**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, SEPTEMBER 15, 2018**

**MINUTES**

**Board Members present:**

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

**Board Members absent:**

Josefina Garcia – Secretary, Jose Ramos – Director,

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Moore (2-2116).

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 August 18, 2018 Regular Meeting were presented and considered for approval. The following changes were noted:

Page 3, number 6 - Management Report. **The motion was seconded by Ms. Youngfelt.**

Page 4, - After Hours Answering Service. Add, after the first sentence of the paragraph, **“This service would not make calls to 911 on the Association’s behalf”.**

Page 6, number 11. The title of this paragraph should read **“New Business”.**

**A motion was made by Ms. Youngfelt, seconded by** **Mr.** **Schlegel to approve the August 18, 2018 Regular Meeting minutes as corrected. 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 August was a relatively quiet month. Mr. Zito stated that the annual floor stripping and buffing was done in August. He told those present that, as requested, the electrical service to the shed was discontinued. The outside air handler unit was discussed. Mr. Zito said that the contractor has been pushed back by inclement weather and that he would be coming back as soon as he could. Several incidents of animals getting into garbage both inside and outside of the office shed were discussed.

**A motion was made by Ms. Youngfelt, seconded by Ms. Anderson-Krieg 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 period through August 31, 2018. She said that another permit for new construction on Coach Road was issued, along with four tree permits.

**A motion was made by Ms. Kelly, seconded by Ms.** **Smith-Hughes** **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 August 31, 2018. She said there were two homes that have had certified mailings returned and that she would like to hand deliver citations to those homes. The home with the fish tank on the side of the property was discussed. Ms. Kelly asked about the home on Cambell Way that had erected an illegal fence. She was told that most of that fence has been removed.

**A motion was made by Mr. Schlegel, seconded by Ms. Smith-Hughes 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 spoke of the “Touch the Truck” event being run by the Township this afternoon.

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

Mr. Zito discussed the written report. He stated that through August 31, 2018, 786 accounts were paid in full. He said that he and office assistant Joan Hurley were in the process of compiling data on delinquent accounts that will be sent to the collection agency for credit bureau reporting. Two resale certificates were issued during August and $2,497.17 was written off during the month.

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

1. **Committee Reports**
* **Rules & Regulations:** The revised Rules & Regulations drafted by the committee, were discussed. Ms. Anderson-Krieg highlighted the addition of verbiage in Section 13.2 and the addition of Section 13.3 (Fine Schedule). Mr. Zito also briefly discussed changes made in Sections 6.2 and 5.17. This matter will be voted on later in the meeting.
* **Citation Appeals:** Ms. Delaney stated that there were four separate hearings, two for fireworks, one for cutting down a tree without a permit and one for an uncovered propane tank. The results were as follows:
	+ Fireworks #1 – No show for a second time. The fine will stand.
	+ Fireworks #2 – No show for the first time. The hearing will be rescheduled if requested by the property owner.
	+ Tree cutting – Circumstances dictated the fine be reduced to $100.
	+ Propane tank - Fine will be eliminated. Property is now in compliance.
* **Facilities / Social Activities:**  Chairwoman Janice Smith-Hughes said that the committees would like to present a photo collage at the Annual Meeting. Ms. Youngfelt volunteered to put together the collage. Ms. Smith-Hughes also said that the committee began discussing what type of border would be best for the retention of the stone landscaping at the office complex. Ms. Anderson-Krieg stated that the Finance Committee was recommending a $5,000.00 line item in the 2019 budget for this project. Ms. Smith-Hughes also stated that she had invited police and Township officials to our Annual Meeting.
* **Finance:**  Ms. Anderson-Krieg said that the first draft of the proposed 2019 budget was completed by the committee during its September 4th meeting.

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

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

The August cash disbursements list was presented and discussed. No questions were forthcoming.

Mr. Zito stated that we were approaching 87% collections at this time, up approximately 7.5% from 2017.

Snowplowing and the payment to the backup contractor for the 2018-2019 winter was discussed by the Board.

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

1. **Secretary’s Report – No report.**
2. **Old Business: None.**
* **HVAC Repairs:** Discussed earlier in this meeting.
* **Ditch Cleaning:** Mr. Zito spoke with the contractor and said that we were on the schedule for late September / early October.
1. **New Business:**
* **Revisions to PFE Rules and Regulations:** The proposed changes were discussed earlier in the meeting.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to accept the changes to the PFE Rules and Regulations, as recommended by the Rules & Regulations Committee. All in favor. Motion carried.**

* **Proposed 2019 Budget to be presented to membership at the 2018 Annual Meeting:** The proposed budget, as drafted by the Finance Committee, was discussed in detail. It was made clear to those present that this draft was to be accepted at this time only for presentation to membership at the Annual Meeting. The final approval of a 2019 Budget would take place at the December Board meeting.

Mr. Zito led a discussion on the proposed capital expenditures and Reserve expenses.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney to accept the proposed 2019 budget for presentation purposes only to membership at the 2018 Annual Meeting. All in favor. Motion carried.**

* **Judge of Election – 2018 Annual Meeting:**

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to appoint Renee Labadie as Judge of Election for the 2018 Annual Meeting. All in favor. Motion carried.**

* **Lemonade Stand:** The request from a property owner to allow a young girl to set up a lemonade stand in their driveway was discussed. It was decided that if no Township permits were required, the Board would not oppose this request.

* **Annual Meeting Packet:** The proposed materials to be included in the Annual Meeting mailing were discussed. A long conversation took place with several differing opinions on a potential dues increase. Comments were heard from each Board member. After discussion it was agreed that the wording on the question would be changed from “security” to “after- hours rules enforcement”.

**Public Input:** Ms. Deborah Moore expressed concern that the initial proposal called for “security”. She also warned that any service instituted would likely have escalating costs in the future.

**A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to allow membership to vote for a potential $45.00 dues increase to provide after-hours rules enforcement. If approved by membership, this project would be for a trial period of two years. Five in favor. One opposed (Ms. Miller opposed, and Ms. Kelly had left). Motion carried.**

1. **Correspondence:**
* **None:**
1. **Public Input:**
* **None**

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

**The meeting adjourned at 11:36am.**

**NEXT REGULAR BOARD MEETING: OCTOBER 20, 2018 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Josefina Garcia, Secretary**

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