

**POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, JANUARY 18, 2014
MINUTES**

The meeting was called to order by President Bryan Sandford at 9:11am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Tykieyen Moore – Treasurer, Marisol Santos - Secretary, Susan Anderson-Krieg – Director, Marion Kelly - Director, Jose Ramos – Director (arrived at 9:22am).

Board Members absent:

Josefina Garcia - Director, Fred Milteer – Director,

Alternate Members present:

Janice Smith-Hughes, Daniel Broxmeier.

Alternate Members absent:

Anne Marie Pullara.

Staff present:

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

Members present:

None.

Since there was not a full complement of Directors present, Mr. Sandford asked for a motion to move Ms. Smith-Hughes and Mr. Broxmeier to Director for this meeting.

A motion was made by Mr. Moore, seconded by Ms. Anderson-Kreig to move Ms. Smith-Hughes and Mr. Broxmeier to Director for this meeting. All in favor. Motion passed. Note: Mr. Ramos was not present for this vote.

1. Minutes

The minutes of the Meeting of December 21, 2013 were reviewed and considered for approval. The following corrections were noted:

- **Page 5, Committee Reports** – “Ms. More” should read “**Ms. Moore**”.
- **Page 6, Financial** – “It was suggested that this be looked for the Community Center” should read “**It was suggested that this be looked at for the Community Center**”. There was also a clarification on the service

offered – "Repairs are done to covered items" should read **"Repairs are done to covered items for a monthly premium and"**.

- **Page 7, Correspondence** – "Attorney's Malaska's" should read **"Attorney Malaska's"**

A motion was made by Ms. Kelly, seconded by Ms. Miller, to accept the December 21, 2013 Meeting minutes as presented. All in favor. Motion passed.

2. Maintenance Report – as presented by Robert M. Zito

A written report covering maintenance activities for the period December 1, 2013 – December 31, 2013 was presented by Mr. Zito.

Ms. Kelly asked if garbage was being picked up by Jeff and Jennie Hein during the winter months. Mr. Zito replied that it was being done, as best as could be, around the snow events. Mr. Broxmeier questioned the wording of the garbage events listed, asking if more clarification could be given as to whether garbage was actually picked up during J&J's garbage runs. Mr. Zito explained that the reports given to him did not detail such information, and whether or not garbage was picked up, time was still put in by his staff. Mr. Broxmeier asked if J&J were paid by the hour. Mr. Zito and other Board members stated that J&J being RMZ's employees that information was not relevant to this discussion. Kings Way was given as an example of roads that are policed, and just as soon as the garbage is being picked up, more is thrown on the ground. Mr. Broxmeier reported a TV being left on the road on Northampton Road for about a year. Mr. Zito will ask Mr. Hein to check the street.

Mr. Zito asked Ms. Kelly and Mr. Broxmeier if they would be willing to meet with himself and Mr. Hein relative to the snowplowing situation at the end of Carriage Lane. Mr. Sandford reiterated that every reasonable effort has been made by the Association to address this road. Mr. Moore stated that we need to continue to use the same standards on all PFE roads, and not cater to any persons or groups based solely on complaints.

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

3. Permit Report – as presented by Robert M. Zito

A written report covering permit activities for the period through January 6, 2014 was presented by Mr. Zito.

Mr. Zito stated that three new construction, two fence permits, one deck permit and two shed permit were closed out in 2013. Thirty-six compliance permits were issued in 2013. Twenty-six tree permits were issued in 2013.

Permits – continued.

Discussion of long-standing expired permits took place. In these cases, the Board's previously approved policy of having a new permit issued, with new fees being due, when the homeowner determined it was feasible to complete their project satisfactorily within six months was discussed. Mr. Zito again informed the Board that the Commonwealth of PA, by extending all municipal permits to 2016, has made for some confusion among homeowners with outstanding permits. Mr. Zito stated that his concern was that the workplace and property be kept neat and clean, regardless of the status of the permits, so neighbors were impacted as little as possible.

A motion was made by Ms. Santos, seconded by Ms. Miller, to accept the Permit Report as presented. All in favor. Motion passed.

4. Compliance Report – as presented by Robert M. Zito

A written report covering citations issued year to date through January 16, 2014 was handed out and discussed by Mr. Zito.

It was noted that in total, 517 citations were issued in 2013, the majority of which were for missing E-911 signs.

Several ongoing issues were discussed. The home on Horatio Road has not shown much progress. The loose dog issue / debris on Romeo Road has been addressed with the owner (this property is being rented). In addition, on 1/16 two police vehicles, one marked and one unmarked, were spotted at this home.

Mr. Sandford asked if the homeowner who was cited for having two sheds on property ever made arrangements to address the Board. Mr. Zito said they had not, and that he would follow up with them. Mr. Zito then mentioned a homeowner who has two sheds on her property who complained the citation given to her was racially motivated.

Pont Road was again discussed. The vehicles left on Pont Road were addressed in a letter sent to surrounding homeowners by Attorney Greg Malaska. Mr. Sandford asked the Board to keep in mind what action they would want to take as our mid-February deadline for compliance approaches.

Several properties on Belvedere Road that appear to be going to Sheriff Sale were discussed. A property on Cambell Way undergoing renovation was also discussed for being unsightly. It was the Board's suggestion that this homeowner be told that he needed to get a dumpster to avoid further fines.

A second home on Romeo Road that has been unsightly from a point of view of having an abundance of firewood strewn about the property was discussed. It

Compliance – continued.

was the consensus of those present that homeowners should be given a period of approximately ten days to neatly stack their wood once delivered.

A motion was made by Ms. Santos, seconded by Ms. Miller, to accept the Compliance Report as presented. All in favor. Motion passed.

5. President's Report –

Mr. Sandford briefly discussed committees and the need to have the appointed committees address pressing issues and report back to the Board in a timely manner.

Discussion ensued. It was noted that the Facilities, Finance and Social Committees have met. Mr. Broxmeier asked those members who were appointed to the Rules & Regulations Committee if they were interested in meeting.

6. Management Report – as presented by Robert M. Zito

A written report covering the operations of the Association through the period ending December 31, 2013 was presented by Mr. Zito.

For the year, there were 767 members that were paid in full. As a comparison, in 2012, there were 783 members paid in full.

Total accounts receivable (delinquencies) for the period ending December 31, 2013 were \$476,245.04.

For the period December 16, 2013 – December 31, 2013, there were write-offs totaling \$3,311.47, including two bankruptcy discharges.

Mr. Zito noted that through January 17th, approximately \$32,000.00 worth of 2014 dues has been collected.

A motion was made by Ms. Kelly, seconded by Mr. Broxmeier, to accept the Management Report as presented. All in favor. Motion passed.

7. Committee Reports

- **Rules & Regulations:** No report. Committee has not yet met.
- **Citation Appeals:** No report. No business.
- **Facilities:** No Report. Ms. Kelly said that she would take the responsibility to contact the members and set up an initial meeting.

Mr. Sandford said that the committee would be looking at the long-term tenant leases currently in place.

- **Finance:** Mr. Moore said that he and Ms. Santos met with Mr. Zito. Replacement costs, reserves and dues were discussed. He asked about overlap between the Finance Committee and Facilities Committee. It was the consensus that with regards to the Community Center, the Finance Committee would identify assets, while the Facilities Committee would look at all long-term contracts.
- **Social Committee:** Ms. Smith-Hughes gave the Social Committee report. Family Board Game Day was successfully held, as all in attendance had a good time. She said that the Committee was looking forward to holding other events and having a successful year. Mr. Zito stated that the Community Room was being held for the Committee on the second Sunday of each month. Ms. Kelly asked how community members could offer suggestions for future events. Mr. Moore suggested that it was easy enough for members to contact the management office with any suggestions, and members are welcome to attend the Board's monthly meetings to discuss any issues. A long, spirited discussion on the best methods to let the community know about future events ensued.

At this point in the meeting (11:00am) Mr. Sandford formally called for Public Input. As there were no members present, none was presented and the meeting continued.

8. Financial Report – as presented by Tykleyen Moore

A written report covering the preliminary financial results of the Association for the period ending December 31, 2013, compiled by Mr. Zito, was presented by Mr. Moore.

Listings of cash disbursements for the period of 12/1/2013 – 12/31/2013 and 1/1/2014 – 1/13/2014 were presented to the Board of Directors for review. Total accounts payable disbursements for these two periods totaled \$14,612.90.

A profit and loss statement (unaudited) of the year 2013 was presented and discussed. Total revenue for the year was \$158,561, which represents 105.88% of budgeted income for the entire year.

Total expenses for the same period totaled \$147,146, or 101.58% of budgeted expenses.

For the period through 12/31/2013 total cash on hand for the Association totaled \$41,684.26.

Financial – continued.

An accounts receivable collection analysis presented to the Board showed that for the year, collections stood at 81.94% of budget. In 2012 and 2011, as of the same date, the percentages were at 82.76% and 70.10% respectively.

Mr. Moore commented on the spreadsheet presented for the 2013 Profit & Loss Statement. He noted a potential addition error in the 2013 Budget column. Mr. Zito believed it was a formula error and he will correct the spreadsheet as necessary.

A listing of accounts sent to Green Flag Recovery was presented and discussed. To date net collections (expenditures v. collections) totaled \$8,249.62. Mr. Zito asked all Board members to keep this information confidential.

A potential change, discussed previously, regarding tenant registration procedures and an increase in fees relating to renting homes in PFE, took place.

Mr. Sandford asked about the consolidation of the Road Reserve and Dues Reserve accounts at Pennstar Bank, previously approved by the Board. He asked if the monies in the new consolidated account needed to be segregated. Mr. Zito said that he, along with the Finance Committee, have to develop a subsidiary reserve replacement schedule for this account, which should satisfy any questions regarding earmarking of funds.

Ms. Kelly asked if a percentage of dues were earmarked for Reserve expenditures. It was stated that this procedure is not part of the budget process at this time.

Ms. Anderson-Kreig asked for clarification on the difference between the "Capital Improvement" and "Reserve" line items in the budget. Mr. Zito explained that the "Capital Improvement" fee is collected upon transfer of a property, and is restricted to new construction or new projects only.

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

9. **Secretary's Report – No report**

10. **Old Business –**

- **Defaced Sign on Rob Roy Drive –** Ms. Smith-Hughes thanked those responsible for replacing the graffiti defaced sign on Rob Roy Drive. Mr. Zito said he asked Township to put up a new sign, which they did.
- **Public Bulletin Board –** Ms. Smith-Hughes asked if she, as a community member, could paint this bulletin board, remove all the staples and tacks and generally make it more visually appealing.

A motion was made by Ms. Kelly, seconded by Ms. Miller, to authorize management to purchase paint and supplies, not to exceed \$50.00, for Ms. Smith-Hughes to paint and beautify the public bulletin board located in the mailbox pavilion. All in favor. Motion passed.

- **Pont Road** – Mr. Sandford again said that the letter written by Atty. Malaska, sent to neighboring homeowners, warning of towing vehicles parked illegally on this road, was sent. Discussion took place regarding the date towing would begin, who would bear the cost, etc. Mr. Zito said that he would post a laminated notice on the vehicle(s) if any remain on the road in February.
- **As no further issues were presented, Mr. Sanford closed consideration of Old Business.**

11. **New Business** –

- **Fire at the Mailbox Pavilion** – Mr. Zito recapped for the Board the events that led to the fire on January 3rd. Mr. Sandford told those present that the claim was reported, the insurance adjuster came out and has proposed a settlement of \$9,157.10, less our deductible of \$1,000.00.

Mr. Zito said all the pertinent information regarding those involved was obtained from the Police and Fire personnel who were at the scene. That information was passed on to the insurance adjuster.

Mr. Zito suggested that Atty. Malaska be consulted on the proposed settlement. The Board then authorized Mr. Zito to begin gathering estimates for the repairs necessary.

- **Request From Jennifer Amazon Art** – Mr. Sandford told those present that a request had been submitted from Amazon Art to hold three painting parties, one each in January, February and March, the first being January 20th.

Discussion of the timeliness of this and future requests took place. Mr. Moore suggested that any future requests should only be presented to the Board at a monthly meeting. It was agreed by consensus that this should be the Board's policy going forward.

A motion was made by Ms. Santos, seconded by Mr. Broxmeier, to allow Amazon Art to hold painting parties on February 10th and March 24th with 30% of revenue being retained by Pocono Farms East Association as a fee for use of the building. Eight in favor, One opposed (Mr. Ramos, on the grounds that the January date requested should also be granted). Motion passed.

12. Correspondence –

- **Request From Roosevelt Robinson** – Mr. Robinson's letter, asking to use the "Pocket Park" on Rob Roy Drive once a month during the months of May through September, selling food and clothing, was presented.

After discussion and a review of PFEA Covenants, the consensus of the Board was that allowing this type of enterprise, which would not be affiliated in any way with PFEA, was prohibited.

Ms. Smith-Hughes asked if the vendors at the "Open House" held at the Community Center in May of 2012 were "for-profit" vendors and if they kept any profit they made that day. Mr. Zito stated that those vendors were charged for the rental of space, and, in addition, donations were accepted from the vendors which went to the local Food Pantry. Mr. Sandford also made note that this was an Association sponsored event.

Mr. Zito suggested writing a letter to Mr. Robinson explaining that the request, as presented, was contrary to our Rules & Regulations, and that his contact information would be passed on to the Social Committee to see if there was any interest in collaborating with him on an Association sponsored function in the future.

A motion was made by Ms. Kelly, seconded by Mr. Broxmeier, to reject the proposal from Mr. Roosevelt Robinson due to it being contrary to PFEA Rules & Regulations, and that his request be forwarded to the PFEA Social Committee to explore his possible involvement in future Community sponsored events. Eight in favor, One opposed (Mr. Moore, on the grounds that the request should not be passed on to the Social Committee). Motion passed.

Additional Comments -

At this point, Ms. Kelly re-addressed the potential increasing of tenant registration fees.

A motion was made by Mr. Moore, seconded by Ms. Miller, to increase the PFE Tenant Registration Fee from a one-time \$25.00 fee, paid at the beginning of a new lease, to \$50.00 annually, due to the increased administrative and record keeping costs the rental of homes brings to the Association, and that the PFEA Rules & Regulations be amended as such. All in favor. Motion passed.

Mr. Ramos mentioned a show that he saw relating to building treehouses in which in one instance a walkway over wetlands needed to be constructed, and suggested that this might be considered on some of our Association owned lots. The Board, due to financial considerations, felt this could not be considered at this time.

He also suggested that as a revenue source we can offer businesses or builders an opportunity to advertise at locations within PFE, such as the message board at the mailbox pavilion.

Ms. Kelly asked if as a revenue source we could consider offering Association owned lots for sale to adjacent property owners. Mr. Zito stated that all of our lots, for tax purposes, are classified as "clean and green" and would need to be reverted back to taxable, saleable status. With most of these lots likely unbuildable, the cost of this would most likely be prohibitive.

Ms. Smith-Hughes asked about making copy, fax and print services available to members as a revenue source. The Facilities Committee will be asked to look into this as a possibility.

There being no further business, a motion was made by Ms. Anderson-Krieg, seconded by Ms. Santos, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 12:36pm.

NEXT REGULAR BOARD MEETING: February 15, 2014 at 9:00 am.

Submitted by: _____


Robert M. Zito, Recording Secretary

Witnessed by: _____

Marisol Santos, Secretary

Date: _____

1/18/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, FEBRUARY 15, 2014
MINUTES

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Marisol Santos - Secretary, Susan Anderson-Krieg - Director, Josefina Garcia - Director, Fred Milteer - Director, Jose Ramos - Director.

Board Members absent:

Tykleyen Moore - Treasurer, Marion Kelly - Director.

Alternate Members present:

Janice Smith-Hughes, Daniel Broxmeier.

Alternate Members absent:

None.

Staff present:

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

Members present:

Taneka Melly.

Phone Call with Attorney Greg Malaska (9:05am):

Prior to the official opening of the meeting Attorney Greg Malaska was called to offer his opinion on a proposed group home on Belgravia Drive. In his opinion, in spite of the Association's Covenant limiting use in PFE to "Single Family Residential", the Fair Housing Act Amendment of 1988 would apply in this instance. This amendment added disability discrimination to the FHA's initial criteria of race, religion, etc. In his opinion, the residents of such a home, while not related by blood, would be essentially operating as a single housekeeping unit, as per the standards of the FHA.

In conclusion, Atty. Malaska stated that if the municipality (Coolbaugh Township) approves this use as per its zoning regulations, which appears likely since this is a permitted use in the R-3 zone in which PFE lies and PFE tried to block such a group home, we would likely be unsuccessful. This is based on the limited case law that has addressed this issue. He felt we also could be opening the Association up to a discrimination lawsuit that would likely have an unfavorable outcome for PFE.

This phone conference concluded at 9:34am.

The meeting was then formally called to order by President Bryan Sandford at 9:35am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Since there was not a full complement of Directors present, Mr. Sandford stated that Ms. Smith-Hughes and Mr. Broxmeier would be moved up to Director for this meeting.

Mr. Sandford then requested that all present observe a moment of silence in memory of Alternate Director Anne Marie Pullara, who passed away on February 1, 2014.

At this point, G&D Remodeling was present to discuss their proposal to repair the fire damage at the PFE Mailbox Pavilion. The Board was given their written proposal prior to the meeting.

There were several variations in the proposal relative to specifications given to this contractor. In summary they were:

- Replacing the entire roof, not just half as called for in the specifications.
- Repainting the entire pavilion.
- Replacing all soffits, not just half as called for in the specifications.

