**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, JULY 21, 2018**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Debra Youngfelt – Vice President, Susan Anderson-Krieg – Treasurer, Marion Kelly – Director, Ann Delaney – Director, Michael Schlegel, Director.

**Board Members absent:**

Josefina García – Secretary, Janice Smith – Hughes – Director, Jose Ramos – Director.

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Davis (6-0448), Broxmeier (5-0335)

The meeting was called to order by President Margaret Miller at 9:01 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the June 16, 2018 Regular Meeting were presented and considered for approval. No changes were noted.

**A motion was made by Ms. Youngfelt, seconded by** **Ms.** **Delaney to approve the June 16, 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 that in June five fluorescent light ballasts had to be changed in the office area, the smoke alarm detection system needed to be reset by AIC Security, the gutters on the Community Center building were flushed out by management and that an HVAC vendor was called to repair a malfunction in the air conditioning system. Additionally, a confrontation that occurred between youth who were playing basketball in the Community Center parking lot without prior approval was noted. Finally, discussion about the wall panels took place.

**A motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg 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 June 30, 2018. She said that one fence permit and four tree permits were added during the month of June. She also stated that the two new construction sites, one on Warwick Circle and one on Trafalgar Road, were going strong and nearing completion.

**A motion was made by Ms. Youngfelt, seconded by Mr.** **Schlegel** **to approve the Permit Report as presented. Five in favor. One abstained (Ms. Delaney). Motion passed.**

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

Ms. Delaney presented the Compliance Report through June 30, 2018. She said there was not much change in the amount of violations from the previous month. She stated that several repeat offenders had been contacted by certified mail, return receipt. She also noted that she had just begun to issue fines for high grass and weeds. Ms. Miller asked if fines had been issued for fireworks discharge. Ms. Delaney said that these citations had been issued.

A discussion of the Association’s resources regarding enforcement of rules was initiated by Mr. Zito. He said that he had spoken to the Finance Committee regarding having them investigate possibly increasing an enforcement presence or reallocating some resources from administration to enforcement.

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

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

Ms. Miller thanked everyone for attending. She said she did not agree with a previous suggestion that meetings be adjourned by 12:00pm. Comments were heard by Mr. Schelgel, Ms. Youngfelt and Ms. Kelly.

The latest Regional Police report and Route 196 speed checks were discussed by Ms. Miller. Possibly purchasing a surplus vehicle for use by the Compliance Officer and management was once again discussed. Mr. Zito said that he had spoken to our insurance broker who stated that PFE could only insure vehicles driven by employees or volunteers, not by independent contractors such as he and Ms. Delaney.

**At this point in the meeting (9:39am) a short break was taken. The meeting resumed at 9:41am.**

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

Mr. Zito discussed the written report. He stated that through June 30, 2018, 769 accounts out of 1,180 were paid in full. He also discussed the unusual fact that there were no amounts written off during the month of June.

Mr. Zito also asked that under New Business purchasing additional accounts from Transworld Collections be discussed, as we have exhausted our last batch of 500.

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

1. **Committee Reports**
* **Rules & Regulations:** A meeting was held July 14th.The discussion of the result of the elimination of the “fine sheet” at the end of the Rules & Regulations took place.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to revise PFE Rules & Regulations to list all monetary fines in their appropriate section in the R&Rs. All in favor. Motion carried.**

* **Citation Appeals:** Ms. Delaney stated that at the last appeals hearing a home on Fergus Way was asked to reduce the height of the pool fence from 6’ to 4’. This has not yet been done by the homeowner. Mr. Zito and Ms. Delaney presented a letter from a property owner (Lamont Way) who is contesting a citation for an unregistered vehicle. This violation was reduced from $600.00 to $300.00 by the Board. The property manager sent a check for $150.00 which he felt would be justified as full payment regarding the circumstances. In addition, he has copied our attorney on his correspondence without our approval, incurring a $50.00 fee charged to PFE by our attorney.

**A motion was made by Ms. Youngfelt, seconded by Ms. Delaney to uphold the fine ($300.00) issued to 319 Lamont Way and to pass on to the homeowner the $50.00 attorney fee Atty. Malaska charged to PFE. All in favor. Motion carried.**

* **Facilities / Social Activities:**  Chairwoman Janice Smith-Hughes was not present. Ms. Kelly gave a verbal report saying that Ms. Smith-Hughes wanted to remind everyone that bottled water and surge protectors were needed as the first supplies for a “comfort station” to be held at the Community Center during emergencies.

Mr. Zito brought up the request from a homeowner who had booked a Saturday wedding in April 2019 and had requested that they be able to come in Friday night to decorate it. After discussion it was decided that if the party wanted to come in on Friday night they would have to book the room for an additional full six-hour block on Friday night.

Mr. Zito brought up the request from two homeowners to use the Community Room for dance rehearsals. It was the consensus of those present that a deal, like the one offered to Culture’s Closet, with similar requirements, be offered to the homeowners. Mr. Zito will contact them.

* **Finance:**  Ms. Anderson-Krieg told the Board of the Committee’s recommendation to purchase an additional 500 accounts from Transworld Collections. She also said that the Committee discussed funding for possible capital projects, such as a half-court basketball court. It was stated that such a project should go to the property owners for a vote.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to purchase an additional 500 accounts from Transworld Collections at a cost of $5,962.50. All in favor. Motion carried.**

The proposal from KTD Lawn Care, LLC for plowing and salting Carriage Lane for winter 2018-2019 was discussed. It was noted that this job was put out to bid and KTD was the only respondent.

