**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REORGANIZATIONAL Meeting**

**Saturday, NOVEMBER 18, 2018**

**MINUTES**

**Board Members present:**

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

**Board Members absent:**

None.

**Alternate Members present:**

Janice Smith-Hughes, Daniel Broxmeier.

**Alternate Members absent:**

Gail Rieara Rodriguez.

**Staff present:**

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

**Members present:**

Ms. Deborah Moore (2-2116).

The meeting was called to order by Margaret Miller at 9:00 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Appointment of Parliamentarian**

Ms. Miller asked those present for a nomination to appoint Mr. Zito as Parliamentarian for this meeting.

**A motion was made by Ms. Youngfelt, seconded by Ms. Anderson-Krieg to appoint Mr. Zito as Parliamentarian for this meeting. All in favor. Motion passed.**

1. **Election of President**

Mr. Zito called for nominations for President. He clarified that there was a full complement of Directors, so the vote would be limited to Directors.

**Ms. Youngfelt nominated Mr. Moore, seconded by Ms. Miller. No other nominations were forthcoming. Mr. Moore was elected President by acclimation.**

1. **Election of Vice President**

Mr. Zito asked Mr. Moore to chair the rest of the meeting. Mr. Moore called for nominations for Vice President.

**Ms. Miller nominated Ms. Anderson-Krieg. Ms. Anderson-Krieg nominated Ms. Miller, who declined. No other nominations were forthcoming. Ms. Anderson-Krieg was elected Vice President by acclimation.**

1. **Election of Treasurer**

Mr. Moore called for nominations for Treasurer.

**Ms. Miller nominated Ms. Youngfelt, seconded by Ms. Kelly. No other nominations were forthcoming. Ms. Youngfelt was elected Treasurer by acclimation.**

1. **Election of Secretary**

Mr. Moore called for nominations for Secretary.

**Ms. Kelly nominated Ms. Garcia, who declined. Ms. Kelly nominated Mr. Ramos. No other nominations were forthcoming. Mr. Ramos was elected Secretary by acclimation.**

**With business having been concluded, the Reorganizational Meeting was adjourned at 9:09am. The Regular Monthly Meeting commenced at 9:10am.**

**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR MEETING**

**Saturday, NOVEMBER 18, 2018**

**MINUTES**

1. **Minutes**

The draft minutes from the October 20, 2018 Regular Meeting were presented and considered for approval. No changes were forthcoming.

**A motion was made by Ms. Youngfelt, seconded by** **Ms. Delaney to approve the October 20, 2018 Regular Meeting minutes as presented. All in favor. Motion passed.**

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

A written report was presented by Mr. Zito. He said over the last two days both Jeff Hein and KTD Lawn Care were out plowing and salting and that the mailbox pavilion was going to be salted again this morning. Ms. Anderson-Krieg asked about the gutters at the mailbox pavilion. Mr. Broxmeier, Ms. Kelly and Ms. Miller offered their opinions on the matter.

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

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

Ms. Delaney presented the written permit report for the period through October 31, 2018.

She stated that no other construction permits were issued by her in October, and that the two homes being built are progressing at a steady pace. Mr. Zito said that a deck permit was issued, by agreement of the Board, to a property owner on Norfolk Road who addressed the Board at the October meeting.

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

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

Ms. Delaney presented the Compliance Report through October 31, 2018.

She said most of the previously issued violations have been addressed. Ms. Kelly asked about the previously discussed complaint received at the October Board meeting. (NOTE: Addressed in Permit Report).

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

1. **President’s Report – None**
2. **Management Report – as presented by Robert M. Zito**

Mr. Zito discussed the written report for the period ending October 31, 2018. He stated collections YTD are about the strongest in his tenure as Manager of PFE. He said he and Joan Hurley should be completing sending delinquent accounts to Transworld Systems Collection Agency by mid-December. Collection discussion continued.

**Ms. Smith-Hughes left the meeting at 9:30am.**

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

1. **Committee Assignments**

* **Rules & Regulations:** Ms. Anderson-Krieg,Mr. Schlegel, Ms. Miller, Mr. Paul D’Amato, Mr. Zaric Reed and Ms. Deborah Moore

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to seat the Rules & Regulations Committee for 2018-2019. All in favor. Motion carried.**

* **Citation Appeals:** Ms. Anderson-Krieg, Ms. Delaney, Ms. Miller. Mr. D’Amato and Ms. Moore.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to seat the Citation Appeals Committee for 2018-2019. All in favor. Motion carried.**

* **Social Activities:**  Ms. Smith-Hughes, Ms. Garcia, Ms. Moore, Mr. D’Amato, Ms. Rodriguez and Ms. Natacha Boirard.

**A motion was made by Mr. Schlegel, seconded by Ms. Miller to seat the Social Activities Committee for 2018-2019. All in favor. Motion carried.**

* **Facilities:**  Ms. Kelly, Ms. Smith-Hughes, Mr. Schlegel, Ms. Garcia, Ms. Youngfelt. Mr. D’Amato, Ms. Rodriguez and Mr. Ramos.

**A motion was made by Ms. Kelly, seconded by Ms. Miller to seat the Facilities Committee for 2018-2019. All in favor. Motion carried.**

* **Finance:**  Ms. Anderson-Krieg. Ms. Kelly, Ms. Garcia, Mr. Moore, Mr. Broxmeier and Mr. Zito (non-voting member).