All power washing would be done without chemicals. Paint and primer would be used instead of stain. The charred support beams were discussed. The bid, at present, called for sanding and repainting the charred beams. Mr. Sandford asked if replacing the beams would be an additional cost. G&D answered that it would not. Mr. Ramos asked about making the pavilion lighting brighter. He was told that a better bulb, such as an LED, would be needed to improve lighting in the area.

The time of construction was estimated at 5-7 days. G&D assured the Board that there would be no loss of mail service during construction.

G&D stated that their insurer would not issue a certificate of insurance until G&D received the work.

G&D also stated that there would be no dumpster on site and that all debris would be hauled out each evening.

1. Minutes

The minutes of the Meeting of January 18, 2014 were reviewed and considered for approval. The following corrections were noted:

- **Page 7, Pont Road, fourth sentence** – “who would bear the cost, etc. took place” should read **“who would bear the cost, etc.”**.
- **Page 5, Social Committee** – “Family Board Game Day was held which was successful” should read **“Family Board Game Day was held successfully”**.

- **Page 5, Social Committee, fourth sentence** – “looking forward to other holding” should read **“looking forward to holding”**.
- **There were several instances in the January minutes where “insurance adjuster” was spelled as “insurance adjustor”. This will be corrected as needed.**
- **Page 8, Additional Comments, fourth sentence** – “felt this could not be considered this” should read **“felt this could not be considered”**.

A motion was made by Ms. Anderson-Kreig, seconded by Ms. Garcia, to accept the January 18, 2014 Meeting minutes as presented. All in favor. Motion passed.

At this point, Francis Beers was present to discuss his proposal to repair the fire damage at the PFE Mailbox Pavilion. The Board was given his written proposal prior to the meeting.

There were several points clarified in the proposal relative to the specifications given to this contractor. In summary they were:

- No painting was included in the estimate.
- A 10 yard dumpster would be left on-site. Mr. Beers was told that leaving a dumpster on-site for the entire job might end up with it being filled by unauthorized persons / residents. He said that he would then likely call for the dumpster to be removed as soon as all demolition was done.
- As per the specifications, only one side of the roof would be replaced.
- As per the specifications no camera work was quoted.
- Labor would be guaranteed for five years. Materials would be guaranteed as per manufacturer's warranty.
- Chemicals would most likely be used to power wash the pavilion.
- Commercial grade high hat lighting would be used.

The time of construction was estimated at seven days. Mr. Beers told the Board that there might be minimal disturbance of mail service during construction.

2. Maintenance Report – as presented by Robert M. Zito

A written report covering maintenance activities for the period January 1, 2014 – January 31, 2014 was presented by Mr. Zito.

The brutal winter and slight adjustments made to our snowplowing during January were discussed. In the past month there has been little negative feedback on how PFE roads have been treated.

Mr. Zito mentioned that, at the end of this season, it might be beneficial to see if a small snowblower could be purchased to help clean the office area during snow events.

A motion was made by Ms. Miller, seconded by Mr. Broxmeier, to accept the Maintenance Report as presented. All in favor. Motion passed.

3. **Permit Report – as presented by Robert M. Zito**

A written report covering permit activities for the period through February 8, 2014 was presented by Mr. Zito.

Mr. Zito stated that year-to-date, only one shed permit, on Viceroy Circle in Carriage Estates, has been issued.

In addition to this shed permit, three new construction, two additions and one deck permit remain open.

A motion was made by Mr. Milteer, seconded by Ms. Smith-Hughes, to accept the Permit Report as presented. All in favor. Motion passed.

4. **Compliance Report – as presented by Robert M. Zito**

A written report covering citations issued year to date through February 15, 2014 was handed out and discussed by Mr. Zito.

The inclement weather this winter was noted. These conditions have made compliance enforcement extraordinarily difficult this season.

It was noted that in total, 23 citations have been issued in 2014, breaking down as follows:

- Unsightly: 8
- Propane Tank: 11
- Additions without a permit: 1
- Two sheds on property: 1
- PODS without a permit: 1
- Garbage not in receptacle: 1

Several ongoing issues were discussed.

The home on Horatio Road has not shown any progress.

Pont Road was again discussed. The cars left on Pont Road appear to have been addressed. The abandoned boat remains.

White ducks observed on Viceroy Circle were discussed. Mr. Zito has taken Joe Brady from Coolbaugh Township to the vicinity where they were observed. Unfortunately, no ducks were observed during these visits. The owner of a suspected property has been notified.

A motion was made by Mr. Broxmeier, seconded by Ms. Anderson-Kreig, to accept the Compliance Report as presented. All in favor. Motion passed.

5. President's Report –

Mr. Sandford briefly discussed the weather and staff's best efforts to keep moving things along. Regarding the facility, while we have been successful this year in keeping the water pipes from freezing, it has come at a cost of higher propane fuel consumption.

At this point, Green Mountain Construction was called, via phone, to discuss their proposal to repair the fire damage at the PFE Mailbox Pavilion. The Board was given their written proposal prior to the meeting.

In response to Mr. Sandford's questions Green Mountain gave the following answers:

- There would be no dumpster on site and that all debris would be hauled out each evening.
- Green Mountain assured the Board that there would be no loss of mail service during construction.
- The time of construction was estimated at 4 days.
- Painting was not included. The exterior of the pavilion would be power washed, with no chemicals used.
- Labor would be guaranteed for five years. Materials would be guaranteed as per manufacturer's warranty.
- High hats would be replaced, with the possibility of higher wattage bulbs to improve lighting.
- As per the specifications, only one side of the roof would be replaced.
- The charred support beams would be replaced.

6. Management Report – as presented by Robert M. Zito

A written report covering the operations of the Association through the period ending January 31, 2014 was presented by Mr. Zito.

Mr. Zito stated that in terms of collections for the current year, we are doing quite well, with approximately \$75,000.00 collected through February 14th. This equates to approximately 50% of budget.

To date, there are 438 members that were paid in full. As a comparison, in 2013, there were 362 members paid in full.

Total accounts receivable (delinquencies) for the period ending January 31, 2014 were \$554,386.35.

For the month of January 2014, there were write-offs totaling \$7,738.17.

A motion was made by Ms. Miller, seconded by Mr. Broxmeier, to accept the Management Report as presented. All in favor. Motion passed.

7. Committee Reports

- **Rules & Regulations:** Ms. Anderson-Kreig reported that there were three rules / instances addressed at their last meeting. A draft report will be discussed at the March BOD meeting.

A motion was made by Ms. Santos, seconded by Mr. Milfeer, to accept the Rules & Regulations Committee Report as presented. All in favor. Motion passed.

- **Citation Appeals:** No report. No business.
- **Facilities:** Ms. Smith-Hughes reported that a meeting scheduled this morning prior to this Board meeting was cancelled due to the weather. She said that the committee would meet after today's Board meeting. She asked the Board to clarify what the committee should be looking for when considering our current long-term leases.

A motion was made by Ms. Miller, seconded by Mr. Broxmeier, to accept the Facilities Committee Report as presented. All in favor. Motion passed.

- **Finance:** No report.
- **Social Committee:** Ms. Santos said that the committee met February 1st. A projector for possible movie nights was purchased by Mr. & Mrs. Moore and Mr. & Mrs. Sandford. Due to the circumstances of Anne Marie Pullara's passing, plans to hold the first movie night on February 28th will be scrapped. Future dates will be considered. It was proposed that on movie nights a "G" rated movie be shown first, followed by a "PG-13" or "R" feature.

Family Craft Day is being considered for February 23rd.

A motion was made by Ms. Garcia, seconded by Ms. Smith-Hughes, to accept the Social Committee Report as presented. Seven in favor (Ms. Anderson-Kreig and Ms. Miller left the room). Motion passed.

8. Financial Report – as presented by Robert M. Zito

A written report covering the preliminary financial results of the Association for the period ending January 31, 2014, was presented by Mr. Zito.

Listings of cash disbursements for the period of 1/1/2014 – 1/31/2014 and 2/1/2014 – 2/7/2014 were presented to the Board of Directors for review. Total accounts payable disbursements for these two periods were \$11,980.30 and \$1,969.31.

A profit and loss statement (unaudited) of the January 2014 was presented and discussed. Total revenue for the period was \$63,455, which represents 42.37% of budgeted income for the entire year.

Total expenses for the same period totaled \$10,255, or 6.83% of budgeted expenses.

For the period through 1/31/2014 total cash on hand for the Association totaled \$92,672.88.

An accounts receivable collection analysis presented to the Board showed that for the year, collections stood at 39.66% of budget. In 2013 and 2012, as of the same date, the percentages were at 37.39% and 35.55% respectively.

The Penn Security Building Security Deposit account has been closed. (Note: this account, despite all funds being transferred out on December 5, 2013, earned \$.02 interest on December 31, 2013. This remaining small balance was transferred into the Operating fund in January 2014). It was also noted that there was still a balance left in the property cleanup fund established last year.

A motion was made by Mr. Milteer, seconded by Ms. Garcia, to accept the Financial Report as presented. All in favor. Motion passed.

9. **Secretary's Report – No report**

10. **Old Business –**

- **Public Bulletin Board** – Ms. Smith-Hughes asked if this board could be painted by the contractor who will be awarded the mailbox pavilion bid.
- **Acceptance of Insurance Settlement – Mailbox Pavilion** - Discussion of the proposed insurance settlement of \$8,157.10 took place.

A motion was made by Mr. Broxmeier, seconded by Ms. Miller, to accept the insurance settlement for fire damage to the mailbox pavilion, as detailed in Claim #81946, in the amount of \$8,157.10, prepared by Paul Jackson of Professional Claims Service, Inc., and to accept the terms of the related subrogation agreement. All in favor. Motion passed.

- **Review of Repair Estimates – Mailbox Pavilion** – Mr. Sandford asked for an open discussion on the three proposals discussed earlier in the meeting. The differences in each bid were discussed.

After discussion it appeared to be the consensus of those present that G&D's extra cost was commensurate with the extra work (painting, full roof) that will be provided. It was mentioned by Mr. Ramos that cost of the dumpster (\$600.00) in G&D's bid should be deducted, as they stated that no dumpster would be on-site.

A motion was made by Mr. Milteer, seconded by Ms. Santos, to award the contract for fire damage repair to the mailbox pavilion to G&D Remodeling, in the amount of \$7,000.00.

Prior to the vote Mr. Sandford suggested that any member of the Board who had a personal relationship with any of the contractors consider abstaining from this vote, in the interest of safety.

Ms. Santos withdrew her second of the motion. Ms. Miller then seconded the motion.

Again, prior to the vote, questions regarding a credit for the dumpster not being used and the length of time G&D's work would be guaranteed came up. Mr. Zito suggested that G&D be called to clarify these questions.

G&D was then called. Mr. Sandford asked about a credit for not using a dumpster. G&D stated that even though there would be no dumpster used, there would still be costs related to disposing of waste, demolition, etc., so no credit would be given.

Mr. Sandford then asked about a guarantee. G&D said that they would guarantee their work for one full year under normal conditions. G&D said that they would extend the guarantee to a five year period at an additional cost of \$350.00.

A REVISED motion was made by Mr. Milteer, seconded by Ms. Miller, to award the contract for fire damage repair to the mailbox pavilion to G&D Remodeling, with a full five year guarantee, in the amount of \$7,350.00. Eight in favor. One abstained (Ms. Santos). Motion passed.

- **Feral Cat Issue** – Ms. Miller stated that she is having a problem with feral cats around her property and her neighborhood. She noted that she has called any agency she thought might help, as has Mr. Zito, with no success.

Mr. Zito has said he has received several phone calls regarding this issue. Saying this problem is a property nuisance, he suggested that the Board consider looking creatively at this problem by using excess money from the property cleanup fund to address this issue, starting with perhaps spaying and neutering these feral cats. The consensus of the Board was that it might be a stretch to justify this expenditure.

A motion was made by Mr. Milteer, seconded by Mr. Broxmeier, to close Old Business. All in favor. Motion passed.

11. New Business –

- **Memorial Service to Anne Marie Pullara** – The consensus of the Board was to allow those organizing the service for Ms. Pullara to have use of the Community Room at no charge on March 2nd.
- **Spring Newsletter - 2014** – Mr. Zito asked the Board for help on this issue. He stated that we should be putting out a newsletter to the membership in March and asked that those present contribute content. He also asked for guidance on whether the newsletter should be printed and how or if it should be mailed. It was agreed that anyone wanting to contribute content should have it to Mr. Zito by the March BOD meeting.
- **Invitation to meet with APCP regarding blighted properties** – Mr. Zito has previously spoken with APCP personnel regarding their efforts to get Coolbaugh Township to remove blighted properties, such as the burned out house on Belgravia Drive. It was the consensus of the Board that Mr. Sandford and Mr. Zito should meet with APCP to see if our efforts to rectify this problem could be combined.

A motion was made by Mr. Milteer, seconded by Ms. Miller, to close New Business. All in favor. Motion passed.

12. Correspondence – No written correspondence

Mr. Zito did mention that he received a second letter from a disgruntled homeowner regarding the \$10.00 increase in dues for 2013.

A motion was made by Mr. Milteer, seconded by Ms. Miller, to close Correspondence. All in favor. Motion passed.

There being no further business, a motion was made by Ms. Anderson-Krieg, seconded by Ms. Miller, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 12:45pm.

NEXT REGULAR BOARD MEETING: March 15, 2014 at 9:00 am.

Submitted by: 
Robert M. Zito, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 2/15/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, MARCH 15, 2014
MINUTES

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Tykieyen Moore – Treasurer, Josefina Garcia – Director, Marion Kelly – Director, Jose Ramos – Director.

Board Members absent:

Marisol Santos - Secretary, Susan Anderson-Krieg – Director, Fred Milteer, Director.

Alternate Members present:

Janice Smith-Hughes, Daniel Broxmeier.

Alternate Members absent:

None.

Staff present:

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

Members present:

Deborah Moore.

The meeting was called to order by President Bryan Sandford at 9:15am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Since there was not a full complement of Directors present, Mr. Sandford asked for a motion to move Ms. Smith-Hughes and Mr. Broxmeier to Director for this meeting. Ms. Miller made the motion, seconded by Ms. Garcia. All in favor. Motion passed.

1. **Minutes**

The minutes of the Meeting of February 15, 2014 were reviewed and considered for approval. The following corrections were noted:

- **Page 6, Social Committee report**, Mr. Moore pointed out that M/M Sandford also contributed money toward the purchase of the projector. However, although the contribution was given to M/M Moore after the meeting adjourned the minutes would be changed to reflect this contribution. Those present thanked M/M Sandford for their donation.

A motion was made by Ms. Garcia, seconded by Mr. Moore, to accept the February 15, 2014 Meeting minutes as corrected. All in favor. Motion passed.

Mr. Sandford noted that it is the responsibility of all Directors to review the minutes prior to the meeting so that the approval process could be facilitated.

2. Maintenance Report – as presented by Robert M. Zito

A written report covering maintenance activities for the period February 1, 2014 – February 28, 2014 was presented by Mr. Zito.

The majority of the report dealt with snowplowing / ice control, as there were numerous snow events during the month. Ms. Kelly noted that Carriage Lane has been better relating to snowplowing. Mr. Zito said that he went out several times with Mr. Jeff Hein, once at the request of Mr. Sandford, and that procedures had been slightly tweaked. Noting that there were no complaints given to the office in February, Mr. Zito said that the residents of the "problem" areas appear to be satisfied.

Mr. Zito said that since the weather was now getting warmer and the snow is melting, garbage control, in earnest, would resume, including picking up the dumped TV on Northampton Road. Mr. Broxmeier said that he would be picking up four bags of garbage at a house previously cleaned by Mr. Zito and Mr. Hein.

Ms. Smith-Hughes left the meeting at 9:23am.

Mr. Zito also told the Board that the smell in the building was taken care of by a plumber, Michael Logan, who felt that the smells were coming from dry traps from four overflow floor drains in the building. The drains were hydrated and the smells have subsided.

A discussion of room usage by members relating to religious / faith activities took place. Several Directors express their opinion, but it appeared that the consensus was that members should be allowed to use the Community Center as they wish, provided there was no dangerous or illegal activity.

Ms. Kelly urged the Board to try to encourage members to curb their dogs.

A motion was made by Mr. Broxmeier, seconded by Mr. Moore, to accept the Maintenance Report as presented. All in favor. Motion passed.

3. Permit Report – as presented by Robert M. Zito

A written report covering permit activities for the period through March 11, 2014 was presented by Mr. Zito.

Mr. Zito stated that year-to-date, one shed permit and one tree permit has been issued.

Mr. Moore asked if we received a letter from the property owner who was fined for having an expired PFE permit. Mr. Zito said that no letter was received as of yet. Mr. Moore also noted that some abandoned houses appear to have had their driveways cleared this winter. Mr. Zito said that in some instances banks have hired servicing companies prior to the actual Sheriff Sale to maintain the home in anticipation of regaining the property.

A motion was made by Ms. Miller, seconded by Mr. Broxmeier to accept the Permit Report as presented. Six in favor. None opposed. (Ms. Kelly left the room prior to the vote). Motion passed.

4. Compliance Report – as presented by Robert M. Zito

A written report covering citations issued year to date through March 15, 2014 was handed out and discussed by Mr. Zito.

The inclement weather this winter was noted. Again, these conditions have made compliance enforcement extraordinarily difficult this season.

During this month, 19 more citations were issued. Therefore, in total, 42 citations have been issued in 2014.

Coolbaugh Township's ordinance relating to E-911 enforcement was brought out by Mr. Zito. Due to misinformation many homeowners in PFE who did post signs are not in compliance due to the size of the letters and/or the height that the sign is posted.

A home on Belvedere Drive that was cited for an unsightly condition was also discussed.

