**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, DECEMBER 16, 2017**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Marion Kelly – Director (arrived at 9:10am), Director, – Jose Ramos - Director (arrived at 09:12am), Ann Delaney – Director, Janice Smith – Hughes – Director.

**Board Members absent:**

Josefina García - Secretary, Gloria Van Winkle – Kirschner - Director.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Broxmeier (5-0335).

The meeting was called to order by President Margaret Miller at 9:07 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Mr. Zito was excused from the meeting to tend to a plumbing problem that occurred overnight in the building.

Mr. Broxmeier left after receiving a public meeting packet, including the draft November 2017 minutes.

1. **Minutes**

The draft minutes from the November 18, 2017 Reorganizational and Regular meetings were presented and considered for approval. The following corrections were offered:

* Page 8: Bank Signatories-Line #1: **remove the word "was".**
* Page 8: Line #4: **replace "signature" with "signatory".**
* Page 8 - Motion-Line #3: **replace "signature" with "signatory".**

**A motion was made by** **Ms. Youngfelt, seconded by Ms. Delaney to approve the November 18, 2017 Reorganizational and Regular Meeting minutes as corrected. All in favor. Motion passed.**

1. **Maintenance Report – as presented (in written form) by Robert M. Zito**

Ms. Miller summarized the report. She asked for questions. None were forthcoming.

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Kelly to accept the Maintenance Report as presented. Four in favor. One abstained (Ms. Delaney). Motion passed.**

At this point, (9:10am) Ms. Kelly arrived. Mr. Ramos then arrived at 9:12am.

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

Ms. Delaney presented the written permit report for the period ending November 30, 2017.

* Two new permits were issued in the month – one fence and one dog run.
* 49 tree permits have been issued this year.
* No other changes from the previous report.

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

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

Ms. Delaney presented the Compliance Report for the month of November, which contained 50 active citations. She said most of the recent warnings have been complied with. No citation appeals were pending and no citation write-offs were needed.

* **Board discussion:** Ms. Kelly asked about what was being done to those homeowners who ignore citations. Ms. Delaney asked if she could serve the citations in person to those property owners who seem to be refusing mail. The Board did not approve this idea. Comments were heard from Mr.

Ramos and Ms. Miller. It was decided that this matter would be considered under New Business.

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

1. **President’s Report – Ms. Margaret Miller**

Ms. Miller did not have a formal report. She wished everyone a Merry Christmas and encouraged everyone to enjoy the Community holiday party this afternoon.

1. **Management Report – as presented (in written form) by Robert M. Zito**

Ms. Miller summarized the Management Report, compiled by Mr. Zito, for the period ending November 30, 2017. She asked for questions.

* **Board discussion:** Ms. Smith-Hughes commented on collections, as both she and Ms. Miller noted an improvement, year over year, for the last several years.

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

1. **Committee Reports**

* **Rules & Regulations:**

Ms. Miller said that she, Ms. Anderson-Krieg and Ms. Deborah Moore met and discussed the possible home day care facility that was considering opening in the community. Ms. Anderson-Krieg said that the committee felt that the deed covenants of the community prohibited any use of properties other than residential in PFE. Discussion took place regarding safety concerns and the impact on the neighbors involved. Comments on a code of ethics for dogs were briefly discussed.

* **Citation Appeals:** None
* **Facilities / Social Activities:**

The Christmas party occurring after this meeting was discussed.

* **Finance:**

Tight Operating funds to the end of the year were discussed. It was also agreed that for future financial reports, one copy of the monthly bank reconciliations would be kept on file in the office for public view, and that paper copies would not be distributed to the Board or Committees, as it was viewed as a waste of paper. Ms. Miller brought up the idea, once again, of having tablets for the Board meetings, rather than paper packets. She requested that this matter be brought up at a future meeting.

Mr. Zito briefly joined the meeting at this point. He discussed the finances, the possible group home, the new shed, the mailbox pavilion gutter repair and the upcoming installation of the wall protection panels in the Community Room. He then left the meeting again.

1. **Financial Report – as presented (in writing) by Robert M. Zito**

As relevant financial items were discussed as part of the Committee reports, the Board dispensed with discussion and the following motion was made:

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

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

Mr. Zito again joined the meeting at this point.

1. **New Business.**

* **2018 Operating Budget –** The proposed 2018 Budget, previously presented to membership, was presented to the Board for adoption.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to adopt the proposed 2018 Operating Budget (revenue and expenses totaling $170,700.00). All in favor. Motion carried.**

* **Blue Ridge Cable proposal for office phone and internet – Administration Office -**  A proposal from Blue Ridge Cable to provide phone and internet service to the office was presented and discussed. The proposal would save PFE approximately $100.00 per month. A one-time, early termination fee of approximately $350.00 would need to be paid to Verizon to cancel DSL and landline service.

**Board discussion:** Mr. Ramos questioned whether not having a landline would not allow PFE’s alarm system to work properly, specifically the automatic notification of alarms to a central monitoring station.

**A motion was made by Mr. Ramos, seconded by Ms. Anderson-Krieg to accept the proposal of Blue Ridge Cable to provide internet and phone service (one line) to the Administration Office at a cost of $83.95 per month plus taxes, for a period of three years. A one-time early termination fee of approximately $350.00 will be paid to Verizon to discontinue current service. This acceptance is contingent upon insuring that the switch to Blue Ridge Cable will not affect the operation of the current alarm system. Six in favor. (Mr. Ramos left the room prior to the vote). Motion carried.**

**Use of Registered or Certified Mail -**

**A motion was made by Ms. Kelly, seconded by Ms. Youngfelt to allow the Compliance Officer to send out citations via certified or registered mail. All in favor. Motion carried.**

**Christmas Party / Social Events -**  Ms. Smith-Hughes asked that for future parties a system be put into place to run financial transactions related to events through the Board.

**Service Contract for Septic System -**  Mr. Ramos suggested that the Association consider a service contract for the septic system.

**Reflector Poles to aid in snow removal -**  Mr. Ramos suggested that the Association consider reflector poles to mark the parking lot to aid in snow removal.

1. **Correspondence** – None.

**Public Input –** None.

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

**The meeting adjourned at 10:13am.**

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

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

**Robert M. Zito, Recording Secretary**

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

**Josefina Garcia, Secretary**

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