**Pocono Farms East Association, Inc.**

**ANNUAL MEMBERSHIP Meeting**

**Saturday, OCTOBER 26, 2013**

**MINUTES**

The meeting was called to order by President Susan Anderson-Krieg at 12:02pm in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Ms. Anderson-Kreig announced that the meeting was being audiotaped to aid in the preparation of the minutes.

**Board Members present:**

Susan Anderson- Krieg, President - Margaret Miller, Vice President - Marisol Santos, Treasurer – Jose Ramos, Director - Tykieyen Moore, Director – Marion Kelly, Director, Bryan Sandford, Director.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager

Renee Villanueva, Office Manager

Gregory D. Malaska, Esq., Young & Haros

**Board Members absent:**

Josefina Garcia, Secretary - Fred Milteer, Director

**Members present:**

The following membership entities were accounted for, either in person or by proxy:

|  |  |  |
| --- | --- | --- |
| Smith-Hughes: Lot 7-3616 | Stith: Lot 1-114 | Thorp: Lot 5-4828 |
| Dziak: Lot 7-3423 | Riccardi: Lot 6-2501 | Ramos: Lot 4-2336 |
| Rivera: Lot 4-1942 | Brodus: Lot 1-813 | Orlando: Lot 1-810  |
| Meurer: Lot 3-1119 | Miller: Lot 2-1303 | Kerin: Lot 9-4310/11  |
| Greene: H-34 | Pullara: Lot 4-2313 | Santos: Lot 5-5501 |
| Folks: Lot 4-2330 | Loukatos: Lot 1-626 | Kuruc: Lot 7-3308 |
| Nenna: Lot 8-4008 | Grant: Lot 7-3510 | Reynolds: Lot 7-3202 |
| Krieg: Lot 1-620/1 | Sandford: Lot 5-4811 | Thomas: Lot 4-1919 |
| Youngfelt: Lot 1-0407 | Sotille: Lot 1-600 | Angelica: Lot 3-1419 |
| Henderson: Lot 6-2818 | Jeffries: Lot 1-0117 | Justus: Lot 5-5201 |
| Kelly: Lot H-0019 | Knight: Lot 8-4001 | Malinowski: Lot 7-3401 |
| Milteer: Lot 6-3014  | Moore: Lot 2-1108 | Morales: Lot 4-2316 |
| Rizzo: Lot 7-3410 | Bobo: Lot 7-3603 | Stulic: Lot 5-4902 |
| Broxmeier: Lot 5-5414 | Davis: Lot 6-3104 | Garcia: Lot 5-5411 |
| Pena: Lot 5-4810 | Gil: Lot 4-1933 | Warrick: Lot 4-2107 |
| Blount: Lot 2-1204  |  |  |

46 membership entities were present, either in person or by proxy. Upon review, all were determined to be in good standing. Therefore, having met the quorum requirement of 25 members, a quorum was determined to be present.

**Introductions:**

Ms. Anderson-Krieg introduced the Board members, staff and counsel present to those in attendance.

Mr. Gregory A. Malaska, Esq., on behalf of the Board of Directors gave a brief explanation of the format of the meeting.

**Appointment of Parliamentarian:**

Ms. Anderson-Krieg, on behalf of the Board of Directors, appointed Mr. Malaska as Parliamentarian for the meeting.

**Appointment of Judges of Election:**

Mr. Malaska, on behalf of the Board of Directors, called for volunteers to serve as Judges of Election for 2013. There was a clarification that no persons either on the ballot or intending to be nominated from the floor at this meeting would be able to serve as Judges of Election. Ms. Debra Youngfelt, Ms. Mildred Gil and Ms. Sandra Morales volunteered to serve. The Board of Directors appointed these three members, who then retired to the rear of the Community Room to begin compiling submitted proxies.

**Secretary’s Report:**

The corrected minutes for the Annual Membership Meeting held October 29, 2011 and the minutes for the Annual Membership Meeting held October 27, 2012 were presented to the members in attendance for review and approval. A brief recess was taken to allow the membership to review both sets of minutes.