A motion was made by Mr. Moore, seconded by Ms. Kelly, to accept the Compliance Report as presented. All in favor. Motion passed.

5. President's Report –

Mr. Sandford discussed the meeting he and Mr. Zito had with representatives from A Pocono Country Place regarding blighted properties in our communities. A very lengthy discussion on this topic took place. Among the issues discussed were the financial viability of the Township removing these types of structures and the responsibility and obligations Township has in cases such as these.

At this point (10:18am) Ms. Smith-Hughes returned to the meeting.

He continued by reiterating the importance of reading the minutes prior to meeting. He also asked that anyone interested in submitting an article for the Spring newsletter do so by Monday, March 17th. In conclusion, he stated that a

PPL contractor, Asplund Tree Service, would be working in the development trimming trees that are in danger of compromising power lines.

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

A written report covering the operations of the Association through the period ending February 28, 2014 was presented by Mr. Zito.

Mr. Zito stated that in terms of collections for the current year, we continue to be ahead of last year, although we do seem to be leveling off a bit.

A delinquency notice was sent in late February, and a third notice will be sent to those accounts owing after March 31st, along with a \$25.00 administrative fee.

Accounts owing after the due date of that notice will be sent to Green Flag Recovery Collection Agency, along with an additional \$35.00 collection fee.

A motion was made by Ms. Miller, seconded by Ms. Garcia, to accept the Management Report as presented. All in favor. Motion passed.

7. **Committee Reports**

- **Rules & Regulations:** Previously submitted as part of the Board's meeting package were rules changes proposed by the committee. There was discussion as to the language of proposed changes in tenant/rental policy, parking/towing policy, vote counting procedures and a change in the wording of the proxy ballot.
- **Citation Appeals:** No report. No business.
- **Facilities:** Ms. Smith-Hughes reported that a meeting was held on February 15th and that one was scheduled this morning after this Board meeting. She said that the committee recommended extending all long term leases, with a six month review if other opportunities or circumstances presented themselves.

Mr. Zito stated that all three long-term contracts expire at the end of the month, so a decision on terms, etc., needs to be made at this meeting.

- **Finance:** Mr. Moore stated that he and Mr. Zito will be meeting after this meeting to review the Association's finances and to discuss a formal reserve schedule. Mr. Moore said that the 2013 audit report, which lists assets, could be used as a basis for a reserve schedule.

Social Committee: Ms. Moore spoke about the projector that was privately bought recently. After testing the projector, it does not appear to be adequate for use at movie nights. Mr. Moore mentioned that there are vendors who will rent a projector for the weekend at rates that appear to be reasonable.

Ms. Moore suggested that small games of chance (bingo, etc.) might be used to offset the cost of free events, such as movie night.

Ms. Smith-Hughes asked about fundraisers, such as a community trip to Camelback / Camelbeach.

Mr. Zito suggested that since the next newsletter was planning to be mailed shortly, that a weekend in April be picked, with details to follow, so that a Social Committee activity could be advertised. This idea was met with resistance, as those present preferred to have details in place before advertising any events.

8. Financial Report – as presented by Robert M. Zito

A written report covering the preliminary financial results of the Association for the period ending February 28, 2014, was presented by Mr. Moore.

A listing of cash disbursements for the period of 2/1/2014 – 2/28/2014 was presented to the Board of Directors for review. Total accounts payable disbursements for this period was \$13,956.78.

A profit and loss statement (unaudited) for the period through 2014 was presented and discussed. Total revenue for the period was \$79,137, which represents 52.85% of budgeted income for the entire year.

Total expenses for the same period totaled \$24,253, or 16.20% of budgeted expenses.

For the period through 2/28/2014 total cash on hand for the Association totaled \$94,416.99.

An accounts receivable collection analysis presented to the Board showed that for the year, collections stood at 48.75% of budget. In 2013 and 2012, as of the same date, the percentages were at 49.64% and 51.85% respectively.

A motion was made by Ms. Kelly, seconded by Mr. Broxmeier, to accept the Financial Report as presented. All in favor. Motion passed.

9. Secretary's Report – No report

10. Old Business –

- **Acceptance of Bid Contract – Mailbox Pavilion Fire Damage Repairs** –

Discussion of the previously accepted proposal took place. Mr. Zito suggested that as a housekeeping item the previously accepted proposal from “G&D Remodeling” needed to be changed to “J&D Remodeling” due to a typographical error in the initially submitted proposal.

A motion was made by Mr. Moore, seconded by Ms. Garcia, to amend, due to the discovered typographical error, the previously accepted fire damage repair proposal for the mailbox pavilion from “G&D Remodeling” to “J&D Remodeling”. All in favor. Motion passed.

- **Spring 2014 Newsletter** – Mr. Sandford again asked for submittals of any materials to be included in this newsletter to be given to Mr. Zito by Monday, March 17th.
- **Blighted Properties** – Mr. Sandford briefly mentioned this issue, having discussed this issue in detail during his President’s Report.
- **Feral Cats** – Mr. Sandford stated that this issue was addressed last month. Mr. Zito asked Mr. Moore’s opinion of his previously mentioned idea of using monies from the abandoned property surplus to help address this problem. A broad discussion ensued with various opinions. The consensus appeared to be that this was an issue that could not be addressed with this previously established fund.
- **Group Home** – Mr. Zito again recounted the phone conversation that took place with Atty. Greg Malaska last month on this issue. He said that this is a permitted use in the R-3 zone and that there was really no way Township could deny their permit request. A long discussion occurred regarding the potential impact such a facility might have on the community.

11. New Business –

- **PAWC Water Maintenance Line Program** – A proposal for covering the water line against damage was presented.

A motion was made by Mr. Broxmeier, seconded by Ms. Smith-Hughes, to accept the proposal from Pennsylvania American Water Company to cover the water line at the Community Center at a cost of \$12.00 monthly. All in favor. Motion passed.

- **Acceptance of Draft Audit - 2013** – The audited financial statements compiled by Zavada and Associates was discussed.

A motion was made by Mr. Moore, seconded by Ms. Garcia, to accept the 2013 audited financial statements as compiled by Zavada and Associates, CPA. All in favor. Motion passed.

Mr. Zito brought to the Board's attention the 2013 operating surplus of \$11,533.00, as indicated in the audit. He suggested that rather than transferring the entire amount into the reserve account at one time (as has been customary), the transfer be done incrementally to have as little impact on operating cash flow as possible.

A motion was made by Mr. Moore, seconded by Ms. Kelly, to transfer the 2013 operating surplus of \$11,533.00 into reserves in equal installments of \$1,153.30 over a ten month period, beginning March 2013 and ending December 2013. All in favor. Motion passed.

- **Changes in PFEA Rules & Regulations –**

Tenant Policy – The following changes were discussed:

Article 6, Paragraph 1A is deleted. Revise Article 6, Paragraph 3:

6.3 Tenant Policy – (Effective 3/15/2014) Members, owners or designee must register with P.F.E. Association, on the appropriate rental form 14 days in advance of occupancy. The failure of any member to advise, in writing, the Association that their property has been rented, is subject to a fine in the amount of \$50 per month until the rental form is provided to the Association. Members, owners or designees shall pay an annual fee of \$50.00 for each Tenant.

A motion was made by Mr. Moore, seconded by Ms. Miller, to amend PFEA Rules and Regulations Article 6, Paragraph 1A and Article 6, Paragraph 3 as presented. All in favor. Motion passed.

Motor Vehicles – The following was proposed:

7.1 Definition. "Motor Vehicles" shall mean any vehicle operated by any power other than muscle power, and shall include, without limitation, the following: cars, SUV's, trucks, motorcycles, recreational vehicles (RV's) and vans.

A motion was made by Mr. Kelly, seconded by Ms. Garcia, to accept PFEA Rules and Regulations Article 7, Paragraph 1 as presented. All in favor. Motion passed.

Motor Vehicles – The following was proposed:

Add Article 7, Paragraph 5D

7.5D. The Association reserves the right to tow the motor vehicles in violation at the owner's expense.

A motion was made by Mr. Broxmeier, seconded by Mr. Moore, to add PFEA Rules and Regulations Article 7, Paragraph 5D as presented. All in favor. Motion passed.

- **Games of Small Chance License** – Mr. Zito will investigate how to get the appropriate license from the State.
- **Tables for Meeting / Community Room** – Mr. Zito discussed the need to purchase new tables for both the public and office areas of the Community Room.

A motion was made by Mr. Moore, seconded by Ms. Miller, to purchase 6' tables, not to exceed \$500.00. All in favor. Motion passed.

- **Long-Term Leases for Community Room** – Mr. Zito read a proposed motion discussed earlier.

A motion was made by Mr. Broxmeier, seconded by Ms. Garcia, to offer a one year extension to Jennifer Amazon (Art) and Vanessa Guzman (Zumba) for the use of the Community Room, ending March 31, 2015, provided all current financial obligations are brought up to date, at the same terms currently in place, and to offer an extension to LaNeice Mobley (Culture's Closet) for the use of the Community Room, ending June 30, 2015, at the same terms currently in place. Acceptance of the extensions must be received by PFEA by March 31, 2014. All in favor. Motion passed.


- **Updating of Community Maps** – Mr. Broxmeier mentioned that our community maps need to be updated with new E-911 street names.

12. Correspondence –

- Ms. Anne Marie Pullara's family sent the Board a thank you card for the Mass that was said on her behalf.

There being no further business, a motion was made by Mr. Garcia, seconded by Ms. Miller, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 12:48pm.

NEXT REGULAR BOARD MEETING: April 19, 2014 at 9:00 am.

Submitted by: 
Robert M. Zifo, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 3/15/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, APRIL 19, 2014
MINUTES

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Tykieyen Moore - Treasurer, Susan Anderson-Krieg - Director, Fred Milteer - Director, Jose Ramos - Director, Marisol Santos - Secretary (arrived at 9:08am), Josefina Garcia - Director (arrived at 9:09am), Marion Kelly - Director (arrived at 9:11am).

Board Members absent:

None.

Alternate Members present:

Janice Smith-Hughes, Daniel Broxmeier.

Alternate Members absent:

None.

Staff present:

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

Members present:

Loretta Knight (left at 10:00am), Camille McPherson (arrived at 9:33am, left at 11:00am).

The meeting was called to order by President Bryan Sandford at 9:04am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Since there was not a full complement of Directors present, Mr. Moore made a motion, seconded by Ms. Anderson-Krieg to move Ms. Smith-Hughes and Mr. Broxmeier up to Director for this meeting, or until their replacements arrive. All in favor. Motion passed.

1. **Minutes**

The minutes of the Meeting of March 15, 2014 were reviewed and considered for approval. The following corrections were noted:

- **Page 5, Social Committee, fourth paragraph** - "Mr. Zito suggested that a" should read "**Mr. Zito suggested**".

A motion was made by Ms. Miller, seconded by Ms. Anderson-Krieg, to accept the March 15, 2014 Meeting minutes as presented. All in favor. Motion passed.

The corrected February 15, 2014 minutes were also presented. No action on this item was necessary.

Ms. Santos arrived at 9:08am. Ms. Garcia arrived at 9:09am. At this point, Ms. Smith-Hughes relinquished her seat as Director for this meeting.

Ms. Kelly arrived at 9:11am. At this point, there was a short recess. When the meeting resumed at 9:13am, Mr. Broxmeier relinquished his seat as Director for this meeting.

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

A written report covering maintenance activities for the period March 1, 2014 – March 31, 2014 was presented by Mr. Zito.

He stated that "trash is back in style" as roadside litter collection has begun in earnest once again. Nothing too extreme was noted in March. There were several small incidents of dumping in Carriage Estates. A dumped television was also retrieved.

Mr. Zito said that much of the large debris (televisions, a dishwasher, tires, etc.) that were accumulated over winter was brought to the Coolbaugh Township dump site by he and Mr. Jeff Hein on Saturday, April 5th. A second trip will be made there the first weekend in May. He also said that the soffit material from the fire at the pavilion will be picked up and disposed of properly.

A motion was made by Mr. Moore, seconded by Ms. Kelly, to accept the Maintenance Report as presented. All in favor. Motion passed.

3. **Permit Report – as presented by Robert M. Zito**

A written report covering permit activities for the period through April 8, 2014 was presented by Mr. Zito.

Mr. Zito stated that year-to-date, only one shed permit, on Viceroy Circle in Carriage Estates, has been issued, along with three tree permits (as per the date of this report).

In addition to this shed permit, three new construction, two additions and one deck permit remain open.

A permit application for a carport / addition was also received this past week and is currently under review.

A motion was made by Mr. Milteer, seconded by Ms. Miller, to accept the Permit Report as presented. All in favor. Motion passed.

4. Compliance Report – as presented by Robert M. Zito

A written report covering citations issued year to date through April 19, 2014 was handed out and discussed by Mr. Zito.

It was noted that in total, 54 citations were issued this month, bringing the total year to date to 96. The new citations break down as follows:

- Unsightly: 25
- Propane Tank: 13
- Possible burning: 8
- Additions without a permit: 1
- Tenant not registered: 1
- Two sheds on property: 2
- Fence in disrepair: 1
- Possible business: 1
- Possible non-registered vehicle: 1
- Possible excessive dogs: 1

Mr. Zito asked for the Board's help on two issues – a lack of siding on Cambell Way and a shed on Cambell Way.

The one home where there is a possible auto repair business is also the property that may have more dogs than is allowed. That property was referred to Coolbaugh Township.

Three properties were sent to Monroe County Waste Authority for follow-up.

A lengthy discussion on the ability of the Association to regulate burning took place.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Moore, to accept the Compliance Report as presented. All in favor. Motion passed.

5. President's Report –

Mr. Sandford discussed the newsletter that was delivered by mail to all homeowners. He hoped that more content from the Board members would be forthcoming for the next newsletter, which should go out in August.

He said that Ms. Miller, Mr. Broxmeier and himself have been attending Township meetings and addressing the need to care for blighted properties here and throughout the Township. Mr. Zito suggested that members attend the Township

budget sessions for 2015 and support his proposal to start a fund which would be dedicated to removing these structures.

Mr. Sandford mentioned the "bulletin board fairy (or angel)". It was disclosed that Mr. Broxmeier made the repairs on the board. Those present thanked him for his efforts.

The "Spring Eggstravaganza", scheduled to take place at Noon today was mentioned. Reimbursement for the expenses put out by Ms. Deborah Moore was discussed.

6. Management Report – as presented by Robert M. Zito

A written report covering the operations of the Association through the period ending March 31, 2014 was presented by Mr. Zito.

Mr. Zito stated that in terms of collections for the current year we are slowing down a bit, but still doing reasonably well, and that he would be seeking funding to send delinquent accounts to Green Flag Recovery (collection agency) to send the same series of demand letters that has been very successful in the past.

To date, there are 610 members that were paid in full. As a comparison, in 2013, there were 571 members paid in full.

Total accounts receivable (delinquencies) for the period ending March 31, 2014 were \$528,278.98.

For the month of March 2014, there were write-offs totaling \$4,989.32.

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

7. Committee Reports

- **Rules & Regulations:** Ms. Anderson-Krieg reported several possible issues that were discussed at their April 13th meeting. There were also extensive changes proposed to the "Proxy" form that has caused much confusion to membership in the past. Mr. Zito will meet with Ms. Anderson-Krieg to work on new language that would then be passed onto Attorney Greg Malaska for his review. After that review is complete, the changes will be brought back to the Board for discussion and possible adoption.
- **Citation Appeals:** No report. No business.

- **Facilities:** Ms. Smith-Hughes reported that the committee was formally organized. She said that there would be a Spring Cleanup on Earth Day, April 22nd. A long discussion on the logistics of this cleanup took place.
 - **Finance:** Mr. Moore reported that Ms. Santos, Mr. Zito and he met and utilized the 2013 audit report as the basis for starting the process of drafting a formal asset reserve schedule. This first draft of the report was shared with the Board. Discussion of how to initially fund this schedule took place. Several options were discussed – raising dues and scaling back services were mentioned. The reserve schedule would be put on the agenda and discussed further next month.
 - **Social Committee:** Mr. Sandford again mentioned the "Spring Eggstravaganza" taking place today. He thanked Ms. Moore and the committee for their efforts in putting together the event.
-

Mr. Moore suggested publicizing potential activities several months in advance to hopefully solicit volunteers to get more involved in the community.

The regulations on how to get the proper licenses for bingo, small games of chance, etc. were presented to the Board by Mr. Zito, and will be shared with the Social Committee.

8. **Financial Report – as presented by Tykieyen Moore**

A written report covering the preliminary financial results of the Association for the period ending March 31, 2014, was presented by Mr. Moore.

A listing of cash disbursements for the period of 3/1/2014 – 3/31/2014 was presented to the Board of Directors for review. Total accounts payable disbursements for this period was \$20,603.59. Among that amount, checks totaling \$5,004.00 for the potential repair of the fire damage to the mailbox pavilion were being held.

A profit and loss statement (unaudited) of the period ending March 31, 2014 was presented and discussed. Total revenue for the period was \$104,352, which represents 73.29% of budgeted income for the entire year.

Total expenses for the same period totaled \$43,579, or 30.61% of budgeted expenses.

For the period through 3/31/2014 total cash on hand for the Association totaled \$100,011.20.

An accounts receivable collection analysis presented to the Board showed that for the year, collections stood at 59.96% of budget. In 2013 and 2012, as of the same date, the percentages were at 58.27% and 62.86% respectively.

A motion was made by Ms. Kelly, seconded by Mr. Milteer, to accept the Financial Report as presented. All in favor. Motion passed.

