**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, JUNE 16, 2018**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Marion Kelly – Director, Ann Delaney – Director, Jose Ramos – Director, Michael Schlegel, Director.

**Board Members absent:**

Josefina García – Secretary, Janice Smith – Hughes – Director.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

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.

1. **Minutes**

The draft minutes from the May 19, 2018 Regular Meeting were presented and considered for approval. No changes were noted.

**A motion was made by** **Ms.** **Delaney, seconded by Mr. Schlegel to approve the May 19, 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. He said that a new key lockbox was installed by management due to the old one being broken by people not following the instructions on how to close the box properly. He stated that the small landscaping stones needed to be swept several times during the month due to people running on them and displacing them. In addition, all burned-out spotlights were changed, and five ballasts were replaced on fluorescent fixtures that did not light. He mentioned that there was a problem with a party held in late May regarding a fire alarm and another party where an abundance of trash was stuffed into the shed. The problem with the panels in the Community Room was discussed, along with several trees that the Association had to cut at the office complex and one on a PFE easement on Northampton Road.

**A motion was made by Ms. Anderson-Kreig, seconded by Ms. Kelly 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 through May 31, 2018. She said that one fence permit and 11 tree permits were added during the month of May.

Mr. Zito noted the height of an accessory building (garage) and said he believed it was not in compliance with PFE rules. He said he also would be calling Township to see what their ordinance permit. A brief discussion took place.

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

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

Ms. Delaney presented the Compliance Report through May 31, 2018. She said after placing on hold violations for uncovered propane tanks until the end of April, most infractions were corrected. Ms. Kelly asked Ms. Delaney when high grass enforcement would begin. She was told that enforcement would begin no later than the beginning of July.

**A motion was made by Mr. Ramos, seconded by Ms. Youngfelt to approve the Compliance Report as presented. Six in favor. One abstained (Ms. Delaney). Motion passed.**

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

Ms. Miller thanked everyone for attending. She distributed the latest crime statistics from Pocono Mountain Regional Police. She discussed the recent tornado and tornado warnings and indicated that this incident could have been an opportunity to use our building as a community shelter.

Ms. Kelly asked if there was any drug activity in PFE. Ms. Miller said that if any activity was spotted, call Regional Police and do not try to intervene. That led to a discussion of possibly purchasing a car for use by PFE personnel, perhaps by an auction type bid to an organization such as a local police department.

Finally, Ms. Miller informed those present of the Coolbaugh Township Veterans Memorial unveiling and celebration that was taking place at Township today.

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

Mr. Zito discussed the written report. He stated that through April 751 accounts were paid in full. He asked for a Finance Committee meeting to, among other things, discuss purchasing more accounts from Green Flag Collection.

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

**At this point, Ms. Miller called for public input.**

Mr. David Davis spoke to the Board regarding a tree that was in a PFE easement and problems with his neighbors. Mr. Davis said he had informed management of this tree six years ago. Mr. Zito claimed that as he remembered a large limb had fallen several months ago and that was when he became aware of the situation. Mr. Zito and Mr. Davis got into a heated discussion as to the timing of the initial complaint and Mr. Zito apologized if Mr. Davis’ recollection was correct.

Mr. Davis further told the Board of an ongoing complaint he had regarding his neighbor’s dog barking at all hours. Mr. Zito explained to those present that he or Ms. Delaney are aware of the complaint but could only cite a homeowner if they observe a situation and cannot act on hearsay. Ms. Delaney also said that anytime that she had been by the neighbor’s property the dog was either tied out or inside.

Ms. Miller and Mr. Zito both suggested that management and the Board would be happy to arrange a sit-down with Mr. Davis and his neighbor. The idea was not discussed at great length.

Mr. Davis further claimed that one night, his neighbors were particularly loud and using the “N” word, which he found offensive. At this point, both Ms. Miller and Ms. Youngfelt again offered to mediate a meeting with he and his neighbor.

Mr. Davis claimed that he brought this to the attention of Pocono Mountain Regional Police and although he was wearing a suit and tie, he was asked for his driver’s license and that he did not appreciate the officer’s posture.

Ms. Miller suggested that Mr. Davis attend the next PMRP meeting and speak directly to Chief Chris Wagner. After some further discussion, Mr. Zito offered to attempt to arrange a meeting between he, Mr. Davis and Chief Wagner. Mr. Davis agreed to that suggestion. Mr. Zito said he would contact Chief Wagner and call Mr. Davis when a meeting was arranged.

1. **Committee Reports**

* **Rules & Regulations:** No meeting.
* **Citation Appeals:** Ms. Miller said there were several hearings this month. Mr. Zito presented a letter from Paul Houle who is contesting a citation for an unregistered vehicle, claiming that they did not give the association the proper mailing address. This citation, which was issued two years ago and rectified as soon as their property manager received word of the violation, was for a total of $600.00.

