zito asked Ms. Anderson-Krieg if the Finance Committee could discuss having a backup contractor for plowing next winter. Ms. Miller disagreed, saying it was Mr. Hein’s responsibility to find a backup. Mr. Zito said that the problem he experienced was that most reputable contractors were already under contract for the winter and that they would service their clients only in event of an emergency. He said that this was the first time in the eight or nine years that he has been responsible for snowplowing that something like this has happened. Ms. Kelly said that we needed to have a Plan B for emergencies. Ms. Smith-Hughes suggested that the Facilities Committee discuss the matter and make recommendations to the Finance Committee.

* **Board discussion:** Comments were heard from Ms. Anderson-Kreig, Ms. Youngfelt, Ms. Kelly, Mr. Zito, Ms. Miller and Ms. Smith-Hughes. Mr. Ramos
* **Public comment:** Mr. Broxmeier asked the Board members if they knew what roads PFE plowed. Mr. Zito began to answer and was rebuffed by Mr. Broxmeier. Further discussion took place, with Mr. Broxmeier expressing dissatisfaction with the snowplowing efforts on the last storm, comparing it to when he plowed the roads, saying back then PFE roads were plowed better than Township roads. Mr. Broxmeier asked the Board to put the snowplowing responsibilities out to bid in September.

**A motion was made by Ms. Youngfelt, seconded by Ms. Delaney 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 February 28, 2018. She said that there was nothing new to report. Mr. Zito said that two new construction applications were submitted to the office by Classic Quality Homes and that he and Ms. Delaney would be reviewing them this coming week.

* **Public comment:** Mr. Broxmeier asked if the property with equipment and vehicles on Bristol Court has been addressed. He was told that that would fall under the Compliance report.

**A motion was made by Ms. Smith-Hughes, seconded by Mr.** **Ramos** **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 February 2018. She said that due to the snow, many citations, specifically propane tank infractions, would be held off until Spring.

* **Board discussion:** Comments were heard from Ms. Delaney and Ms. Kelly. At this point she answered Mr. Broxmeier’s question about the homeowner with equipment, stating most of it has been removed and that what remains would be used to construct his garage. Mr. Broxmeier said he was not throwing stones but would like to know why the homeowner has so much equipment on his property.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly 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 Happy St. Patrick’s Day. She said that due to the poor weather she was not able to attend Township meetings as usual. Ms. Kelly asked about Township snowplowing. Ms. Miller asked Mr. Zito to contact Township Supervisor Chairman Bill Weimer and invite him to the May PFE Board meeting. Ms. Kelly complimented Township on how they snowplowed her road during the last big storm. Ms. Smith-Hughes asked about having a “Touch-a-truck” event at PFE. Mr. Broxmeier suggested that she speak to the Township Parks and Recreation Committee.

**At this point there was a short recess. The meeting reconvened at 9:40am.**

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

Mr. Zito discussed the written report. Ms. Anderson-Krieg expressed disappointment that only 621 accounts were paid in full. Mr. Zito said that number was fairly standard at this time of year. Ms. Kelly asked about what percentage we collected last year. Mr. Zito said it was about 85%. Discussion took place about the large electric bills this winter, which Mr. Zito attributes to heavy use of the roof heating coils. Mr. Broxmeier asked about the generator and was told it was in back in working order.

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

1. **Committee Reports**

* **Rules & Regulations:** Mr. Zito presented, in the meeting packet, the Code of Ethics for Board members as requested members at the last meeting. Each Board member reviewed and then signed the document.
* **Citation Appeals:** Ms. Delaney said she, Ms. Miller, Mr. Tykieyen Moore and Ms. Deborah Moore attended a hearing regarding a homeowner on Fergus Way with a non-compliant fence, which was permitted as a pool fence. The fence is of non-permitted materials (stockade) and is too high (6 feet). After the homeowner claimed this type of fence was required by Township ordinance, Ms. Delaney went to the Township Building department and researched the ordinance and she found that Township required that this “barrier” be no higher than 4 feet high and can be made of materials such as lattice or chain link. Mr. Broxmeier engaged in a discussion with Ms. Delaney regarding fencing. Ms. Kelly suggested that the homeowner should have come to the Board prior to putting up the fence if any deviations from PFE rules and regulations were wanted.

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos to have a letter written to the homeowner on Fergus Way ordering that his pool fence, currently not in compliance, be either removed or brought into compliance with PFE and Township rules and regulations. All in favor. Motion passed.**

* **Facilities / Social Activities:**

Ms. Smith-Hughes discussed the March 31st Easter party and said that there would be a planning meeting immediately following the Board meeting. She also said April 21st will be the day for the annual Earth Day cleanup and asked for volunteers. The lack of parking at the Community Center was discussed. Mr. Broxmeier stated that he felt it was the responsibility of the person who has the snow removal contract to make sure sufficient parking spaces were open. Mr. Broxmeier once again stated his opinion that any overflow parking area needed to be put before the membership to be voted on. However, he was told that the association attorney was reviewing the initial submission and would advise the Board on how to proceed. Ms. Smith-Hughes advised the Board that a sound bar or speakers was needed for the projector. She also told the Board that several businesses wanted to donate supplies for PFE parties and asked if the Board had any issue with that.

* **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 February 28, 2018.

January cash disbursements, totaling $14,804.10, were discussed. No questions were forthcoming.

Through February the overall surplus of revenue over expenses totaled $78,486.

Cash balances increased $19,122.51 from January 31st through February 28th. Dues collections YTD were 55.59% of budget.

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

1. **Secretary’s Report – No report.**
2. **Old Business:**
   * **Board Member Code of Ethics**:

Each Board member reviewed and then signed the document presented earlier in the meeting.

**At this point (11:00am) Ms. Youngfelt and Ms. Anderson-Krieg left the meeting.**

* + **Lot Joinders**:

Mr. Zito said the Attorney Malaska reviewed the claim by a property owner who joined two contiguous lots for property tax purposes (thereby becoming one lot) that PFE does not recognize. Attorney Malaska stated he felt that the association was within its rights to still recognize the lots as being separate for dues assessment and he would respond, in writing, to the homeowner.

* + **Burned out house on Hamlet Drive**:

Mr. Zito informed those present that the next hearing at Magisterial District Court on this matter would be held in Tobyhanna on March 27th at Noon. Mr. Broxmeier, Ms. Moore and several Board members commented on the matter.

Mr. Broxmeier, at this time, asked the Board to decide on possibly expending extra funds to clear the parking lot area of the Community Center.

1. **Correspondence** – None.
2. **Old Business:**
   * **Draft of 2017 Operational Audit from Zavada & Associates, CPA**

The draft of the 2017 operational audit was presented to the Board.

Mr. Zito briefly went through the documents with those present.

The members will review the draft document and vote on acceptance at its April Board meeting.

1. **Public Input:**
   * **CERT**

Mr. Ramos spoke of the Community Emergency Response Team which is a program that could render assistance to those in need, like the elderly, in an emergency.

* + **Snow removal vehicle**

Mr. Ramos spoke of a utility vehicle from Kubota that might be of assistance in plowing snow for the community.

* + **Community Center Trash**

Ms. Moore asked Mr. Zito where in the budget trash pickup for the Community Center was. He said the expense was charged to the “Community Center Expense” line item.

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

**The meeting adjourned at 11:35am.**

**NEXT REGULAR BOARD MEETING: April 21, 2018 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Josefina Garcia, Secretary**

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