**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, AUGUST 18, 2018**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Josefina Garcia – Secretary, Marion Kelly – Director, Ann Delaney – Director, Jose Ramos – Director (arrived at 9:08), 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:**

Hinrich (4-3217).

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 July 21, 2018 Regular Meeting were presented and considered for approval. No changes were noted.

**A motion was made by Ms. Youngfelt, seconded by** **Ms.** **Delaney to approve the July 21, 2018 Regular Meeting minutes as presented. Seven in favor. (Ms. Smith-Hughes left the room). Motion passed.**

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

A written report was presented by Mr. Zito. He said that in July two parking / speed signs were re-installed by management. Additionally, he stated that several large branches that had fallen onto the shoulder of Rob Roy Road were cut up and removed by him and Mr. Jeff Hein. Finally, Mr. Zito said that B. Cavanaugh Mechanical had returned and replaced the two A/C temperature sensors in the Community Room and that the HVAC unit was working better, although one of the outdoor compressors needs service due to a rodent and debris being caught in it. B. Cavanagh is scheduled to return to service this compressor.

Discussion turned to the PFE shed on Belgravia Drive and the electric service that was re-installed after in was damaged by a falling tree several years ago. Several Board members asked Mr. Zito if management or maintenance has used the electrical service since it was re-installed. He said no. It was also determined that the Association would save about $30 per month if this service were to be discontinued.

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Anderson-Krieg to discontinue the PPL electrical service at the PFE shed on Belgravia Drive and explore solar energy options. All in favor. Motion passed.**

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

**Mr. Ramos arrived at this point (9:08am).**

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

Ms. Delaney presented the written permit report for the period through July 31, 2018. She said a permit for new construction on Coach Road was issued, along with six tree permits. She reported the new construction projects on Trafalgar Road and Warwick Circle are awaiting Township C/Os.

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

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

Ms. Delaney presented the Compliance Report through July 31, 2018. She said there were approximately the same number of violations as the previous month. She said that in July most of the violations were for high grass and that most of them had been resolved.

**A motion was made by Ms. Kelly, seconded by Ms. Garcia to approve the Compliance Report as presented. Eight in favor. One abstained (Ms. Delaney). Motion passed.**

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

Ms. Miller thanked everyone for attending.

She presented the latest Regional Police report. YTD Coolbaugh Township was under 197.31 hours, having purchased 16,166.23 hours and used 15,968.92.

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

Mr. Zito discussed the written report. He stated that through July 31, 2018, 777 accounts out of 1,180 were paid in full. 13 resale certificates were issued during July and $423.29 was written off during the month.

**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:** Discussion of revising the Rules & Regulations to include the monetary fines in the same paragraph as the violation content was discussed. Mr. Zito also pointed out that as he went through the R&Rs to make the draft of these changes, as per the Committee’s motion in July, he noticed some other discrepancies that should be addressed. It was agreed that the R&R Committee should meet to review the entire document so that a complete revision could be put forth to the Board at its September BOD meeting.
* **Citation Appeals:** No report.
* **Facilities / Social Activities:**  Chairwoman Janice Smith-Hughes led a discussion about the PFE Community Room “Warming Station” and getting a brochure holder for the office for informational packets and brochures.

* **Finance:**  MA meeting for September 4th was set to discuss the first draft of the 2019 budget that will be presented to the Board in September and to membership at the October Annual Meeting

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

The written financial report for the period ending July 31, 2018 was presented.

July cash disbursements, totaling $17,224.07, were discussed. No questions were forthcoming.

Through July the overall surplus of revenue over expenses totaled $83,157. Revenue collected stood at 103.14% of budget for the year, while expenses totaled 55.89% of budget.

Collections stood at 84.87% of budget YTD as of June 30th. Cash balances stood at a total of $258,329.81.