**A motion was made by Ms. Delaney, seconded by Mr. Schlegel to contract with KTD Lawn Care, LLC for plowing and salting Carriage Lane for winter 2018-2019, at a cost of $65.00 per storm (plowing) and $50.00 per storm (salting). All in favor. Motion carried.**

The proposal from Fischer Brothers Excavating for ditch cleaning work was discussed. It was noted that this job was put out to bid and Fischer Brothers was the only respondent.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to accept the proposal from Fischer Brothers Excavating for ditch cleaning in Fall 2018 in the amount of $15,000.00. All in favor. Motion carried.**

Ms. Anderson-Krieg stated that the Committee also discussed having a presence on property when the office was closed. Mr. Zito said that he felt that an additional off-hours presence was needed to observe or deal immediately with problems or disturbances that occur evenings and weekends. Ms. Anderson-Krieg suggested that this be an agenda item at the Annual Meeting. After a lengthy discussion, Mr. Zito was asked to get an idea of the costs involved in such a service. Comments were heard from Mr. Broxmeier and Mr. Davis. Mr. Broxmeier said that if the police were to be called out to a property, especially for renters, that in addition to the tenant registration fee a fine be issued to the property owner. Mr. Davis agreed.

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

Mr. Zito presented the financial report for the period ending June 30, 2018.

June cash disbursements, totaling $9,612.37, were discussed. No questions were forthcoming.

Through June the overall surplus of revenue over expenses totaled $80,315.

Collections stood at 80.96% of budget YTD as of June 30th. Cash balances stood at a total of $257,337.87.

**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:**
* **Vacation Bible School:** As per the Board’s direction, Mr. Zito invited Apostle Sharon to a meeting in January to discuss possibly having a program like this for Summer 2019.
* **Meeting between homeowner and Regional Police:** As per the Board’s direction, Mr. Zito set up a meeting between himself, a homeowner and Sergeant Larue of PMRP to discuss several neighborhood issues. The homeowner could not make it at the last minute and the meeting was cancelled. The homeowner later spoke directly with PMRP.
* **Question on June Draft Meeting Minutes:** Mr. Davis took offense to the way the conversation regarding a tree on PFE property was portrayed in the minutes, saying that if he was being contradicted he felt that he was being called as liar and inaccurate. After some further comments, Mr. Zito stated that his recollection of the timeline was different and while he was not calling Mr. Davis a liar in his drafting of the minutes, he also did not want to be called a liar.
* **Barking Dog:** Mr. Davis played a videotape of a neighbor’s dog barking. He said that he felt PMRP had dismissed this complaint. Mr. Zito discussed the PA Libre Law, which allows for tethering of an animal for nine consecutive hours in most weather conditions. It was suggested that Mr. Davis take advantage of the previous offer made to him by the Board for a mediation session with his neighbor. Mr. Zito was asked to contact both parties by certified and regular mail to try to set up a meeting.
* **CPR/AED Certification Class:** Ms. Youngfelt has volunteered to teach a CPR/AED class. There will be a cost for this class. She will give possible dates to Mr. Zito for publication in the next newsletter.
* **Party Monitors:** Ms. Anderson-Krieg asked about the status of the monitors. Mr. Zito said that the monitors are in place and except for a few glitches the program has gone well.

* **Renter on Gordon Lane:** Mr. Zito addressed a problem renter that recently moved out. He said he contacted the owner who said that the mess around the property would be cleaned up shortly.

1. **Correspondence:**
* **None:**
1. **Public Input:**
* **Condition of the wall panels in the Community Room:** Mr. Broxmeier asked if the contractor would be coming back, since the panels are bubbling off the wall. The Board said that they are addressing this.
* **Block Captain:** Mr. Davis asked the Board if it thought about having block captains. The Board said that volunteer crime watch / Guardian Angel groups were tried in the past, but that participation was too low to sustain it.
* **Answering Service:** Mr. Broxmeier said he thought that an off-hours answering service should be considered to contact authorities when necessary at times when the office is closed. He also felt that the office was not open enough hours and office hours should not be cut.
* **Citations:** Mr. Broxmeier asked if Board members were exempt from cutting their grass. He asked if the Citation Officer knew where the Board members lived. Discussion followed. Ms. Miller told all Board members that if they haven’t cut their grass to CUT IT!
* **Screens:** Mr. Broxmeier noted that the screens in the Community Room are still missing. Mr. Zito said he would wash them and replace them.
1. **New Business:**
* **Settlement Offer:** Mr. Zito presented the Board with an offer from a delinquent property owner (6-1673) to settle their account for $1,756.81. This offer was sent directly to Transworld Collections, as we had reported this delinquency to Transworld and the major credit bureaus. Discussion followed. The Board settled on offering to cut the late fees in half.

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to offer a counter proposal to the owners of 6-1673 to settle their account in full for $2,668.68. All in favor. Motion carried.**

**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 11:37am.**

**NEXT REGULAR BOARD MEETING: August 18, 2018 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Josefina Garcia, Secretary**

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