**A motion to approve the minutes of the Annual Membership Meeting held October 29, 2011 (which were provisionally approved at the 2012 Annual Meeting) with corrections relating to the expenditure of funds relating to the Community Room kitchen and dispense with the reading of same was made by Mr. Dan Broxmeier, seconded by Ms. Rose Marie Nenna. All in favor. Motion carried**.

**A motion to approve the minutes of the Annual Membership Meeting held October 27, 2012 and dispense with the reading of same was made by Mr. Broxmeier, seconded by Ms. Marion Riccardi. All in favor. Motion carried**.

At this point short presentations were given by four individuals involved in providing services to PFE residents through the Community Center.

**Ms. LaNiece Mobley (Culture’s Closet Performing Arts Studio):** Ms. Mobley spoke about her dance and exercise studio and the class offerings. She thanked the PFE Board of Directors for allowing her to offer classes. She spoke of her background, which included dancing with the prestigious Alvin Ailey American Dance Theatre in New York.

**Ms. Jennifer Amazon (Amazon Art Education):** Ms. Amazon spoke of the influence of art in her life and her experience teaching in New York City. She said that she offers instruction in portfolio and basic drawing for both adults and children.

**Ms. Vanessa Guzman (Zumba):** Ms. Guzman described her classes, which have been offered for almost one year. She described Zumba, saying it was a Latin inspired workout and that her classes were designed to allow participants to have fun, go at their own pace and get a great workout.

**Ms. Janice Smith-Hughes (Goodwill / CareerLink):** Ms. Smith-Hughes spoke of her organizations that provide services for both youth and adult clients. Her work with children with disabilities encompasses all Pocono School Districts, from Pocono Mountain to East Stroudsburg North.

**Call for Nominations for Director:**

Mr. Sandford, Ms. Santos and Mr. Milteer (incumbent Board members) submitted their names for nomination for Director prior to the meeting, and thus were included on the proxy ballot sent to membership.

Mr. Malaska called for further nominations for Director from the floor among those present. Hearing none, he asked for a motion to close nominations.

**A motion was made by Ms. Marion Kelly, seconded by Ms. Margaret Miller, to close nominations for Director. All in favor. Motion carried**.

**Call for Nominations for Alternate:**

No members submitted their names for nomination for Alternate prior to the meeting, and thus Mr. Malaska called for nominations for Alternate from the floor among those present.

**Mr. Roger Henderson nominated Mr. Dan Broxmeier. Ms. Angela Bobo nominated Ms. Janice Smith-Hughes. Ms. Deborah Moore nominated Ms. Anne Marie Pullara.**

All those nominated for Alternate Director accepted nomination verbally.

**A motion was made by Ms. Nenna, seconded by Ms. Moore, to close nominations for Alternate. All in favor.**

**Treasurer’s Report:**

The Treasurer’s Report was presented by Mr. Zito. The proposed 2014 budget was discussed for review and comment. The assessment approved by membership at the 2012 Annual Meeting (an assessment of $10.00 per property to set up a fund to address abandoned properties within the development) that was assessed in January 2013 was scheduled to be removed in 2014. Thus the proposed dues structure for 2014 would revert back to $135.00 annually for an improved lot, and $90.00 annually for an unimproved lot. Discussion followed.

Ms. Nenna asked about Association Reserves. Mr. Raymond Youngfelt, in reviewing the 2013 YTD “Budget V. Actual” asked about the “Community Room Expenses” budget line item. Mr. Zito offered explanations.

**A motion was made by Ms. Riccardi, seconded by Ms. Kelly, to accept the Treasurer’s Report as presented. All in favor.**

Comment was heard from Ms. Pullara regarding the performance of the Compliance Officer.

**Distribution of Ballots to those present who did not previously vote via proxy.**

Based on the analysis done by the Judges of Election, thirteen sets of ballots were distributed to members in good standing attending the meeting who had not previously cast votes via proxy.

**Call for Voting for Director:**

Mr. Malaska asked that all ballots for Director (Ballot “A”) be turned in to the Judges of Election at this time.

**Call for Voting for Alternate:**

Mr. Malaska asked that all ballots for Director (Ballot “B”) be turned in to the Judges of Election at this time.

**Old Business:**

No old business was brought forth.

**New Business:**

At this time, as the counting of the votes continued, the floor was open to comments from those present.