9. **Secretary's Report – No report**

10. **Old Business –**

- **Mailbox Pavilion Repairs** – Mr. Sandford discussed the updated developments on the repairs, which have not gotten underway as of yet. He said that after initial inspection Bureau Veritas questioned whether the proposed roofing repairs were adequate. Mr. Zito found Mr. Gus Campuzano, a licensed architect, to evaluate the condition of the roof. After meeting with Mr. Zito and Mr. Sandford, Mr. Campuzano wrote a formal report which was then submitted to Bureau Veritas. It is now understood that this report will be sufficient to have the permit issued and have the work proceed as initially proposed.

A letter from Mr. David Gonzalez, one of the partners of the firm initially awarded the repair contract, was presented. This letter served as notice to PFE that his partnership with Mr. Jorge Amaya was now dissolved.

Several options as to how to proceed were discussed. It was the consensus of those present that the repairs must be expedited. The Board agreed that Mr. Amaya would have a period of two weeks to secure the proper PA state registration and insurance and to submit a new contract agreement in his name.

At this point (11:00am) Mr. Sandford called for Public Input. As there were no members present, none was offered.

A motion was made by Mr. Moore, seconded by Mr. Ramos, to grant Mr. Jorge Amaya a period of two weeks from this meeting to meet the original obligations of the previously accepted bid to repair fire damage at the mailbox pavilion and to have the proper registration and insurance in place to proceed at that time. If these conditions are not met the Board would then explore other options to proceed with this repair work. Seven in favor (Mr. Milteer left the room). One abstained (Ms. Santos). Motion passed.

At this point, there was a short recess. The meeting resumed at 11:08am.

- **Towing of the abandoned boat on Pont Road** – The legal ramifications of how to remove the boat were discussed. Mr. Zito learned that the towing agency must have a salvage license and that Pocono Mountain Regional Police must be notified, who would then file the proper paperwork and forward such to the towing agency. Murray's Towing of Mount Pocono has been contacted and is attempting to obtain the proper clearances to remove the boat.

Mr. Sandford informed the Board that while we would try our best there was no guarantee that the boat could be removed at no charge to PFE.

A motion was made by Ms. Kelly, seconded by Mr. Ramos to authorize an expenditure of up to \$300.00 from the property cleanup fund to have the abandoned boat removed from Pont Road. All in favor. Motion passed.

A motion was made by Mr. Moore, seconded by Mr. Ramos, to close Old Business. All in favor. Motion passed.

11. New Business –

- **Delinquent Accounts to be sent to Green Flag Recovery** – An email from Ms. Kelly Molino of Green Flag Recovery (Transworld Systems) detailing prices for this service was passed out.

Mr. Zito produced a listing of delinquent accounts owing up to \$1,000.00. He suggested that 250 accounts be purchased at this time as we would receive an approximate \$1.00 per account price break at that level. He noted that in the past three of four cycles with Green Flag we have consistently received in revenue approximately five times what we have expended, so this program has proven to be successful.

A motion was made by Mr. Moore, seconded by Ms. Kelly to authorize an expenditure of up to \$4,107.50 to send up to 250 delinquent accounts to Green Flag Recovery (Transworld Systems) for demand letters and credit bureau reporting, as the Board owes this action to those members who pay their obligations on time. Eight in favor. One abstained (Mr. Sandford). Motion passed.

- **Supplies for Social Committee** - Mr. Moore suggested that since the Social Committee was planning on holding an event each month it might be beneficial to allow the Committee to purchase supplies in bulk and store them at the office. This idea will be taken up again when more details on future events were available.
- **Possible purchase of snowblower/thrower for office walkway** – At Mr. Zito's suggestion, Mr. Sandford brought up this item, which he noted had been discussed at a previous meeting. He said that after the meeting it

was pointed out to him that we pay a service to remove snow from the office complex and questioned the need for this expenditure. Mr. Zito told the Board that since the last maintenance contract was signed (with Jeff & Jeannie Hein through RMZ Property) that extra duties such as plowing the office complex, vacuuming the office, mopping the community room, bathroom and kitchen floors and cleaning the bathrooms were added at no cost to the Association, so that assumption was not entirely accurate.

Mr. Broxmeier suggested if a machine were to be purchased "not to think small" and buy a machine that was adequate for the job. After discussion, it was decided that this matter would be taken up at a later date.

- **Spring Cleanup (Earth Day April 22nd)** – This item had been discussed in detail earlier in the meeting.


A motion was made by Mr. Milteer, seconded by Ms. Miller to authorize a Spring Cleanup on Tuesday April 22nd from 4:00-6:00pm to be held at the mailbox pavilion. No household trash or appliances would be accepted. Ms. Janice Smith-Hughes would be present to monitor the cleanup and distribute supplies. If needed, bagged trash collected at the pavilion could be brought to the office for later disposal. All in favor. Motion passed.

- **Information on Blighted Properties** – While not discussed in detail, Mr. Zito distributed to the Board information he received on blighted properties and potential solutions at the PA State Convention for Township Supervisors.
- **Picnic Tables / Benches for open areas** – Mr. Ramos discussed a community near K-mart in Mount Pocono that had open areas where picnic tables, park benches and dog walks were set up in open space areas. He suggested that this would not be expensive and that we might be able to utilize some of our many open areas. He said he is inquiring about governmental grants that might be available for this purpose.
- **Possible changes to Rules & Regulations / Crime Statistics** – Mr. Broxmeier shared his thoughts on possible revisions to the Rules & Regulations. He asked that the Board members review the list that was distributed and if they saw fit, to bring them up one or two at a time for discussion. He also shared information on crime statistics that he obtained in the Pocono Record and other sources.

12. Correspondence – No written correspondence

There being no further business, a motion was made by Mr. Moore, seconded by Ms. Anderson-Krieg, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 11:53pm.

NEXT REGULAR BOARD MEETING: May 17, 2014 at 9:00 am.

Submitted by: 
Robert M. Zito, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 4/19/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, MAY 17, 2014
MINUTES

Board Members present:

Bryan Sandford - President, Tykiesen Moore – Treasurer, Marisol Santos – Secretary, Susan Anderson-Krieg – Director, Marion Kelly – Director.

Board Members absent:

Margaret Miller - Vice President, Fred Milteer – Director, Jose Ramos – Director, Josefina Garcia – Director.

Alternate Members present:

Janice Smith-Hughes, Daniel Broxmeier.

Alternate Members absent:

None.

Staff present:

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

Members present:

Deborah Moore (left at 10:00am), David Davis (arrived at 9:33am, left at 12:00pm).

The meeting was called to order by President Bryan Sandford at 9:18am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Since there was not a full complement of Directors present, Mr. Moore made a motion, seconded by Ms. Anderson-Krieg to move Ms. Smith-Hughes and Mr. Broxmeier up to Director for this meeting, or until their replacements arrive. All in favor. Motion passed.

1. **Minutes**

The minutes of the April 19, 2014 were reviewed and considered for approval. The following correction was noted:

- **Page 7, New Business, fourth line** – “of delinquent of” should read “of delinquent”.

A motion was made by Ms. Kelly, seconded by Mr. Moore to accept the April 19, 2014 Meeting minutes as presented. All in favor. Motion passed.

The corrected March 15, 2014 minutes were also presented. No action on this item was necessary.

2. Maintenance Report – as presented by Robert M. Zito

A written report covering maintenance activities for the period April 1, 2014 – April 30, 2014 was presented by Mr. Zito.

Trash collection on the roads continues. Mr. Zito said that Mr. Broxmeier had suggested that the maintenance shed on Mayfair Road and Belgravia Drive be straightened up. Mr. Zito said that some of the debris that had been collected had been taken to the Township trash dump in early May. It was suggested that a group of volunteers get together to neaten up the area.

Mr. Zito said that the potholes in the mailbox pavilion area will be patched in the next few weeks by himself and Mr. Jeff Hein. He said that Township had been brought over to patch several large holes on Rob Roy Drive by the pavilion.

He stated that the mulch in the office area should be refreshed and that some borders should be installed to keep the mulch in place during rainstorms. This matter will be referred to the Facilities Committee for recommendations.

Ms. Santos mentioned the overflowing gutters on the Community Center. Mr. Zito said that he had Gary Gallerie Jr. look at the problem shortly after the building was completed and that he said the building had "a lot of roof".

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

3. Permit Report – as presented by Robert M. Zito

A written report covering permit activities for the period through May 14, 2014 was presented by Mr. Zito.

Mr. Zito said that a permit for an enclosed carport along Belgravia Drive was issued in late April and is ongoing. The permits that have failed Township inspection were also discussed.

As of the date of the report, one carport, one shed, three new construction, two additions and one deck permit remain open.

A motion was made by Ms. Kelly, seconded by Ms. Smith-Hughes, to accept the Permit Report as presented. All in favor. Motion passed.

4. Compliance Report – as presented by Robert M. Zito

A written report covering citations issued year to date through May 16, 2014 was handed out and discussed by Mr. Zito.

It was noted that in total, 16 new citations were issued this month, bringing the total year to date to 112. The new citations break down as follows:

- Unightly: 10
- Propane Tank: 3
- Parking on roads: 1
- Additions without a permit: 2

A property on the corner of Cotswold Road and Rob Roy Drive that had an abundance of trash in the backyard and on the deck was discussed. A car parked on Dorchester Drive with a man sleeping in the vehicle was observed at approximately 7:30am of 5/16. An informational notice was sent to the property owner whose house the vehicle was parked in front of to make them aware of this situation. The car was removed on a return visit by the Compliance Officer about 30 minutes after it was first observed.

A possible barrier / fence that was observed on Chelsea Circle was discussed. This barrier is approximately 6' – 8' high and solid in nature. Mr. Zito asked the Board's assistance for the appropriate way to address this issue.

Several abandoned houses that have not been returned to the mortgage bank through sheriff sale have begun to be rehabilitated by the banks prior to them receiving legal ownership. Mr. Zito said that this is a positive development and beneficial to the community. Finally, the abandoned boat on Pont Road was again discussed.

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

5. President's Report –

Mr. Sandford discussed the lack of progress on the Township's part regarding the burned out house on Belgravia Drive. He said that he, Mr. Broxmeier and Ms. Miller would continue to attend Township's meetings and advocate for PFEA.

He stated that repair work on the fire damage at the mailbox pavilion was underway and should be completed by the following week.

At this point Ms. Santos left the meeting (10:15am).

Mr. Sanford then asked those present if "no soliciting" signs might be beneficial within PFEA. He said that with warmer weather coming, the instances of unsolicited parties canvassing within PFEA will be increasing.

He ended his report by asking the Board to consider putting a service contract in place on the emergency generator. This matter may be considered later in the meeting under New Business.

Ms. Santos returned to the meeting at 10:20am.

6. Management Report – as presented by Robert M. Zito

A written report covering the operations of the Association through the period ending April 30, 2014 was distributed by Mr. Zito. It was not formally discussed at this time.

7. Committee Reports

- **Rules & Regulations:** The proposed to the "Proxy" form was briefly discussed and will be considered in more detail later in the meeting.
- **Citation Appeals:** No report. No business.
- **Facilities:** Ms. Kelly and Ms. Smith-Hughes reported on the Spring Cleanup on Earth Day, held on April 22nd. Ms. Kelly felt that a great benefit of this effort was the ability to introduce themselves to and speak with members as they came to the mailbox pavilion. Ms. Smith-Hughes said 19 members participated. Other issues discussed included the recent graffiti on the bulletin board, security cameras at the pavilion, the possibility of creating a dog walk and signage directing visitors to the Community Center complex.
- **Finance:** Mr. Moore expressed concern regarding the budget and cash flow for the remainder of the year. A discussion regarding general financial issues then took place.
- **Social Committee:** Mr. Sandford thanked Ms. Moore and the Committee for a successful "Spring Eggstravaganza".

Ms. Moore mentioned the Tricky Tray that took place at that event and that \$70.00 was raised with this raffle.

Discussion of developing a release form allowing publication of pictures taken at PFE events took place.

Future events for Halloween, Bingo and events using the projector recently purchased took place.

8. Financial Report – as presented by Tykieyen Moore

A written report covering the preliminary financial results of the Association for the period ending April 30, 2014, was presented by Mr. Moore.

A listing of cash disbursements for the period of 4/1/2014 – 4/30/2014 was presented to the Board of Directors Total accounts payable disbursements for this period was \$24,119.01. This included large one-time expenses for the mailbox pavilion.

Mr. Moore stated that the budget for the remainder of the year would be very tight. It was suggested that various ideas (raising of dues, reduction in services, consolidating services such as Wi-Fi and trash pickup for the community) be discussed with membership in the future to possibly alleviate this problem.

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

At this point (11:03am) Mr. Sandford called for Public Input.

Mr. Davis raised the following issues: trash in the community, trash being discarded from moving vehicles, speeding and a dangerous tree near his property. Mr. Sandford expressed the Association's limits in forcing people to take trees down on their own property. Mr. Zito will go to observe the situation again and contact the property owner, by letter, if warranted. A barking dog along Northampton Road was also discussed.

Ms. Smith-Hughes and Mr. Davis discussed the possibility of providing the community with an opportunity to take day trips. Camelbeach, Dutch Wonderland, Knoebels, the Amish Country and a group shopping day were some of the ideas mentioned.

Ms. Moore asked that the Facilities Committee look into possibly raising the rental fee for the Community Room.

Public Input was closed at 11:36am.

9. Secretary's Report – No report

10. Old Business –

- **Boat on Pont Road** – This issue was discussed earlier.
- **Proposed Reserve Schedule** – The proposed schedule, as previously compiled by Mr. Zito, Mr. Moore and Ms. Santos was presented. The shortfall of approximately \$60,000.00 in the required reserves was discussed. Various methods of reducing this shortfall were mentioned.

Ms. Kelly suggested that the Board hold an informational session to inform the community of the options. A long discussion took place. Mr. Sandford said that in light of the traditional poor attendance at the Annual Meeting, any approval of a dues increase or other methods to raise revenue would be either won or lost through the mail.

After much discussion, Mr. Zito, Mr. Moore and Ms. Santos were tasked with drafting the appropriate verbiage for such a proposal. They will report back to the Board at a future meeting.

- **Proposed changes to the Proxy / Ballot** – The proposed changes, as discussed at a previous meeting, were presented for review by Mr. Zito and Ms. Anderson-Kreig, who had compiled the changes and revised the sample proxy / ballot. After a very lengthy discussion, it was agreed that Mr. Zito would incorporate the ideas given here and e-mail a revised form to the Board in advance of the next meeting.
- **Vote Counting Procedures at the Annual Meeting** - Ms. Kelly brought up the possibility of streamlining the vote counting procedures at the Annual Meeting. There was some disagreement as to what was decided on this issue at the 2013 Annual Meeting. After some back and forth Mr. Zito offered to review the tape of the 2013 Annual Meeting and try to compile a draft of the minutes of that meeting to the Board before next month's Board meeting.
- **"Public" Bulletin Board** – The idea of having all items to be posted on the small, public bulletin board run either through the Administration Office or the Directors for approval was brought up by Ms. Smith-Hughes. After discussion, the consensus of those present was to not police or restrict postings on this board.

A motion was made by Ms. Santos, seconded by Ms. Anderson-Krieg, to close Old Business. All in favor. Motion passed.

11. New Business –

- **Clarification of the Community Room Rental Agreement** – A church group who is renting the room questioned the provision in the agreement

offering the room free of charge to non-profit (501c3) organizations. After discussion it was the consensus of those present that the intent of this provision, as initially written, was not reflected properly.

A motion was made by Mr. Moore, seconded by Ms. Kelly to eliminate provision "C. USE OF CIVIC CENTER BY NON-PROFIT ORGANIZATIONS" from the Community Room rental agreement, effective immediately and to refund the fee, already collected, to the organization who questioned the provision. Six in favor. One Abstained (Ms. Smith-Hughes). Motion passed.

- **Illegal Encroachment by Homeowner on Resident, PFEA and Game Commission Owned Lots** – Mr. Sandford and Mr. Zito discussed this situation covering several lots on Coach Road – three lots owned by private owners, a lot owned by PFE and a lot owned by the PA Game Commission. It is alleged that an adjacent property owner illegally cleared the lots in question to create an ATV track.

It was agreed that the Association would notify, as a courtesy, the two property owners whose property was altered.

At this point Ms. Santos left the meeting (12:20pm).

A motion was made by Mr. Moore, seconded by Ms. Kelly to notify, as a courtesy, the two property owners whose lots were illegally trespassed on and altered. All in favor. Motion passed.

A motion was made by Mr. Broxmeier, seconded by Ms. Kelly have Attorney Greg Malaska contact the owner of record on the matter. All in favor. Motion passed.

- **PFE Shed Cleanup** – It was the consensus of those present that volunteers gather on a weekend after Memorial Day to clean the property around the shed. A tentative date of the Sunday after Memorial Day was set.

12. Correspondence – No written correspondence

There being no further business, a motion was made by Ms. Anderson-Krieg, seconded by Mr. Moore to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 12:43pm.

NEXT REGULAR BOARD MEETING: June 21, 2014 at 9:00 am.

Submitted by:


Robert M. Zito, Recording Secretary

Witnessed by: _____

Marisol Santos, Secretary

Date: 5/17/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, JUNE 20, 2014
MINUTES

NOTE:

The Pocono Farms East Board of Directors Regular Board Meeting, scheduled for this day, was cancelled due to lack of quorum.

NEXT REGULAR BOARD MEETING: July 18, 2015 at 9:00 am.

Submitted by: 
Robert M. Zito, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 6/20/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, JULY 19, 2014
MINUTES

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Marisol Santos - Secretary, Susan Anderson-Krieg - Director, Josefina Garcia - Director (arrived at 9:07am), Jose Ramos - Director.

Board Members absent:

Tykleyen Moore - Treasurer, Fred Milteer - Director, Marion Kelly - Director.

