**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR MEETING**

**Saturday, MARCH 16, 2019**

**MINUTES**

**Board Members present:**

Tykieyen Moore, President - Susan Anderson-Krieg, Vice President - Debra Youngfelt, Treasurer - Jose Ramos, Secretary - Margaret Miller, Director - Ann Delaney, Director - Marion Kelly, Director - Josefina Garcia, Director - Michael Schlegel, Director.

**Board Members absent:**

None

**Alternate Members present:**

None

**Alternate Members absent:**

Gail Rieara Rodriguez, Daniel Broxmeier, Janice Smith-Hughes.

**Staff present:**

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

**Members present:**

Moore (2-2116), Veloudos (1-0327)

The meeting was called to order by President Tykieyen Moore 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 February 16, 2019 Regular Meeting were presented and considered for approval. No corrections were brought forward.

**A motion was made by Ms. Miller, seconded by** **Ms. Delaney to approve the February 16, 2019 Regular Meeting minutes as presented. All in favor. Motion passed.**

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

A written report was discussed by Mr. Zito.

In addition to the normal monthly activity, several other issues were brought forth:

* Potholes are beginning to form at the mailbox pavilion.
* Trash at the end of Oberon Road.
* Overflow parking area on Hamlet Drive
* Repairing damaged screens in the Community Room.

Mr. Zito said he has addressed or is planning to address these issues as weather permits.

The tree that fell on a homeowner’s property, first discussed in February, was again brought up. It still has not been determined if this tree is on private or Association property,

**A motion was made by Mr. Ramos, seconded by Mr. Schlegel have a contractor remove the fallen tree on Belgravia Drive and Rob Roy Drive, disregarding the ownership of such tree. Eight in favor. One abstained (Mr. Moore). Motion passed.**

**A motion was made by Ms. Youngfelt, 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 the period through February 28, 2019.

Ms. Delaney again said that she was still trying to receive Certificates of Occupancy for three homes built by Classic Homes that appear to be occupied. Mr. Zito asked her to come by the office and said that they could contact the Coolbaugh Township Zoning office together to see if the permits have been issued.

**A motion was made by Ms. Miller, 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 February 28, 2019.

She said that she hand-delivered two citations to properties that were not able to be reached by mail.

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

1. **President’s Report – Tykieyen Moore**

There was no report.

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

Mr. Zito discussed the written report for the period ending February 28, 2019.

As of this date 587 homeowners had paid their assessments in full, while 593 remain unpaid.

Large write-offs, primarily due to two properties (one on Belgravia Drive and one on Gordon Lane) that were lost to Sheriff Sale, took place in February. The total of all write-offs for the month was $8,145.61.

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

1. **Committee Reports**

* **Rules & Regulations:** Did not meet.
* **Citation Appeals:** Will not meet until May.
* **Facilities:**  The lighting at the 196 entrance was discussed. As the lighting on the PFE sign has been inoperable for some time, it was suggested that both solar and traditional options be considered. Mr. Zito was asked to call Coolbaugh Township to see if they are currently using solar options.
* **Social Activities:**  The preparations for the Easter celebration were discussed. It was suggested that staff t-shirts should be purchased for the Board and staff.

**A motion was made by Mr. Ramos, seconded by Mr. Schlegel to purchase Easter Eggstravaganzza t-shirts for the Board of Directors, Alternates and staff. All in favor. Motion carried.**

**At this point Mr. Moore opened the floor up to public comment.**

Ms. Kelly Kammerer, director of Monroe County Habitat for Humanity, spoke to the Board about her organization’s programs and opportunities available to members of PFE and the community at large.

Mr. Spiros Veloudos told the Board about a road rage type incident that had occurred several days prior to this meeting. Various matters such as security, speed bumps, crime watch, etc. were discussed at this time.

**Committee Reports - Continued**

* **Finance:**  Information for possible investment of excess Association funds was presented by Mr. Zito. Ms. Garcia said that she had someone whom she felt would also be interested in addressing the Board on this issue. The matter was tabled.

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

Ms. Youngfelt asked Mr. Zito to present the report.

The written financial report for the period ending February 28, 2019 was presented.

There were no questions on the February cash disbursements, which totaled $9,768.99.

YTD revenue was $104K, approximately 58% of the annual budget. Expenses, including Reserve contributions and capital expenditures, were approximately $36K, leaving a net surplus of revenue of over $68K.

Cash balances totaled $290,806.189, a gain of $9,508.07 since January 31st

Assessment collection stood at 54.62% of the annual 2019 budget at the end of February.

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

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

* **Tablets:** A short discussion took place on the matter. As a consensus seemed to be reached, a previously mentioned idea of offering an allowance to Board members, rather than having the Association purchase tables for the Board, was discussed. After discussion concluded, the following motion was made:

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to purchase 13 Dell Chromebooks at an approximate cost of $165 apiece. All in favor. Motion carried.**

**A motion was made by Ms. Kelly, seconded by Mr. Schlegel to close old business. All in favor. Motion carried.**

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

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

**The meeting adjourned at 11:37am.**

**NEXT REGULAR BOARD MEETING: APRIL 20, 2019 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Jose Ramos, Secretary**

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