* Ms. Janice Smith-Hughes asked about holding trips and activities and if a Social Committee was active in PFE. A lengthy discussion followed. Comments were heard from several other members who did not identify themselves and Board members Mr. Sandford, Ms. Kelly, Mr. Moore and Ms. Anderson-Kreig. Ms. Moore volunteered to be on a Social Committee. Mr. Zito offered to have management act as a facilitator to the Social Committee. Ms. Pullara also commented on the liability the Association may occur if trips were sponsored by PFE. Ms. Alberta Thomas and Mr. Broxmeier also offered comment. The discussion concluded with a debate on ideas to best advertise Association activities.

**Election of Directors:**

Having concluded their review and compilation of both mailed-in proxies and in-person ballots, the Judges of Elections announced the following results for Director:

Bryan J. Sandford 40

Marisol Santos 37

Fred Milteer 32

Marion Kelly 1 (Currently serving as Director)

Susan Anderson-Kreig 1 (Currently serving as Director)

**All were elected to three year terms, concluding October 2016. Mr. Sandford, Ms. Santos and Mr. Milteer were congratulated on their election, and each accepted the position.**

**Election of Alternates:**

Having concluded their review and compilation of both mailed-in proxies and in-person ballots, the Judges of Elections announced the following results for Alternate:

Janice Smith-Hughes 14 (Elected)

Dan Broxmeier 13 (Elected)

Anne Marie Pullara 11 (Elected)

Bryan J. Sandford 4 (Currently serving as Director)

Marion Kelly 4 (Currently serving as Director)

Margaret Miller 3 (Currently serving as Director)

Marisol Santos 3 (Currently serving as Director)

Josefina Garcia 3 (Currently serving as Director)

Jose A. Ramos 3 (Currently serving as Director)

Tykieyen Moore 3 (Currently serving as Director)

Susan Anderson-Krieg 2 (Currently serving as Director)

Fred Milteer 1 (Currently serving as Director)

Sandra Morales 1 (Could not accept due to not being properly nominated.)

**Ms. Smith-Hughes, Mr. Broxmeier and Ms. Pullara were elected to a one year term as Alternate, concluding October 2014. They were congratulated on their election and each accepted the position**.

**Tenant Registration Fee:**

Mr. Zito summarized a proposal that will be considered by the new Board regarding changing the $25.00 rental fee from a one-time per lease fee to an annual fee of $25.00. Per Mr. Malaska this proposal could be enacted by the Board and does not have to be put to membership vote.

**Possible Revision of Proxy Counting Procedures:**

Mr. Zito summarized a possible change in vote counting procedures, allowing for proxies to be counted a day or two prior to the commencement of the Annual Meeting. Both he and Mr. Malaska said that many other communities employ such a system and it is “a much more efficient way to move forward” according to Mr. Malaska. Initial comment disagreeing with this idea was heard from Mr. Broxmeier. Ms. Kelly offered her support for the possible change. Mr. Malaska tried to further clarify the proposal, saying the same method of counting and safeguards employed would continue. Comments were heard from Ms. Morales, Mr. Ashawn Rivera, Mr. Moore and Mr. Sandford. Ms. Youngfelt, who volunteered as a Judge of Election this year offered a compromise, calling for proxies to be counted immediately prior to the meeting which would minimize the chance of fraud.

Mr. Malaska outlined the procedure that would need to be followed to change the procedures, which he said would best be done through a by-law change at a Special or Annual Meeting.

After further discussion the consensus was that no action would be taken by the Board at this time. Mr. Zito said he would seek a draft of this proposed by-laws revision that would be received prior to and possibly discussed at the Board’s Regular November 2013 meeting.

Ms. Clara Rivera and Mr. Rivera offered comments relating to possibly having an electronic type bulletin board to replace or augment the existing bulletin board at the pavilion. Ms. Morales and Ms. Pullara also offered comment, along with Mr. Zito.

**Adjournment:**

**At 2:05pm, a motion to adjourn the Annual Membership Meeting of 2013 was made by Ms. Youngfelt and seconded by Ms. Moore. All in favor. Motion carried.**

**NEXT ANNUAL MEMBERSHIP MEETING: Saturday, October 25, 2014 at 12:00pm.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Jose Ramos, Secretary**

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