Alternate Members present:

Janice Smith-Hughes, Daniel Broxmeier.

Alternate Members absent:

None.

Staff present:

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

Members present:

M/M Christian Espita (10:50am).

The meeting was called to order by President Bryan Sandford at 9:00am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Since there was not a full complement of Directors present, Mr. Ramos made a motion, seconded by Ms. Santos to move Ms. Smith-Hughes and Mr. Broxmeier up to Director for this meeting, or until their replacements arrive. All in favor. Motion passed.

1. **Minutes**

The minutes of the May 17, 2014 were reviewed and considered for approval.

A motion was made by Mr. Ramos, seconded by Ms. Anderson-Krieg to accept the May 17, 2014 Meeting minutes as presented. All in favor. Motion passed.

The corrected April 19, 2014 minutes were also presented. No action on this item was necessary.

2. Maintenance Report – as presented by Robert M. Zito

Written reports covering maintenance activities for the period May 1, 2014 – June 30, 2014 were presented by Mr. Zito.

With Mr. Broxmeier's help, Mr. Jeff Hein has spread a great deal of mulch that was picked up, free, from the Township recycling center. Mr. Broxmeier also helped by trimming the bushes at the office complex. He thanked M/M Hein for cleaning up the clippings. All present thanked Mr. Broxmeier for his great efforts.

Mr. Zito recounted the graffiti that was sprayed on an entrance door and the surrounding vinyl siding this past Thursday. He said he went down to Ace Hardware to buy graffiti remover and he, Mr. Hein and Mr. Sandford spent about an hour scrubbing and removing the graffiti.

Mr. Zito said that he and Mr. Sandford spent several hours viewing the security tapes and the incident was found to have occurred at approximately 12:43am, 15 minutes after the area floodlights went out. He suggested that some soft, additional lighting might help in deterring such activity.

He said that Pocono Mountain Regional Police were called and made an immediate visit to the Association office. Mr. Zito will follow up with PMRP if any leads develop.

He suggested that some soft, additional lighting might help in deterring such activity. After a lengthy discussion Mr. Zito was asked to investigate options and bring the findings back to the Board.

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

3. Permit Report – as presented by Robert M. Zito

A written report covering permit activities for the period through July 14, 2014 was presented by Mr. Zito.

Mr. Zito stated that two new constructions, both by Classic Quality Homes, were closed out this month, one at 624 Fergus Way and one at 115 Cambell Way.

A Board member had questioned a fence that was erected on Hamlet Drive. Mr. Zito previously told the Board member that all aspects of that project were in compliance with PFE rules.

A new construction permit, again for Classic Quality Homes, was issued on July 5th, the address of this property being 1144 Cambell Way.

Seven compliance permits have been issued this year, along with 17 tree permits. Three permits have been closed this year.

The permit issued to 1120 Titania Road, extended once, is now expired again. Mr. Zito will contact the owner to see if he would like the permit extended.

Mr. Broxmeier asked about the open permit on Hampshire Road and the proposed "group home" on Belgravia Drive. Discussion followed.

A motion was made by Ms. Santos, seconded by Ms. Miller, to accept the Permit Report as presented. All in favor. Motion passed.

4. Compliance Report – as presented by Robert M. Zito

A written report covering citations issued year to date through July 15, 2014 was handed out and discussed by Mr. Zito.

It was noted that in total, year to date, 214 citations have been issued. 75 remain open at this time.

With the approval of the President, four abandoned properties were mowed and cleaned by the Association – 3304 Oberon Road, 3122 Falstaff Drive, 303 Lamont Way and 406 Northampton Road.

The "bagster" that was abandoned at 5022 Belvedere Road was discussed. A long discussion took place. Mr. Zito will explore the best and most economical way to remove the contents.

A motion was made by Mr. Broxmeier, seconded by Mr. Ramos, to get prices for the removal of the debris at 5022 Belvedere Road, and that any monies spent on the removal be taken from the abandoned property fund. All in favor. Motion passed.

The house missing front steps on Mayfair Road was discussed. As this falls more under the prevue of Coolbaugh Township, Mr. Zito will pass this on to Coolbaugh Township Zoning Officer Joe Brady.

The stockade fence, over 4' tall and of non-permitted materials, erected on Chelsea Circle, was discussed. No permit was pulled from the Association. Mr. Sandford asked those present to take the time to take a look at the fencing.

Finally, two houses on Essex Road, the July 4th block party on Cotswold Road and the perpetual yard sale on Cotswold Road were discussed.

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

5. President's Report –

Mr. Sandford discussed the importance of all Board members making every effort to attend all meetings so that the business of the Association can be conducted in a timely fashion. Comments on this matter were heard from Ms. Garcia, Mr. Broxmeier, Ms. Miller and Ms. Smith-Hughes. A very lengthy discussion took place.

Several of the items Mr. Sandford intended to mention had already been addressed. He did, however, acknowledge, with regret Mr. Broxmeier's resignation from two Committees.

6. Management Report – as presented by Robert M. Zito

Written reports covering the operations of the Association through the period ending June 30, 2014 were distributed by Mr. Zito.

He discussed the collection efforts made in conjunction with Green Flag Recovery. While money has been coming in slowly, he stated that in prior years it seemed as though many delinquent homeowners waited until the fourth or fifth of five demand letters to reach out to the Association, and he was hopeful that this would occur again this year.

11 resale certificates were issued in June, indicating that revenue from delinquent dues and transfer fees should be forthcoming.

Compared to 2013, Mr. Zito said that there were 28 fewer accounts that were delinquent through June 30th.

The issue of the office being short staffed for the summer was discussed. Mr. Zito indicated that he would be asking the Board if he could go to a five day week, rather than a six day week, until further notice.

Mr. Zito indicated that as of yesterday the last 100 of the 250 accounts bought from Green Flag Recovery were processed by the PFEA office, and at this point all 250 have all be sent to collections.

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

7. Committee Reports

- **Rules & Regulations:** No report. No business.
- **Citation Appeals:** No report. No business.

- **Facilities:** Ms. Smith-Hughes reported that a meeting was held on April 19th and one was held directly prior to this meeting.

A fundraiser / meet and greet jointly held by the Social Activities Committee and Facilities Committee was proposed for August 30th. The proposed idea, at this point, was an outing to Camelbeach Waterpark. The commitment date for RSVP would be August 16th, with an absolute "drop dead" date of August 23rd.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos to authorize the Facilities Committee and Social Committee to proceed with plans for a group outing at Camelbeach Waterpark on August 30th. All in favor. Motion passed.

Discussion of painting the Community Room took place. It was decided that volunteers would be solicited to paint the Community Room after the next Board Meeting on August 16th.

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Santos to authorize purchase of paint / painting supplies to paint the Community Room, at a cost not to exceed \$400.00. All in favor. Motion passed.

Discussion of further mulching of the office complex took place. Ms. Smith-Hughes volunteered her services.

At this point (11:02am) Mr. Sandford called for Public Input.

M/M Espita, residents in PFE, came to the meeting representing a church group (IDDMDJI).

The reason for their visit was to ask the Directors for regular, short-term leasing of the Community Center for the months of August and September.

After much discussion it was agreed that open times the months of August would be rented, on a trial basis, to IDDMDJI, for the regular rental amount of \$100.00 per week, along with a \$75.00 security deposit.

A motion was then made by Mr. Broxmeier, seconded by Ms. Anderson-Krieg to authorize rental of the Community Room to IDDMDJI for five Sundays in August between the hours of 9:30am – 1:00pm at a total cost of \$500.00, plus a \$75.00 security deposit. All in favor. Motion passed.

- **Facilities (continued):** The shed was discussed.

At this point Mr. Espita came back to the meeting asking for rental of the Community Room for all Sundays in September also.

An amended motion was made by Mr. Broxmeier, seconded by Ms. Anderson-Krieg to authorize rental of the Community Room to IDDMDJI for nine Sundays in

August and September, between the hours of 9:30am – 1:00pm at a total cost of \$900.00, plus a \$75.00 security deposit. All in favor. Motion passed.

- **Facilities (continued again):** Security cameras were discussed. The quote from Royal Security was deemed to be too expensive for the Association at this time. Various options for both the Community Center and the Mailbox Pavilion were brought up. A quote from J Amaya Contracting was also discussed by the Board.

A motion was made by Mr. Broxmeier, seconded by Ms. Santos to approve the proposal of J Amaya Contracting, at a total cost of \$910.00, to upgrade / replace seven security cameras at the Community Center. Seven in favor. One abstained (Ms. Santos). Motion passed.

A proposal for directional signage within the community directing people to the Community Center / Office complex was presented. The consensus was that, at this time, it was not feasible to proceed with this project.

The problem of overflowing gutters at the Community Center during heavy rains was discussed. There was no consensus.

Solar lighting for the entrance signs was discussed. It was determined that affordable solar lighting would not be adequate and that any solar lighting would be susceptible to vandalism.

Finally, pothole patching at the Mailbox Pavilion was discussed. Mr. Zito and Mr. Hein will proceed with the repairs.

- **Finance:** In the absence of a formal Finance Committee report, Mr. Zito presented his opinion on how to address the shortfall in Reserves. The previously presented Reserve schedule, along with options of raising dues, cutting services or both, was discussed. Mr. Sanford requested that the Board Members draw a conclusion as far as the direction they wanted to go on this issue by next meeting.
- **Social Committee:** Pertinent issues were covered earlier in the meeting.

8. Financial Report – as presented by Robert M. Zito

A written report covering the preliminary financial results of the Association for the period ending June 30, 2014, was presented by Mr. Zito.

A listing of cash disbursements for the period of 5/1/2014 – 6/30/2014 was presented to the Board of Directors.

Mr. Zito stated that halfway through the year we have received 88% of expected annual income and disbursed 52% of expected annual expenses. For the first six months of the year, the excess of revenue over expenses totaled approximately \$45,000.00.

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

9. Secretary's Report – No report

10. Old Business –

- **ATV Encroachment on Coach Road** – There have been no further developments on this issue. Attorney Greg Malaska, in a conversation with Mr. Zito and Mr. Sandford, suggested that a title search might be valuable in determining the next possible course of action against the suspected offenders. The consensus of those present was that we should wait to see if we hear from the suspected offender before doing such a search.
- **Proposed changes to the Proxy / Ballot** – The proposed changes, as discussed at a previous meeting, were again presented for review by Mr. Zito.
- **Issues on Northampton Road** - Mr. Sandford said that he, Mr. Zito and Mr. Broxmeier have spent a considerable amount of time trying to alleviate past problems. He believed that there has been some success in dealing with the issues.

At this point the meeting turned back to the Proxy / Ballot issue. A motion was made by Ms. Garcia, seconded by Ms. Smith-Hughes, to accept changes in the Proxy / Ballot as presented. All in favor. Motion passed.

11. New Business –

- **Summer Newsletter** – Mr. Zito stated that the cost of a newsletter will be approximately \$500.00, but this issue is necessary to solicit persons to consider running for the Board. He requested that any content to be included be sent in to the office within the next two weeks.
- **Committee Resignations** – Ms. Miller informed those present that she was resigning from the Facilities Committee. Additionally, a letter from Mr. Broxmeier was read announcing his resignation from both the Citation Appeals and Rules and Regulation Committees.

A motion was made by Mr. Broxmeier, seconded by Ms. Miller, to accept, with regret, the previously announced resignations.

12. Correspondence – No written correspondence

- Disruptive Neighbor Complaint - Mr. Zito recounted his conversation with the homeowner. Board discussion followed.
- Jester Court Property – A letter from Coolbaugh Township, citing this homeowner for debris in their front yard, was discussed.
- Letter from A Pocono Country Place – A letter from APCP inviting PFEA to a multi-community meeting to be held on November 1, 2014 was read. Several Board members expressed their interest in attending.

Before adjournment Mr. Broxmeier suggested that the Board consider a permit to allow property owners to put a "For Sale" sign on their property, rather than in their window, and charge a small fee annually. He also suggested that a small fee be charged for a yard sale permit. He asked that the Board consider this for the next meeting.

There being no further business, a motion was made by Ms. Miller, seconded by Ms. Anderson-Kreig to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 12:55pm.

NEXT REGULAR BOARD MEETING: August 16, 2014 at 9:00 am.

Submitted by: _____


Robert M. Zito, Recording Secretary

Witnessed by: _____

Marisol Santos, Secretary

Date: _____

7/19/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, AUGUST 16, 2014
MINUTES

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Tykieyen Moore – Treasurer Marisol Santos – Secretary (arrived at 9:05am), Susan Anderson-Krieg – Director, Josefina Garcia – Director, Marion Kelly – Director (arrived at 9:08am).

Board Members absent:

Fred Milteer – Director, Jose Ramos – Director.

Alternate Members present:

Janice Smith-Hughes, Daniel Broxmeier.

Alternate Members absent:

None.

Staff present:

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

Members present:

Mr. Larry Vitale (12:15pm).

The meeting was called to order by President Bryan Sandford at 9:02am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Since there was not a full complement of Directors present, Ms. Garcia made a motion, seconded by Ms. Anderson-Krieg to move Ms. Smith-Hughes and Mr. Broxmeier up to Director for this meeting, or until their replacements arrive. All in favor. Motion passed.

1. **Minutes**

The minutes of the July 19, 2014 were reviewed and considered for approval.

A motion was made by Ms. Miller, seconded by Ms. Anderson-Krieg to accept the July 19, 2014 Meeting minutes as presented. Eight in favor. One abstained (Mr. Moore). Motion passed.

The corrected May 17, 2014 minutes were also presented. No action on this item was necessary. There was no June Meeting.

2. Maintenance Report – as presented by Robert M. Zito

Written reports covering maintenance activities for the period July 1, 2014 – July 31, 2014 were presented by Mr. Zito.

Again with Mr. Broxmeier's help, Mr. Jeff Hein spread more mulch that was picked up, free, from the Township recycling center.

Grass was cut at four more abandoned properties, making a total of eight thus far this year, at a total cost of \$400.00.

At this point a property owner, Mr. Robert Gushue, called the office expressing his displeasure with the rental affidavit sent to him. Mr. Zito explained the criteria used in sending this request to some homeowners. The homeowner then was put on speaker phone and expressed his displeasure to the Directors present.

Mr. Zito pointed out the re-painting of the Community Room, done by Mr. Hein, a few days ago. He said that Ms. Jeannie Hein also helped in the effort by cleaning the fans, air vents, etc.

The Board collectively thanked the Hein's and thought that a gift certificate to a local restaurant was warranted to show their appreciation.

Mr. Zito also said that he and Mr. Hein patched potholes at the mailbox pavilion on August 11th.

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

3. Permit Report – as presented by Robert M. Zito

A written report covering permit activities for the period through August 11, 2014 was presented by Mr. Zito.

25 tree permits along with seven compliance permits have been issued this year.

Mr. Zito stated that one new construction by Classic Quality Homes, was closed out this month (4206 Chelsea Circle).

A lengthy discussion regarding fences – allowable height, materials and placement – took place. Those who questioned what was allowable were referred to the PFEA Rules and Regulations, in which what is allowable is extensively outlined.

At this point (9:36am) Ms. Smith-Hughes left the meeting.

A motion was made by Ms. Miller, seconded by Mr. Moore, to accept the Permit Report as presented. All in favor. Motion passed.

4. Compliance Report – as presented by Robert M. Zito

A written report covering citations issued year to date through August 16, 2014 was handed out and discussed by Mr. Zito.

It was noted that in total, year to date, 249 citations have been issued.

With the approval of the President, four more abandoned properties were mowed and cleaned by the Association – 3416 Derby Road, 3314 Cumberland Road, 4407 Kensington Drive and 1911 Hamlet Drive.

Discussion of possibly having work done on a deck without a permit, at a house on Fergus Way, took place. According to Mr. Zito, when at the property to approve a tree permit, new work on both front and back decks was observed. While this appears to be a replacement – like for like – he was not sure if a Township permit should have been obtained. Mr. Zito will follow up. A port-a-potty on Hamlet Drive, a dog run on Warwick Circle and fencing on Cambell Way were also discussed.

A motion was made by Mr. Broxmeier to disregard any further compliance action on the deck on Fergus Way, referenced in the compliance report. This motion died for lack of a second.

The house missing front steps on Mayfair Road was discussed. As this falls more under the prevue of Coolbaugh Township, Mr. Zito will pass this on to Coolbaugh Township Zoning Officer Joe Brady.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Moore, to accept the Compliance Report as presented. All in favor. Motion passed.

5. President's Report –

Mr. Sandford discussed the problems with the security cameras and lighting system at the office complex, and mentioned a proposal to enhance lighting at the complex that would be considered under new business.

He spoke of an encounter along the fire lane behind privately and Association owned properties on Coach Road. He and Mr. Zito followed up with Pocono Mountain Regional Police. Mr. Zito said he also had a conversation with the corporate owner of the property regarding both the financial status and the damages done to the properties in question. He and Mr. Sandford intend to follow up with the owner's representative next week. A lengthy discussion took place.

A discussion of Mr. Milteer and his missing three consecutive meetings took place. While Mr. Sandford said he appreciated Mr. Milteer's past contributions he also recognized that quorums have not always been achieved and members whose personal obligations take them away from PFEA duties make achieving those quorums more difficult. Comment was heard from several Board members. This matter will be discussed under new business.

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

A written report covering the operations of the Association through the period ending July 31, 2014 was distributed by Mr. Zito.

He stated that money has begun to come in from those accounts that were sent to Green Flag Recovery. He also stated that the budget will be tight this year.

Five resale certificates were issued in June. Several large write-offs, as required by law due to foreclosures and sheriff sales, totaling \$8,139.91, took place in July.