**A motion was made by Mr. Ramos, seconded by Ms. Miller to seat the Finance Committee for 2018-2019. All in favor. Motion carried.**

1. **Committee Reports**

No committee reports were forthcoming. Mr. Zito, in response to a request at the October Annual Meeting, called the manufacturer of the wall panels that have begun to buckle to see if any remediation could be done. He said he was told that by the manufacturer that it was not recommended to apply its product directly over drywall but rather the product should be installed over plywood or a Masonite substrate. Mr. Moore, Ms. Miller, Mr. Broxmeier, Ms. Kelly and Ms. Garcia commented. It was agreed to put this matter on the back burner at this time.

Ms. Garcia read a note from Ms. Smith-Hughes regarding the proposed Christmas Party on December 15th.

There was a lengthy discussion of the proposed landscaping (edging) project. Ms. Kelly, Mr. Broxmeier, Mr. Moore, Ms. Youngfelt, Ms. Delaney and Mr. Zito commented.

Discussion began regarding the proposed December 15th date for the Christmas Party and the publicizing of the event. Ms. Garcia brought up the idea of setting up an email, call or text blast system. Discussion followed.

**Ms. Garcia left the meeting at 10:30am.**

**Mr. Moore recessed the meeting at 10:31am. The meeting reconvened at 10:41am.**

**A motion was made by Ms. Miller, seconded by Ms. Schlegel to move Mr. Broxmeier up to Director for the remainder of this meeting. All in favor. Motion passed.**

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

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

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

The October cash disbursements list, totaling $16,875.22, was presented and discussed. Mr. Zito explained that the largest expenditure was a transfer of money from the operating account at Peoples Security Bank to the reserve account at NBT Bank, completing the reserve contribution for 2018. No questions were forthcoming.

Mr. Zito stated through November 6th, revenue exceeded expenses by $49,757.00. Collections stood at 89.19%, through October 31st, versus 83.62% and 80.92% in 2017 and 2016 respectively.

A brief discussion took place regarding possible future capital projects.

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

1. **Secretary’s Report – No report.**
2. **Old Business: None**
3. **New Business:**

* **BOD / Committee Code of Conduct:** The Code of Conduct form, introduced by the Board in early 2018, was presented to the new Board for discussion and possible signature. Mr. Moore disagreed with the line “speak with one voice”. A lengthy discussion followed.

Comments were heard by Ms. Miller and Ms. Kelly. Mr. Broxmeier said he agreed with some of the content, disagreed with some of the content and said he did not intend to sign the document.

**A motion was made by Ms. Miller, seconded by Mr. Schlegel to delete the wording beginning and ending with the following: “Always speak with one voice……. unanimous consent” and bring the form back to the Board for signature at the December meeting. No vote was taken at this time.**

Discussion of having Committee members sign a revised form took place. Ms. Anderson-Krieg spoke of the importance of confidentiality. Comments were heard from Ms. Miller, Mr. Moore, Mr. Broxmeier and Ms. Youngfelt.

**A motion was made by Ms. Miller, seconded by Mr. Schlegel to delete the wording beginning and ending with the following: “Always speak with one voice……. unanimous consent” and sign the hand-changed form today. No vote was taken at this time.**

Ms. Kelly said she agreed with the content but objected to signing a marked-up form. Mr. Zito gave the Board several phrases that he thought needed to be struck if a similar request to sign would be given to Committee members. Mr. Moore did not agree that this form, and its requirements, should be submitted to Committee members. Ms. Youngfelt, Mr. Broxmeier and Ms. Miller commented.

**A motion was made by Ms. Miller, seconded by Mr. Schlegel to delete the wording beginning and ending with the following: “Always speak with one voice……. unanimous consent” and bring the form back to the Board for optional signature at the December meeting. Six in favor. One abstained (Mr. Broxmeier). One opposed (Ms. Anderson-Krieg). One non-voting (Ms. Delaney left the room). Motion passed.**

* **Facebook Residents Page Policy and Procedures:** Mr. Zito said that it appears to him that there are some members of the site, approved by the administrators of the site, that do not appear to be registered owners or renters in PFE. He said that he thought scrubbing the database would be a good way to discover unregistered renters.

Mr. Moore asked the members to think about the best way to formalize the process upon which people are accepted into the site, how to verify advertisers, etc.

**A motion was made by Mr. Ramos, seconded by Ms. Kelly to table the matter until the December meeting. All in favor. Motion carried.**

Mr. Broxmeier commented further about allowing outside businesses to advertise on the page at a cost to the advertiser.

Discussion turned to the fact that several persons on the Facebook site had suggested that the Board either stream meetings online or hold a meeting in the evening rather than on Saturday. Mr. Moore, Mr. Broxmeier and Ms. Youngfelt commented. Mr. Zito was asked to post the question on the site and to see what the response would be.

Mr. Broxmeier asked about the condition of the battery for the snowblower.

Ms. Moore asked about decorating the Community room for Christmas. She said that she would do the decorating the Saturday after Thanksgiving and asked for help if anyone was free.

* **Holiday Hours:** Management asked to close the office November 22-24, December 25 and January 1. There were no objections.

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

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

**The meeting adjourned at 11:54am.**

**NEXT REGULAR BOARD MEETING: JANUARY 19, 2019 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Jose Ramos, Secretary**

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