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

1. **Secretary’s Report – No report.**
2. **Old Business:**

* **HVAC Repairs:** Discussed earlier in this meeting.
* **Public Speaking Time Limit:** Discussion took place. Mr. Ramos suggested having a sign-up sheet at meetings, so a member’s status could be checked. After other comments it was decided that a notation be put on meeting agendas asking members to limit their comments to five minutes or less.
* **Community Room Rental For Dance Rehersals:** Mr. Zito presented an email from the interested party. After discussion the Board approved the following motion:

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos to offer the Community Room rental to the current commercial tenant at $25 per hour, increasing to $35 per hour in January. All new renters would be charged at $35 per hour. Proof of adequate liability insurance must be presented by all commercial renters. All commercial rentals must be approved by the Board of Directors prior to the commencement of the rental. All in favor. Motion carried.**

* **After Hours Answering Service:** Mr. Zito presented the rates and terms of Van Horn Answering Service in Stroudsburg (24/7). This service would not make calls to 911 on the Association’s behalf. It was decided that until a security or overnight observation force were to be deployed, this service would not be needed.
* **Garage on Cambell Way:** Mr. Zito discussed the large garage that was erected on Cambell Way. He said that obviously the height of the garage was clearly higher than PFE rules allow, but he stated that it did comply with Township height requirements and that when the Township paperwork was given to him to issue the PFE permit he totally missed the fact that the Township permit called for a 30’ high garage. He had spoken to Attorney Greg Malaska who agreed that since the Township permit was in our possession prior to PFE issuing their permit, the was no legal recourse that would be successful.

To establish on the record that this garage was permitted due to management’s error and not approved by the Board (so as not to establish precedent for future similar requests), Mr. Zito read into the record the following excerpt of a letter sent by him to Mr. Fahmida Haniff, by certified and regular mail, on July 26, 2018:

*You originally applied for a PFE Compliance / Building Permit on May 18, 2017. This permit was,* ***mistakenly*** *approved by me. While not providing formal building plans to Coolbaugh Township or Pocono Farms East, you did provide, as I had asked and as is normal protocol, the permit issued by Coolbaugh Township to PFE (Permit 170079 dated 5/17/2017). The Township permit does indicate the building length and width, which fall within PFE setback requirements, and a height of 30 feet, which is not in compliance with PFE rules. I, unfortunately, missed that fact when I issued the PFE. permit*

The reading of this excerpt into the record was done to allow future Boards to have a point of reference to not allow precedent for similar requests that may come up in the future.

* **Neighbor Concerns on Northampton Road:** The letters requesting both parties to meet with the Board as intermediary were written and mailed by Mr. Zito. He said that one of the neighbors was not interested in a meeting or discussing any differences and said that they are content with the boundaries they have set – keeping their distance – and that those boundaries continue.
* **Settlement Offer - Gordon Lane:** Mr. Zito reported that full payment of $1,410.07 (as agreed to by the Board) was made by certified check and that the matter is closed.
* **Settlement Offer – Cotswold Road:** Mr. Zito reported that there has been no acceptance of the request from the Board to settle this account at the reduced amount of $2,868.68.
* **Ditch Cleaning:** Mr. Zito reached out to Fischer Brothers Excavating, who were awarded the bid by the Board for this year’s project. He stated that the project should commence in late September / early October and last for three weeks.
* **Annual Meeting Matter – Off-Hours Observer / Security:** Mr. Zito discussed a general estimate he received regarding an outside security force for Friday night, Saturday night and Sundays, totaling approximately 26 hours per week. The Finance Committee will discuss this matter further on September 4th and make their recommendation to the Board at its September meeting, as this would necessitate an increase in dues which would need to be presented to and approved by membership.

1. **New Business:**

* **Airbnb – Derby Road:** Mr. Zito discussed an Airbnb rental that was learned about through the internet. The property has had 20 reviews, meaning at least 20 rentals have occurred which PFE was neither notified of or received a tenant registration for. It was decided that a fine of $25 for each of the 20 rentals be issued, as per current PFE Rules & Regulations.

1. **Correspondence:**

* **None:**

1. **Public Input:**

* **None**

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

**The meeting adjourned at 11:16am.**

**NEXT REGULAR BOARD MEETING: SEPTEMBER 15, 2018 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Josefina Garcia, Secretary**

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