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

7. **Committee Reports**

- **Rules & Regulations:** No report. No business.
- **Citation Appeals:** No report. No business.
- **Facilities:** Ms. Smith-Hughes was not here to present a report. Brief discussion of the outing to Camelbeach Waterpark on September 30th took place.
- **Finance:** A very lengthy detailed discussion of the shortfall in Reserves, the previously presented Reserve schedule, and the materials that would accompany such a mailing to membership took place. Mr. Zito also suggested a reduction in management services that would accompany a request to membership to raise annual dues to \$155.00 and \$110.00 respectively.

It was decided that on September 6th @ 9:00am a meeting of the Finance Committee would take place to finalize the Annual Meeting materials that would be presented to the Board, for final approval, at the Board's September meeting.

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

A written report covering the preliminary financial results of the Association for the period ending July 31, 2014, was presented by Mr. Moore.

A listing of cash disbursements for the period of 7/1/2014 – 7/31/2014 was presented to the Board of Directors.

Mr. Moore asked those present to review the Budget V. Actual report. No questions were forthcoming. Ms. Kelly inquired about the Association's cash positions (\$78,591.16 through August 31st) and the status of office equipment.

It was agreed by Mr. Moore and Mr. Zito that operating income and expenses will be tight through year end.

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

9. **Secretary's Report – No report**

10. **Old Business –**

- **Security Cameras at Office** – The security cameras (seven of eight) were upgraded this past month.
- **Lighting upgrade** – An estimate from J. Amaya Contracting (\$1,120.00), for work that would separate the circuits controlling the office parking lot flood lights from the lantern lighting on the building entrance doors was presented and discussed.

A motion was made by Mr. Moore, seconded by Ms. Anderson-Krieg, to accept the estimate by J. Amaya Contracting, at a cost not to exceed \$1,200.00, to separate the circuits controlling the office parking lot flood lights from the lantern lighting on the building entrance doors. Seven in favor. One abstained (Ms. Santos). Motion passed.

- **Bagster on Belvedere Road** - Mr. Zito stated that he and Mr. Hein would be removing the bagster.
- **Burned out building on Belgravia Drive** - Mr. Moore asked about the status of this building. Mr. Zito said that he is working through the legal process of removing the building with Coolbaugh Township.
- **House with no steps on Mayfair Road** - A house whose owner that has removed all risers leading up to the front door was discussed. This will be referred to Township Zoning Officer Joe Brady.

- **House with debris on Jester Court** - Mr. Zito stated that the debris that was piled in front of the garage has all been removed.
- **Prohibition on "For Sale" signs** - Mr. Broxmeier asked why these types of signs were prohibited while other type signs (i.e. My Son in in the Marines, Watch out for Motorcycles, etc.) are not cited.

A motion was made by Mr. Broxmeier to allow "For Sale" signs to be posted on property (not only in a window), after receiving a PFE permit. Such permits would cost \$50.00 and be good for one year. Failure to obtain a permit prior to posting a "For Sale" on property would result in a PFE fine of \$300.00.

Prior to receiving a second and having further discussion take place it was agreed, by consensus, that this proposal would be forward to the Rules and Regulations Committee for review.

Public Comment:

At this point (12:15pm) Mr. Larry Vitale expressed his disagreement with the possibility of raising dues for 2015, as suggested in President Sandford's recent newsletter article.

He said that he felt he was being "pushed out of his house", questioned what services are now provided and suggested that the Association be disbanded.

Mr. Sandford well outlined the services provided on the properties and roads owned, in common, by PFE residents.

Several of the Board members addressed Mr. Vitale's concerns. A long discussion took place. Mr. Sandford and Mr. Moore explained to Mr. Vitale the process that the Association takes, within the law, to chase delinquent accounts.

Mr. Vitale stated that he does not think this is a "private community" and that the Route 196 entrance sign was incorrect. He also suggested that renting homes not be allowed in PFE.

He questioned the vote taken to construct the Community Center, claiming he never had the opportunity to vote. Mr. Broxmeier said that he did not support the construction but now that the building is here we all have an obligation to maintain it.

The conversation continued as several Board members discussed the rights and responsibilities of the Association.

Old Business – Continued

- **Yard Sale** - Mr. Broxmeier felt that a permit, with fee, should be needed for homes holding yard sales in PFE. Mr. Moore suggested that we wait for membership to indicate that there is a problem with yard sales before we propose solutions.

11. New Business –

- **Director Fred Milteer** – It was decided that Mr. Milteer would be notified by letter, from the Board of Directors, that due to his missing three consecutive meetings his seat would be declared vacant. A replacement will be selected by the Board at its October Regular Meeting. It was also agreed that going forward any Director missing three consecutive meetings be sent a similar letter.

A motion was made by Mr. Broxmeier, seconded by Ms. Anderson-Krieg that Director Fred Milteer would be notified by letter, from the Board of Directors, that due to his missing three consecutive meetings his seat would be declared vacant. Seven in favor. One abstained (Ms. Kelly). Motion passed.

- **Thank you to Jeff and Jeanne Hein** –

A motion was made by Mr. Moore, seconded by Ms. Santos to purchase a \$100.00 gift card from Bailey's Restaurant in appreciation of the effort made to paint the Community Room. All in favor. Motion passed.


- **Question on Shrubbery** – Ms. Kelly asked who maintained shrubbery around the Community. The questions of maintaining and, most importantly, ongoing watering of plantings were discussed.

12. Correspondence – No written correspondence

- **Anonymous Homeowner Complaint – Dorset Road** - Mr. Zito presented this complaint that was left in the door at the office. He said he investigated the incident and found it baseless. The Board stated that anonymous complaints will not be addressed.
- **Offer from Amerigas** – A certified letter offering PFE a set rate for propane was discussed. No action was deemed to be warranted at this time.

There being no further business, a motion was made by Mr. Broxmeier, seconded by Ms. Anderson-Krieg to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 1:30pm.

NEXT REGULAR BOARD MEETING: September 20, 2014 at 9:00 am.

Submitted by: 
Robert M. Zito, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 8/16/14

**POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, SEPTEMBER 20, 2014
MINUTES**

Board Members present:

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

Board Members absent:

Josefina Garcia – Director, Marion Kelly – Director.

Alternate Members present:

Janice Smith-Hughes, Daniel Broxmeier.

Alternate Members absent:

None.

Staff present:

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

Members present:

Ms. Deb Moore, Mr. Christian Espita

The meeting was called to order by President Bryan Sandford at 9:05am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

As there was now a vacancy on Board of Directors, Mr. Sandford explained to those present the options and procedures for filling such a vacancy until the next general election.

Ms. Santos made a motion, seconded by Mr. Ramos to appoint Ms. Smith-Hughes Director through the next general election, to be held at the October 25, 2014 Annual Membership Meeting. All in favor. Motion passed.

1. **Minutes**

The minutes of the August 16, 2014 were reviewed and considered for approval.

The following corrections were noted –

Page 2, Maintenance Report, Paragraph 5, line 2 reads "done by Mr. Hein, done a few days ago"; should be **"done by Mr. Hein, a few days ago"**.

Page 4, Committee Reports – Finance Paragraph 1, line 6 reads “dues to \$150.00”; should be “**dues to \$155.00**”.

Page 4, President's Report Paragraph 1, line 6 reads “This matter will discussed”; should be “**This matter will be discussed**”.

A motion was made by Ms. Miller, seconded by Ms. Anderson-Krieg to accept the August 16, 2014 Meeting minutes as corrected. All in favor. Motion passed.

The previously approved July 19, 2014 minutes were also presented. No action on this item was necessary.

Ms. Miller made a motion, seconded by Ms. Anderson-Krieg to move Mr. Broxmeier up to Director for this meeting, or until his replacement arrives. All in favor. Motion passed.

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

In light of the heavy agenda Mr. Zito did not elaborate on the submitted written report covering maintenance activities for the period August 1, 2014 – August 31, 2014. Rather, he called for any questions from the Directors. None were heard.

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

3. **Permit Report – as presented by Robert M. Zito**

A written report covering permit activities for the period through August 11, 2014 was presented by Mr. Zito.

A permit issued to 5521 Buckingham Circle / Coach Road was discussed. Mr. Zito mentioned that on the previous Saturday at approximately 3:00pm logging activity was taking place and was observed by him. Discussion of a pending fine took place.

31 tree permits along with eight compliance permits have been issued this year.

A motion was made by Mr. Moore, seconded by Mr. Broxmeier, to accept the Permit Report as presented. All in favor. Motion passed.

4. **Compliance Report – as presented by Robert M. Zito**

A written report covering citations issued year to date through September 15, 2014 was discussed by Mr. Zito.

It was noted that in total, year to date, 285 citations have been issued.

Mr. Sandford asked about the status of a property with two sheds on Cambell Way and Essex Road. Ms. Smith-Hughes inquired about two properties on Essex Road. A property on Macbeth Way (abundance of automobiles) was also discussed. Regarding this property, Mr. Zito has discussed the matter with Coolbaugh Township Zoning Officer Joe Brady.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Broxmeier, to accept the Compliance Report as presented. All in favor. Motion passed.

5. President's Report –

Mr. Sandford gave a brief report.

He stressed that with the Annual Meeting only a month away it was important that all the Board members be well versed on the issues of the community, and that he anticipated a larger turnout and more questions being asked at that meeting due to discussion of a potential dues increase.

6. Management Report – as presented by Robert M. Zito

A written report covering the operations of the Association through the period ending August 31, 2014 was distributed by Mr. Zito.

He stated that collections are continuing to be relatively strong compared to the last several years.

Mr. Moore suggested that as a point of reference for the Annual Meeting it would be beneficial to know the amount of abandoned or foreclosed homes the community has had in the last few years, and the impact that their lost dues has had on Association finances. Mr. Zito said that a quick analysis done showed that this year alone 34 properties were lost to Sheriff Sale or owners declaring bankruptcy.

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

7. **Committee Reports**

- **Rules & Regulations:** On behalf of the R&R Committee Ms. Anderson-Krieg asked the members present if consideration should be given to allowing "For Sale" signs to be posted in yards, in addition to the rule currently allowing these signs in windows. A long discussion ensued.

A motion was made by Mr. Broxmeier, seconded by Mr. Moore to table consideration of amending the "For Sale" sign regulation prohibiting the placing of these signs in yards. Seven in favor. One abstained (Ms. Smith-Hughes). Motion passed.

A motion was made by Ms. Santos, seconded by Mr. Moore to accept the Rules & Regulation Committee Report as presented. All in favor. Motion passed.

- **Citation Appeals:** No report. No business.
- **Facilities:** Ms. Smith-Hughes briefly discussed the outing to Camelbeach Waterpark on September 30th.

A potential dog walk for the community was discussed at length. The feasibility and finances of such a project took place.

Ms. Smith-Hughes suggested that the Committee have an opportunity at the Annual Meeting to highlight what it accomplished this year with very little funding. She said that a meeting of the Committee will take place after this meeting.

A motion was made by Ms. Santos, seconded by Ms. Anderson-Kreig to accept the Facilities Committee Report as presented. All in favor. Motion passed.

- **Finance:** Mr. Moore said that discussion of the proposed dues increase will take place later in this meeting.
- **Social Activities:** Ms. Moore suggested that a Committee signup sheet be distributed at the Annual Meeting for interested members. Mr. Ramos also stated we should look into establishing a method of mass communication regarding incidents in PFE and the surrounding communities. Mr. Moore suggested that we look into establishing a link to governmental authorities on our website to disseminate such information. Mr. Zito suggested "liking" the Facebook pages of local authorities who provide timely updates on such issues.

A motion was made by Ms. Miller, seconded by Ms. Smith-Hughes to accept the Social Activities Committee Report as presented. All in favor. Motion passed.

8. **Financial Report – as presented by Tykieyen Moore**

A written report covering the preliminary financial results of the Association for the period ending August 31, 2014, was presented by Mr. Moore.

A listing of cash disbursements for the period of 8/1/2014 – 8/31/2014 was presented to the Board of Directors.

Cash flow requirements were discussed. Mr. Zito noted an error in the cash report, stating that \$620.00 has been spent on abandoned property maintenance, not the \$520.00 as shown.

Mr. Broxmeier asked about a disbursement to the Pocono Record (ads for the Labor Day weekend Community Yard Sale). No other questions were forthcoming.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos, to accept the Financial Report as presented. All in favor. Motion passed.

9. **Secretary's Report – No report**

10. **Old Business –**

- **Review/Approve Annual Meeting Materials** – The proposed voting / ballot packet was discussed at length. The Board clarified voting / nominating procedures as outlined in the Association By-laws and reviewed the packet materials.

Mr. Zito said that he sent the materials to Atty. Greg Malaska for review, and outside of several grammatical suggestions, he was fine with the content.

At this point (11:02am) Mr. Sandford called for Public Input.

Public Input

- **IDMJI request to extend Sunday lease through December 2014** – Mr. Espita, on behalf of IDMJI, asked the Board if their weekly lease (Sunday mornings) for the Community Room could be extended three months until the end of December. The possibility of having the facility cleaned by the Association after Saturday parties was discussed and deemed unfeasible.

Mr. Sandford told Mr. Espita that the Board would consider his request later in this meeting under "New Business".

- **Fee Schedule for Community Room Rental** – Ms. Moore asked the Board if they had considered raising the rental fee for the room. Discussion followed.
- **Garbage Removal Service** – Mr. Ramos discussed a flyer he found regarding a service that supposedly will remove all types of garbage and appliances and cart them away at no charge.

- **Revenue Ideas for Annual Meeting** – Mr. Ramos suggested that the Board consider sale of food and water at the Annual Meeting as a way of raising revenue. Ms. Moore recalled that light fare has traditionally been provided, free of charge, at past Annual Meetings.
- **Job Opportunities** – Ms. Smith-Hughes suggested that any job opportunities offered by local companies be advertised on the public bulletin board.

Mr. Broxmeier left the meeting at 11:32am.

Public Input was closed at this point (11:38am).

Old Business – Continued

- **Review/Approve Annual Meeting Materials (Continued)** – With the exception of changing "dues assessment" to "dues" no further changes were suggested and the materials, including the Proposed 2015 Budget, will be mailed as presented.
- **Repair of Community Doors** – Builder Gary Gallerie told the Board that he should be able to repair the door at an approximate cost of \$450.00. He said he would contact Mr. Zito when the repairs could be scheduled.
- **IDMJI request to extend Sunday lease through December 2014** – After discussion, the following occurred:

A motion was made by Ms. Miller, seconded by Ms. Smith-Hughes, to extend the rental lease with IDMJI, at existing terms, through December 2014. All in favor. One abstained (Mr. Moore). Motion passed.

Mr. Zito was asked to tell Mr. Espita that the lease extension was approved and IDMJI would be granted access to the building at 8:30am on Sundays.

- **REO Asset Management**- Mr. Sandford spoke of the ongoing tenant, environmental and financial problems with this property, located on Coach Road. He and Mr. Zito asked for the Board's direction in offering the owner terms on a potential financial settlement. It was the consensus of the Board to ask the owner to propose what would be considered a reasonable settlement which then would be brought back to the PFE Board for consideration.

11. Correspondence – No written correspondence

- **Anonymous Homeowner Complaint – Dorset Road** - Mr. Zito again presented another two complaints that were left in the door at the office.

He again said that he investigated the incident and found it baseless. The Board once again stated that anonymous complaints would not be formally addressed.

- **Culture's Closet** – The status of the program was discussed. Mr. Zito supplied financial figures relating to Culture's Closet and Zumba.

There being no further business, a motion was made by Ms. Miller, seconded by Ms. Anderson-Kreig to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 12:22pm.

NEXT REGULAR BOARD MEETING: October 18, 2014 at 9:00 am.

Submitted by: 
Robert M. Zito, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 9/20/14

**POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, OCTOBER 18, 2014
MINUTES**

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Tykieyen Moore – Treasurer (arrived at 9:06am), Marisol Santos – Secretary (arrived at 9:02am), Susan Anderson-Krieg – Director, Josefina Garcia – Director (arrived at 9:04am), Marion Kelly – Director, Jose Ramos – Director, Janice Smith-Hughes (arrived at 10:38am).

Board Members absent:

None.

Alternate Members present:

None.

Alternate Members absent:

Daniel Broxmeier.

Staff present:

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

Members present:

Ms. Deborah Moore (9:06am).

The meeting was called to order by President Bryan Sandford at 9:01am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The minutes of the September 20, 2014 were reviewed and considered for approval.

A motion was made by Ms. Miller, seconded by Mr. Ramos to accept the September 20, 2014 Meeting minutes as presented. Six in favor. Three did not vote, as they had not arrived (Mr. Moore, Ms. Garcia and Ms. Smith-Hughes). Motion passed.

The corrected August 16, 2014 minutes were also presented. No action on this item was necessary.

2. Maintenance Report – as presented by Robert M. Zito

A written report covering maintenance activities for the period September 1, 2014 – September 30, 2014 was presented by Mr. Zito.

Mr. Zito stated that several private parties held in the past month failed to comply with the Community Room rules and regulations, primarily by hanging decorations on the walls and ceilings, and that rental deposits were partially withheld as a result.

Mr. Sandford stated that the previous weekend he was called out by AIC Alarm Company at 1:05am due to an alarm being tripped in the Community Room. Pocono Mountain Regional Police has stated if false alarms continued PFE may be charged a nuisance fee.

The problem of the Community Room door was discussed. Builder Gary Gallerie failed to follow up on the Association's request made last month to repair the door. Mr. Zito has contacted Mesko Glass in Scranton who is scheduled to try and repair the door the week following this meeting.

Ms. Kelly asked if PFE was obligated to paint yellow lines on Carriage Lane and other Association owned roads. It was believed by those present that the Association was not obligated to do so.