**A motion was made by Mr. Schlegel, seconded by Ms. Kelly to reduce by half ($300.00) the fine issued to 319 Lamont Way and to change the mailing address for this property, as requested by the owner, to the Mt. Pocono address of property manager Paul Houle. Six in favor. One against (Ms. Kelly). Motion carried.**

Ms. Anderson-Krieg brought up the fact that our rules indicate that citations should be sent via certified mail. Discussion followed.

* **Facilities / Social Activities:**

Chairwoman Janice Smith-Hughes was not present. Mr. Zito brought up the fact that kids were rolling a basketball hoop and playing in the Community Center parking lot. The consensus was that this should not be allowed due to liability issues. Mr. Zito was asked to purchase a “No Ball Playing, etc.” sign for the parking lot.

Ms. Miller said that our Community Center would be used as a comfort center and that we should begin by purchasing bottled water that could be distributed in case of an emergency. Finally, possibly having a few members be AED and CPR certified was discussed.

* **Finance:**  Mr. Zito asked the Finance Committee for a meeting to discuss line items in the 2018 budget and possible line items for 2019. A meeting was set for June 28th at 11:00am.

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

Mr. Zito presented the financial report for the period ending May 31, 2018.

April cash disbursements, totaling $15,142.16, were discussed. No questions were forthcoming.

Through May the overall surplus of revenue over expenses totaled $83,157.

Collections stood at 78.76% of budget YTD as of May 31st. Cash balances stood at a little over $261,072.

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

1. **Secretary’s Report – No report.**
2. **Citation Appeals:** Covered previously.
3. **Old Business:**

* **Vacation Bible School:** The Apostle who was interested in renting the facility during this summer for a Vacation Bible School was asked to come to this meeting to address the Board. She did not show. The Board asked Mr. Zito to invite her to a meeting in January to discuss possibly having a program like this for 2019.
* **Ditch on Graham Lane:** The homeowners requesting this did not submit a plan to the office and were not in attendance at this meeting, both of which the Board requested of them at the May meeting.

1. **New Business:**

* **Monitor for Party Room Rentals:** Mr. Zito discussed with the Board the possible need to have oversight of persons renting the Community Room for private parties, due to the continued infractions that are occurring. He pointed particularly to an incident where a fog machine caused a fire alarm to go off, dispatching the volunteer Fire Department to our facility, continued dings, scrapes and tape on the walls, excess trash being left behind, and one homeowner who entered the facility, unauthorized, the day after their party to finish cleaning up. Discussion followed.

During the discussion it was determined that the monitor would open the facility, go over the rules with the renter, check the condition of the room, come back once or twice during the party, return at the end of the party to again review the condition of the room with the renter, make sure all trash is disposed of properly and lock up the facility. It was also suggested that if any fire or police alarm were set off, the full security deposit would be forfeited. Finally, it was requested that at the outset of the party the monitor would need to meet with the person who signed the contract and if that person was not available there would be a forfeiture of the security deposit plus a fine of $100.00, issued to the property owner.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to implement a monitor to oversee private parties at PFE, at a rate at $50.00 per party. This cost would be passed onto the renting party. The monitor would open the facility, go over the rules with the renter, check the condition of the room, come back once or twice during the party, return at the end of the party to again review the condition of the room with the renter, make sure all trash is disposed of properly and lock up the facility. If a fire or police alarm were set off, the full security deposit would be forfeited by the renter. At the outset of the party, the monitor would need to meet only with the person who signed the contract. If that person was not available to meet with the monitor, there would be a forfeiture of the security deposit. In addition, a fine of $100.00 would be issued to the property owner. All in favor. Motion carried.**

* **Building Setbacks:** Due to a homeowner inquiry, the Board discussed and clarified their interpretation of the PFE Rules and Regulations.

An accessory building (garage) being constructed on Campbell Way that clearly exceeds PFE height restrictions was discussed. Township Zoning Officer Joe Brady and Attorney Greg Malaska will be consulted.

1. **Correspondence:**

* **Request for Dues Settlement – Homeowner on Gordon Lane:** This property owner owes $1,310.07 in dues and late fees, plus $700.00 for a recurring fine for an uncovered propane tank. The property owner is offering to pay all dues and late fees, plus the first citation, for a total of $1,410.07. It was the consensus of the Board to accept the terms offered by the homeowner, provided the initial violation is deemed corrected.

1. **Public Input:** None.

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

**The meeting adjourned at 12:08pm.**

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

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

**Robert M. Zito, Recording Secretary**

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

**Josefina Garcia, Secretary**

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