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

3. Permit Report – as presented by Robert M. Zito

A written report covering permit activities for the period through October 8, 2014 was presented by Mr. Zito.

A total of 46 permits have been issued this year. In addition, Classic Quality Homes has informed the office that another three new construction permits would be forthcoming.

Regarding Classic Quality Homes, the Board was informed that on Columbus Day Mr. Zito issued a fine of \$500.00 to the company for cutting trees on Lot 1916 prior to getting a permit. It was determined that a tree cutter cleared this lot, rather than another lot on Hamlet Drive for which Classic had a valid permit. Previously, Classic had been fined \$500.00 for working past 1:00pm on Saturday. Classic Quality Homes paid both fines, although under protest.

A motion was made by Ms. Kelly, seconded by Mr. Ramos, to accept the Permit Report as presented. All in favor. Motion passed.

4. **Compliance Report – as presented by Robert M. Zito**

A written report covering citations issued year to date through October 13, 2014 was discussed by Mr. Zito.

It was noted that in total, year to date, 319 citations have been issued.

Several lots with two sheds were discussed. The solid white fence on Cambell Way and the solid fence on Chelsea Circle were also mentioned, along with a possible illegal driveway along Cambell Way that has been referred to Coolbaugh Township.

Mr. Sandford and Mr. Zito discussed several problem properties on Gordon Lane that they inspected along with Monroe County Waste Authority and Coolbaugh Zoning Officer Joe Brady.

A motion was made by Ms. Miller, seconded by Mr. Moore, to accept the Compliance Report as presented. All in favor. Motion passed.

5. **President's Report –**

Mr. Sandford discussed the "blighted properties" that were discussed at a recent Coolbaugh Township meeting, specifically 1418 Belgravia Drive in PFE.

A long conversation regarding the revenue and expenses relating to two of PFE's long term tenants, Culture's Closet Performing Arts Studio and Zumba, took place. Mr. Sandford noted that over this year the income generated by both of these tenants has declined significantly from previous years while expenses such as utilities, building wear and tear, etc. has remained at the same levels.

A discussion took place regarding the current leases that are in effect and possible terms going forward. No consensus was reached.

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

A written report covering the operations of the Association through the period ending September 30, 2014 was distributed by Mr. Zito.

He stated that collections have picked up and have been steady in the last few months. He said that we have collected approximately 73% of the current year's assessment, and that the budgeted goal of 80% had a good chance of being reached by the end of the year.

In his observations Mr. Zito suggested that many of the foreclosed properties that have flipped this year seem to have been purchased by younger families who

will be occupying the homes. In contrast, many of the properties bought last year were purchased by investors looking to rent the homes.

Regarding tenants, the recent mailing to all homeowners who did not have a primary mailing address in Pocono Farms East has netted approximately 45 families who are renting but were not properly registered with the Association.

Mr. Sandford commented on the large amount of receivables that the Association is forced to write off due to Sheriff Sales.

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

7. Committee Reports

- **Rules & Regulations:** Ms. Anderson-Krieg drafted a potential change in the current prohibition of allowing "For Sale" signs to be placed outside on property. This proposed change will be placed on the November 15, 2014 Meeting agenda for consideration.
- **Citation Appeals:** No report. No business.
- **Facilities:** No formal report.
- **Finance:** No formal report.

8. Financial Report – as presented by Tykieyen Moore

A written report covering the preliminary financial results of the Association for the period ending September 30, 2014, was presented by Mr. Moore.

A listing of cash disbursements for the period of 9/1/2014 – 9/30/2014, totaling \$15,683.10 was presented to the Board of Directors.

The Budget V. Actual report, through September 30, 2014, was also reviewed. At this point 107.33% of total anticipated revenue for the year has been received, while 84.34% of all expenditures, including the repairs for fire damage on the Mailbox Pavilion have been spent YTD.

Total available cash, including Capital Improvement and Reserves, stood at \$72,049.21 through September 30, 2014.

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

9. Secretary's Report – No report

10. Old Business –

- **Final Preparations for Annual Meeting** – Final preparations for the Annual Meeting, to be held in the Community Room on October 25, 2014, were discussed by the Board.

The pros and cons of the proposal that was discussed at the 2013 Annual Meeting, allowing for counting of submitted proxies prior to the start of the meeting was debated.

Public Input:

At this point (11:02pm) Mr. Sandford called for public input.

Mr. Ramos mentioned two community events. At 2:00pm this afternoon the Pocono Mountain Public Library will be distributing free pumpkins to children. In addition he stated that the indoor soccer season for children would be commencing at Clear Run Elementary School this afternoon at 4:00pm.

Old Business – Continued

- **Dismissal of former Board Member** – The recent dismissal of a Director, pursuant to PFEA By-laws for lack of attendance, was discussed at length. The responsibilities and commitment of a Director were debated, along with the method in which the Board acted in this particular instance.

Ms. Kelly suggested the inequity in a Director being removed for three consecutive absences, as opposed to a Director who might miss more meetings, but avoids action being taken against him or her by attending every other or every third meeting.

It was suggested that if the rule was applied without discretion of the Board (that is, automatic removal – without Board action - after three consecutive absences) any perception of favoritism, etc. would be removed. Mr. Moore pointed out that even if the rule were applied in this manner it still would not treat everyone equally since factors such as length of service, etc. would not be considered.

After much conversation, no consensus was reached.

- **REO Asset Management**– The lack of response from REO to management's attempt to settle their debt and property issues were

discussed. After discussion, management was authorized to make a final settlement offer to REO Asset Management.

A motion was made by Mr. Moore, seconded by Ms. Smith-Hughes, to authorize management to extend a final settlement offer of 50% of the amount currently owed, provided the offer is accepted within 72 hours of issuance. All in favor. Motion passed.

- **Multi-Community Meeting 11/1/2014 at A Pocono Country Place** – The invitation from A Pocono Country Place to the multi-community meeting was discussed. All Directors, save one, expressed an interest in attending.
- **Community Room Door Repair** – Mr. Sandford again mentioned the previous problems and recurring security callouts associated with the door not closing properly. Mr. Moore suggested that although the repair might exceed the President's expense threshold of \$500.00, we have been living with this situation too long and it must be fixed as soon as possible.

A motion was made by Mr. Moore, seconded by Ms. Miller to authorize management and the President to use their discretion in repairing the Community Room door. All in favor. Motion passed.

- **Security Procedures** – In addition to the discussion on the door repair, a change in internal procedure, minimizing the chance of having Pocono Mountain Regional Police being called out on repeated false alarms was briefly discussed.
- **Committee Signup Sheets for Annual Meeting** – Ms. Smith-Hughes and Ms. Moore suggested that sheets be made available at the Annual Meeting to those property owners who might be interested in serving on Committees. Mr. Zito said he would make sure that they were.

11. New Business –

- **Request from Culture's Closet for additional time in the Community Room on Friday, October 24th** – The request was submitted to management from Ms. LaNiece Mobley for an additional 1 ¼ hours on Friday, 10/24, for the purpose of having her annual Halloween party for her dance students.

A continuation of the prior conversation relating to rates and costs associated with Community Room use took place in the context of this request. Mr. Zito was asked if, in the past, any money had been charged to CCPAS for additional time. He believed that they had not been asked for additional rent in situations such as these. Mr. Sandford then correctly pointed out that during a several week period in which extended hours

were requested and granted for rehearsals prior to a recital, additional fees were charged.

A motion was made by Mr. Moore, seconded by Ms. Anderson-Krieg to allow CCPAS additional time on October 24th in the Community Room at no charge.

Prior to a vote being taken on Mr. Moore's motion, a second motion was offered:

A motion was made by Ms. Smith-Hughes, seconded by Ms. Santos allow CCPAS additional time in the Community Room at no charge on October 24th, but that all future requests would be subject to an additional fee.

Since Mr. Moore's motion was first to receive a second Mr. Sandford called for a vote on his motion. Seven in favor. Two opposed (BUT COULD NOT TELL WHO FROM THE TAPE). Motion passed.

-
- **Call from AIC Security** – During the earlier discussion on a possible revision of security notification procedures, Mr. Zito had placed a call to Mr. Jerry Larkin at AIC to discuss the matter. Mr. Larkin returned the call at this time.

Mr. Zito reviewed the notification procedures currently in place and asked Mr. Larkin if and when they were required to notify PMRPD. Mr. Larkin said that his only obligation is to the satisfaction of his customer, PFEA, but that he would strongly caution against implementing any procedures he felt would be unsafe.

From the audience Ms. Moore suggested that when an alarm is set off PFEA personnel "buddy up" (having more than one person respond for safety) and that AIC only call PMRPD if PFE does not give an all clear within 5-10 minutes. Those in attendance appeared to view this suggestion favorably. This matter will be on the agenda for the Board's Regular Meeting November 15th.

At this point the discussion of the request from CCPAS resumed. Ms. Smith-Hughes then rescinded her motion.

- **Classic Quality Homes** – Mr. Sandford and Mr. Zito both discussed two large fines, issued in the past several weeks, to Classic Quality Homes for infractions of PFEA building rules and regulations.

One instance occurred on Columbus Day when Mr. Zito observed trees cleared on Lot 1916 without a proper permit being issued. The other was again observed by Mr. Zito with the removal of downed logs on lot 5521 on a Saturday afternoon at 3:00pm.

Regarding the issue on Lot 1916, a permit had been pulled by Classic for a new home on the same road, and it appeared to be a case of the contractor clearing the wrong lot by mistake. Mr. Zito checked with

Township and discovered an application for Lot 1916, so it appeared that a PFEA application would be shortly forthcoming. Mr. Sandford suggested that, per our rules, the fine for this infraction could be as high as \$500.00 per tree, in addition to working on a holiday.


Mr. Zito acknowledged that he did not realize that Columbus Day was considered a holiday and made an error in not charging Classic. He suggested that an email be sent to Classic explaining what the fines could have been and that in the future the rules would be followed to the letter. Mr. Moore agreed and said that he felt that this instance was a mistake on the contractor's part and that the fines sent, which Classic paid, were appropriate.

A motion was made by Mr. Moore, seconded by Ms. Kelly to inform Classic Quality Homes via email that PFEA building rules and regulations must be adhered to. Eight in favor. One abstained (Ms. Garcia). Motion passed.

12. Correspondence – No written correspondence

There being no further business, a motion was made by Ms. Garcia, seconded by Mr. Moore to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 12:37pm.

NEXT REGULAR BOARD MEETING: November 15, 2014 at 9:00 am.

Submitted by: 
Robert M. Zito, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 10/18/14

**POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS REORGANIZATION MEETING
SATURDAY, NOVEMBER 15, 2014
MINUTES**

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Josefina Garcia – Treasurer, Marisol Santos – Secretary, Daniel Broxmeier - Director, Susan Anderson-Krieg – Director, Tykieyen Moore – Director, Jose Ramos – Director.

Board Members absent:

Marion Kelly – Director.

Staff present:

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

The meeting was called to order by General Manager Robert M. Zito at 9:05am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA. Mr. Zito will conduct the meeting until such time as a President is elected.

1. Election of President (2014-2015)

Mr. Zito called for nominations.

Mr. Moore nominated Mr. Sandford. Mr. Broxmeier seconded the nomination.

Mr. Zito called for further nominations. Hearing none, he declared nominations closed.

Mr. Sandford was elected President by acclamation.

The meeting was turned over to Mr. Sandford at this time.

2. Election of Vice President (2014-2015)

Mr. Sandford called for nominations.

Ms. Santos nominated Ms. Miller. Ms. Anderson-Krieg seconded the nomination.

Mr. Moore nominated Mr. Ramos. Ms. Garcia seconded the nomination.

Mr. Sandford called for further nominations. Hearing none, he declared nominations closed.

Mr. Zito passed out ballots to the Board members present. The ballots were then filled out and returned to Mr. Zito, who tallied the votes.

Ms. Miller received four votes. Mr. Ramos received three votes. Mr. Moore received one write-in vote.

Ms. Miller was elected Vice President.

3. Election of Treasurer (2014-2015)

Mr. Sandford called for nominations.

Mr. Anderson-Krieg nominated Mr. Moore. Ms. Santos seconded the nomination. Mr. Moore declined the nomination.

Mr. Moore nominated Ms. Garcia. Ms. Miller seconded the nomination.

Mr. Sandford called for further nominations. Hearing none, he declared nominations closed.

Ms. Garcia was elected Treasurer by acclamation.

4. Election of Secretary (2014-2015)

Mr. Sandford called for nominations.

Mr. Anderson-Krieg nominated Ms. Santos. Ms. Garcia seconded the nomination.

Mr. Sandford called for further nominations. Hearing none, he declared nominations closed.

Ms. Santos was elected Secretary by acclamation.

There being no further business, the meeting was adjourned by Mr. Sandford at 9:13am.

Submitted by: 
Robert M. Zito, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 11/15/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, NOVEMBER 15, 2014
MINUTES

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Josefina Garcia – Treasurer, Marisol Santos – Secretary, Daniel Broxmeier - Director, Susan Anderson-Krieg – Director, Tykieyen Moore – Director, Jose Ramos – Director.

Board Members absent:

Marion Kelly – Director.

Alternate Members present:

Janice Smith-Hughes,

Alternate Members absent:

None.

Staff present:

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

Members present:

Deborah Moore, Leonard McLain.

The meeting was called to order by President Bryan Sandford at 9:14am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

As there was not a full complement of Directors present, Ms. Miller made a motion, seconded by Ms. Garcia to move Ms. Smith-Hughes up to Director for this meeting, or until such time as her replacement arrives. All in favor. Motion passed.

1. **Minutes**

The minutes of the October 18, 2014 were reviewed and considered for approval.

The following corrections were noted –

Page 4, Committee Reports – Rules and Regulations, third line; eliminate **“that was presented to the Board for consideration”**.

Page 5, Old Business – Dismissal of former Board Member, Paragraph 3, line 2;

There should be a **comma after "that is"**.

Page 5, Old Business – REO Asset Management, Paragraph 1, line 3; there should be a **comma after "discussion"**.

Page 7, New Business – Call from AIC Security, Paragraph 1, line 2; there should be a **comma after "procedures"**.

A motion was made by Ms. Miller, seconded by Mr. Moore to accept the October 18, 2014 Meeting minutes as corrected. All in favor. Motion passed.

The previously approved September 20, 2014 minutes were also presented. No action on this item was necessary.

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

Discussion of several instances of household garbage dumping, the withholding of security deposits from several parties and the blighted house on Belgravia Drive becoming a dumping ground took place. Mr. Ramos suggested buying a trail cam to help catch the illegal dumpers on this property.

Mr. Broxmeier asked if the Community Room front door was fixed. Mr. Zito said it was now working properly.

A motion was made by Mr. Moore, seconded by Ms. Garcia, to accept the Maintenance Report as presented. All in favor. Motion passed.

3. **Permit Report – as presented by Robert M. Zito**

A written report covering permit activities for the period through November 8, 2014 was presented by Mr. Zito.

The ongoing construction at 1916 Hamlet Drive, and the suitability of the lot, was discussed. Mr. Zito noted that he has observed seven or eight lots that have recently been marked with survey flags, usually indicating impending construction.

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

4. **Compliance Report – as presented by Robert M. Zito**

A written report covering citations issued year to date through November 12, 2014 was discussed by Mr. Zito.

It was noted that in total, year to date, 334 citations have been issued.

Mr. Zito asked that the Rules and Regulations Committee consider addressing and formalizing the requirement for porta-potties to be present at all work sites at the start of construction. Additionally, he noted that more and more "bagsters" have been observed to be on properties for an extended period of time, and that the R&R Committee should also consider instituting a time limit for removal of these bagsters.

The incident of a contractor (Classic Homes) working after hours on Saturday, November 1st was recounted by Mr. Sandford and Mr. Zito. A long discussion followed regarding this incident and the advice given to the Association by Attorney Greg Malaska.

Finally, discussion took place regarding unregistered vehicles, possible auto repair businesses operating in PFE and basketball hoops being left on roads.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos, to accept the Compliance Report as presented. All in favor. Motion passed.

5. President's Report –

Mr. Sandford gave a brief report.

He talked about the multi-community meeting held on November 1st at A Pocono Country Place. He said he viewed the meeting as positive and hoped that this would lead to cooperation on various issues.

During conversation it was stressed that at this meeting a major concern was Coolbaugh Township possibly pulling out of Pocono Mountain Regional Police. A very long discussion on the pros and cons of this issue took place.

At this point (11:15am) Ms. Smith-Hughes left the meeting.

Mr. Sandford reported that there has been some progress from Coolbaugh Township in dealing with the blighted property issue. He concluded by saying a resident, Lena Weiber, a student at Pocono Mountain West High School, was interested in doing a service project within the community. Ms. Weiber then gave a brief summary of her proposed project.

6. Management Report – as presented by Robert M. Zito

A written report covering the operations of the Association through the period ending October 31, 2014 was distributed by Mr. Zito.

He stated collections remain good and that through October 742 members were paid in full for 2014, compared to 734 at the same time last year.

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

7. Committee Reports

Mr. Sandford asked that each committee, while giving its report, list the members of their committee for 2014-2015.

- **Rules & Regulations:** (Ms. Miller, Ms. Anderson-Krieg, Geraldine Brown, James Maua, Ms. Moore). Discussed the requests given to the Committee earlier in the meeting.
- **Citation Appeals:** (Mr. Moore). No report. No business.
- **Facilities:** (Mr. Ramos, Ms. Smith-Hughes, Ms. Garcia, Ms. Kelly, Ms. Santos). Ms. Santos and Mr. Ramos said that their next meeting would be January 17th.
- **Finance:** (Mr. Moore, Ms. Santos, Ms. Kelly, Ms. Garcia, Mr. Zito) No report.
- **Social Activities:** (Ms. Darlene Sandford, Ms. Moore, Ms. Camille McPherson, Mr. Ramos, Ms. Santos, Ms. Garcia, Ms. Brown, Mr. McLain). Ms. Moore stated that a meeting would be held to finalize plans for the "Brunch with Santa" to be held on December 20th. She inquired if the Community Room was available that evening for an Association function. Mr. Zito said the room had previously been booked.

At this point (11:55am) the meeting was moved to the Administration Office, as a private party had booked the Community Room beginning at 12:00pm.

8. Financial Report – as presented by Fina Garcia

Ms. Garcia asked Mr. Moore to give the report.

A written report covering the preliminary financial results of the Association for the period ending October 31, 2014, was presented by Mr. Moore.

A listing of cash disbursements for the period of 10/1/2014 – 10/31/2014 was presented to the Board of Directors. There were no questions.

Mr. Zito discussed the current Profit and Loss Statement. Operating profit, through October was \$32,328.00. With income and expense activity through November 8th, net profit stood at \$21,985.00, with positive cash flow for the year of \$11,582.00 after transfers to the Reserve and Capital Improvement Funds.

Community Room income v. expenses, and rental rates were also discussed by the Board.

A motion was made by Mr. Broxmeier, seconded by Ms. Garcia, to accept the Financial Report as presented. All in favor. Motion passed.

9. **Secretary's Report – No report**

10. **Old Business –**

- **Possible By-Laws Change** – Mr. Moore said that all he was interested in was allowing submitted ballots to be counted one hour before the Annual Meeting, and neither of the proposals put forth by Attorney Malaska accomplished that, in his opinion. Ms. Moore also gave her concerns about the proposal before the Board. Discussion followed.

A motion was made by Mr. Broxmeier, seconded by Ms. Santos, to table consideration of this item, with continuation. All in favor. Motion passed.

- **Allowing "For Sale" signs, with permit** – Mr. Broxmeier complimented the R&R Committee for their work on this issue, and suggested the fee be \$50.00 rather than the \$25.00 proposed. Mr. Moore said he favored the charge to be \$25.00.

A motion was made by Mr. Broxmeier, seconded by Mr. Moore to revise Section 5.12C of the PFEA Rules to allow "For Sale" signs to be posted on properties for a permit fee of \$25.00 per year. All in favor. Motion passed.

- **Security Notification Procedures** – Discussion took place on the succession of notification the Board would like AIC Security to follow in the case of a security alarm. It was the consensus of those present to watch the situation over the next month and take it up at a later date.
- **Solar lights for Route 196 Entrance Signs** – Mr. Ramos, on behalf of Ms. Hughes-Smith, presented information on solar lights. No action was taken.
- **Directional Signs** – Mr. Ramos asked that the Board consider, as previously suggested by Mr. Zito, purchasing signs, at an approximate cost of \$900.00, to direct guests to the Community Center from Kings Way and Renaissance Lane. No action was taken.

- **Working Hours** – Mr. Ramos asked that the Board consider allowing contractors to work later on Saturday, rather than allowing work to begin on Saturday at 7:00am.
- **Letter from PFEA to Coolbaugh Township in Support of Pocono Mountain Regional Police** – Mr. Broxmeier asked that the Board consider to send a letter to Coolbaugh Township urging that the Township remain part of PMRP.

11. **Correspondence – No written correspondence**

12. **New Business** –

- **Smoker's Outpost** - Mr. Zito suggested this purchase to try and help with the ongoing problem of cigarette butts being left in the parking lot.

A motion was made by Mr. Moore, seconded by Ms. Santos, to purchase a Smoker's Outpost from Peachtree Supply at a cost of \$45.00, plus tax and shipping. All in favor. Motion passed.

- **Table Truck** - Mr. Zito suggested this purchase to try and help with the ongoing problem of tables from being rolled and scratching up the walls in the Community Room.

A motion was made by Ms. Garcia, seconded by Ms. Miller, to purchase a table truck from School Outfitters at a cost of \$160.99, plus tax and shipping. All in favor. Motion passed.

- **Snowblower** - Mr. Broxmeier suggested this purchase to try and help clean the walkways during snow events. It was suggested that Mr. Zito and Mr. Sandford shop for a snowblower with a budget of \$500.00 or less.
- **2014 Audit** - Mr. Zito presented the annual proposal from Zavada and Associates to perform the annual operational audit for 2014 at a price not to exceed \$4800.00.

A motion was made by Ms. Santos, seconded by Ms. Miller, to engage Zavada and Associates to perform the annual operational audit for 2014 at a price not to exceed \$4800.00. All in favor. Motion passed.

- **Office Computers** – The age of the computer system (approximately nine years) was discussed.

At this point (1:35am) Ms. Miller left the meeting.

- **Reduction in Management Compensation / Services** – The reduction of \$10,000.00 per year in management's compensation, along with a reduction in services, will be discussed in December.

There being no further business, a motion was made by Mr. Moore, seconded by Ms. Garcia to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 1:41pm.

NEXT REGULAR BOARD MEETING: December 20, 2014 at 9:00 am.

Submitted by: _____


Robert M. Zito, Recording Secretary

Witnessed by: _____

Marisol Santos, Secretary

Date: _____

11/15/14

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, DECEMBER 20, 2014
MINUTES

Board Members present:

Bryan Sandford - President, Margaret Miller - Vice President, Josefina Garcia – Treasurer (arrived 9:06am), Susan Anderson-Krieg – Director, Daniel Broxmeier - Director, Marion Kelly – Director, Tykleyen Moore – Director.

Board Members absent:

Marisol Santos – Secretary, Jose Ramos – Director.

Alternate Members present:

Janice Smith-Hughes.

Alternate Members absent:

None.

Staff present:

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

Members present:

Douglas Wilson.

The meeting was called to order by President Bryan Sandford at 9:04am in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

As there was not a full complement of Directors present, Ms. Kelly made a motion, seconded by Ms. Miller to move Ms. Smith-Hughes up to Director for this meeting, or until such time as her replacement arrives. All in favor. Motion passed.

Mr. Sandford stated that due to the "Bruch with Santa" scheduled this morning in the Community Room, this Board meeting would be adjourned at approximately 11:00am and that the members consider any items not in need of immediate action, or demanding more debate and deliberation, be tabled.

1. **Minutes**

The minutes of the November 15, 2014 Reorganization Meeting were reviewed and considered for approval.

A motion was made by Mr. Broxmeier, seconded by Ms. Miller to accept the November 15, 2014 Reorganization Meeting minutes as presented. All in favor. Motion passed.

The minutes of the November 15, 2014 Regular Meeting were reviewed and considered for approval.

The following corrections were noted –

Page 6, Working Hours – Change 7:00pm to “7:00am”.

A motion was made by Mr. Moore, seconded by Mr. Broxmeier to accept the November 15, 2014 Regular Meeting minutes as corrected. All in favor. Motion passed.

The previously approved October 18, 2014 minutes were also presented. No action on this item was necessary.

2. Maintenance Report – as presented by Robert M. Zito

Mr. Zito stated that due to the limited time frame the reports, which were sent earlier than usual to Board members for their review, would not be presented in their usual format. Rather, a brief summary would be given and any questions raised by the Directors would be addressed.

Regarding the Maintenance Report, Ms. Kelly asked about a home in Carriage Estates that was in the foreclosure process. Mr. Zito stated that this house is now owned by a bank.

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

3. Permit Report – as presented by Robert M. Zito

A written report covering permit activities for the period through December 12, 2014 was presented by Mr. Zito.

As part of the report, Mr. Zito identified four properties that, in his opinion, should have been issued a Certificate of Occupancy from Coolbaugh Township. In each instance Mr. Zito said he was told by the Township Zoning Office that these properties, while compliant with Zoning ordinances, have not met building code requirement, thereby failing inspection.

A motion was made by Mr. Moore, seconded by Ms. Miller, to accept the Permit Report as presented. All in favor. Motion passed.

4. Compliance Report – as presented by Robert M. Zito

A written report covering citations issued year to date through December 19, 2014 was discussed by Mr. Zito.

It was noted that in total, year to date, 347 citations have been issued.

Mr. Zito stated that unsightly properties (125 citations) and high grass (90 citations) comprised the most issued categories of citations.

A "For Sale" sign, clearly out of any semblance of compliance, was spotted on Essex Road, nailed to a tree. A picture was shared with the Board. Mr. Zito was asked to contact the number on the sign and ask that it be removed immediately. A discussion on acceptable signs, sizes, placement, etc. took place.

A motion was made by Ms. Kelly, seconded by Ms. Garcia, to accept the Compliance Report as presented. All in favor. Motion passed.

5. President's Report –

Mr. Sandford gave a brief report.

He stated that he, Mr. Broxmeier and Ms. Miller continue to attend Township meetings and that the issue of the blighted, burned out house on Belgravia Drive has moved along, albeit slowly.

A subsequent multi-community meeting as a follow up to the meeting held on November 1st at A Pocono Country Place was discussed. Ms. Sandford said that he was told that a meeting would be set up for January.

He informed the Board that neither long-term Community Room tenant (Culture's Closet and Zumba) has remitted any rental payment for the current month and that discussion of the rental contracts needs to take place in January.

6. Management Report – as presented by Robert M. Zito

A written report covering the operations of the Association through the period ending November 30, 2014 was distributed by Mr. Zito.

Mr. Zito stated that cash flow has been good and that by the end of the year all necessary transfers from the Operating Fund to both the Reserve and Capital Improvement Funds would be up to date.

He said that of those who have paid the new increased fees for 2015, no complaints have been registered with the office.

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

7. Committee Reports

Mr. Sandford asked that each committee, while giving its report, list the members of their committee for 2014-2015.

- **Rules & Regulations:** No meeting. Mr. Broxmeier asked the members if they would mind if he joined the Committee. By consensus, all approved of this request. Mr. Moore suggested that the Committee clarify the acceptable parameters for "For Sale" signs. Ms. Smith-Hughes asked if the previously discussed possible procedural change for vote counting fell under this Committee's responsibility. Those present agreed that this issue now needed to be considered by the Board and membership.

A motion was made by Ms. Garcia, seconded by Mr. Broxmeier to accept the Rules & Regulations Committee Report as presented. All in favor. Motion passed.

- **Citation Appeals:** No report. No business.
- **Facilities:** Ms. Smith-Hughes said that their next meeting would be January 17th. She asked that the Board further consider purchasing solar lights for the mailbox and office areas. It was agreed that the contracts for the long-term tenants would be on the Board's January agenda.

A motion was made by Ms. Miller, seconded by Ms. Garcia to accept the Facilities Committee Report as presented. All in favor. Motion passed.

- **Finance:** Mr. Moore suggested that a Finance Committee meeting be held 9:30am on January 10th.
- **Social Activities:** There was consensus that a bingo license should be applied for. Ms. Garcia asked if Committees have budgets, to which Mr. Moore stated that expenditures should be presented to and approved by the Board prior to events being held. Ms. Smith-Hughes requested that the Community Room be reserved for the 2015 Social Committee Holiday Children and Adult parties on December 19, 2015.

A motion was made by Ms. Garcia, seconded by Ms. Miller to accept the Social Activities Committee Report as presented. All in favor. Motion passed.

Mr. Zito urged all Committees to set static meeting dates so that an annual calendar of activities / meetings could be developed and placed on the Association's website.

8. Financial Report – as presented by Fina Garcia

A written report covering the preliminary financial results of the Association for the period ending November 30, 2014 was presented by Ms. Garcia and Mr. Zito.

A listing of cash disbursements for the period of 11/1/2014 – 11/30/2014 was presented to the Board of Directors. There was a question raised regarding expenditures to Staples and Young & Haros, which were answered by Mr. Zito.

Mr. Zito discussed the current Profit and Loss Statement. Operating profit continues to fund transfers to Reserve and Capital Improvement Funds. Prepaid Assessment Revenue (monies collected in the current year for future assessments) was discussed.

A motion was made by Ms. Kelly, seconded by Mr. Moore, to accept the Financial Report as presented. All in favor. Motion passed.

9. Secretary's Report – No report

10. Old Business –

- **Trash Dumped at 1418 Belgravia Drive** – Township has been notified that this property (which is a burned out house) has now become a dumping ground for construction trash and materials.
- **Gordon Lane** – Mr. Sandford and Mr. Zito told the Board that all of the complaints on Gordon Lane have been addressed and/or resolved with the help of Township and Monroe County Waste Authority.
- **Smoker's Outpost** – Mr. Zito said that this was received and has been working well.
- **Table Truck** – Mr. Sandford stated that the table truck was received and assembled by him, with help from Mr. Zito. He also said several tables that had bent legs were straightened out.

- **Snowthrower** – Mr. Sandford said that he and Mr. Zito purchased a snowblower (cordless with a rechargeable lithium battery) from Lowe's in Mount Pocono. He stated that the snowblower has been used several times and has worked quite well.
- **Community Room Door** – Ms. Kelly asked if the door was fixed. Mr. Sandford said it was and that no alarm callouts have been received since the repair was made.
- **Computer Repair** – Mr. Moore said that the Secretary's computer needed a new power pack. It was agreed to proceed with this repair.

A motion was made by Ms. Miller, seconded by Ms. Anderson-Krieg, to close Old Business. All in favor. Motion passed.

11. New Business –

- **2015 Budget** - The 2015 budget, revised to reflect a \$20.00 increase in dues, a reduction in management compensation and services and an increased Reserve contribution was presented for consideration and approval.

A motion was made by Mr. Moore, seconded by Mr. Broxmeier, to approve the 2015 Budget as presented. All in favor. Motion passed.

- **Annual Calendar for Website** - Mr. Sandford suggested that to avoid a conflict with the planned Holiday parties the December BOD meeting be moved to December 12, 2015, with all other monthly meetings remaining on the third Saturday of each month.

A motion was made by Mr. Moore, seconded by Mr. Broxmeier that the December BOD meeting be moved to December 12, 2015, with all other monthly meetings remaining on the third Saturday of each month. All in favor. Motion passed.

- **Rules & Regulations Committee Follow-up** – This matter was not discussed, as work remains ongoing.
- **Possible By-Laws Revision** – This matter will be placed on the January 2015 agenda.
- **New Bank Signature Cards** – Ms. Garcia gave information requested to Mr. Zito. He will forward the information to Penn Security Bank to have the new documents prepared and ready for final signature.
- **Community Room Expenses** – An estimate of expenses, totaling approximately \$8,200.00, was presented by Mr. Zito. He stated that

common building expenses such as electricity and propane were split evenly by the office and Community Room for purposes of this analysis. Discussion took place.

- **Hunting in the areas of Falstaff Drive (Township owned), Oberon Road and Titania Road (Association owned)** – Mr. Sandford noted that signs prohibiting both hunting and parking were erected at the end of these roads at these locations, without Association knowledge, along with cones restricting parking on these roads. Mr. Wilson, a rental resident of PFE, explained that he has been parking and hunting in this location for many years and did not understand the signs or apparent restrictions. A long discussion took place.

A motion was made by Ms. Smith-Hughes, seconded by Ms. Kelly, to erect signs and cones at areas over which we have jurisdiction, forbidding hunting. Two in favor (Ms. Smith-Hughes and Ms. Kelly) Four opposed (Mr. Sandford, Ms. Miller, Ms. Anderson-Krieg and Mr. Broxmeier). Two abstained (Mr. Moore and Ms. Garcia). Motion failed.

A motion was made by Mr. Sandford, seconded by Mr. Broxmeier, to remove signs and leave cones at areas over which we have jurisdiction and to monitor the behavior of hunters. Four in favor (Mr. Sandford, Ms. Miller, Ms. Anderson-Krieg and Mr. Broxmeier). Four abstained (Mr. Moore, Ms. Smith-Hughes, Ms. Kelly and Ms. Garcia). Motion failed.

It was agreed by consensus that management will remove the signs erected illegally.

A motion was made by Ms. Kelly, seconded by Mr. Broxmeier, to erect cones at areas over which we have jurisdiction and take responsibility for such cones. Six in favor (Mr. Sandford, Ms. Miller, Ms. Anderson-Krieg, Mr. Broxmeier, Ms. Smith-Hughes and Ms. Kelly). Two abstained (Mr. Moore and Ms. Garcia). Motion passed.

At this point (10:50am) the Board convened an Executive Session to discuss a revision in Management's contract. Ms. Anderson-Krieg left at this point but noted that she was in favor of the contract revisions.

The Board left Executive Session at 11:25am and resumed the Regular Meeting.

A motion was made by Ms. Kelly, seconded by Ms. Garcia, to accept the proposed language changes, service reductions, and \$10,000.00 per year reduction in compensation to the contract between Pocono Farms East Association and Robert M. Zito D/B/A RMZ Property & Management Consultants. All in favor. Motion passed.

A motion was made by Mr. Moore, seconded by Ms. Miller, to extend the ending date of the contract between Pocono Farms East Association and Robert M. Zito D/B/A RMZ Property & Management Consultants from March 31, 2016 to March 31, 2017. Six in favor (Mr. Sandford, Ms. Miller, Ms. Smith-Hughes, Ms. Garcia, Mr. Moore and Ms. Kelly). One abstained (Mr. Broxmeier). Motion passed.

A motion was made by Ms. Miller, seconded by Ms. Kelly, to have the Board of Directors continue its oversight of management's completion of services, as per the contract between the parties. All in favor. Motion passed.

There being no further business the meeting adjourned at 11:28am.

NEXT REGULAR BOARD MEETING: January 17, 2015 at 9:00 am.

Submitted by: 
Robert M. Zito, Recording Secretary

Witnessed by: _____
Marisol Santos, Secretary

Date: 12/20/14