**Pocono Farms East Association, Inc.**

**Board of Directors REGULAR Meeting**

**Saturday, SEPTEMBER 16, 2017**

**MINUTES**

**Board Members present:**

Margaret Miller - President, Jose Ramos – Vice President, Susan Anderson-Krieg – Treasurer, Marion Kelly – Director, Janice Smith – Hughes - Director, Gloria Van Winkle – Kirschner – Director (arrived at 9:20am), Josefina Garcia - Director.

**Board Members absent:**

Marisol Santos – Secretary, Debra Youngfelt – Director,

**Alternate Members present:**

None.

**Alternate Members absent:**

None.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager, Ann Delaney, Citations Officer,

**Members present:**

Broxmeier (5-0335), Ramirez (1-0317).

The meeting was called to order by President Margaret Miller at 9:08am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the August 19, 2017 Regular Meeting were presented and considered for approval.

* **Board discussion:** None.
* **Public comment:** None.

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Kelly to accept the meeting minutes of August 19, 2017 as presented. All in favor. Motion passed.**

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

The written maintenance report for the period through August 31, 2017 was presented by Mr. Zito.

* Regular maintenance.
* Continued cleaning the abandoned property on Chelsea Circle and began cleaning the abandoned property on John’s Way. The cleaning of both properties was completed after this written report was compiled.
* Information on the generator repairs was briefly discussed.
* Sylvester Cleaning Service will be here on 9/19 to do the bi-monthly cleaning of the tile floors. Mr. Zito also said Sylvester would be taking over the facility cleaning duties from Ms. Smith-Hughes beginning in October.
* Housefire on Belgravia Drive.
* **Board discussion:** None.
* **Public comment:** None.

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

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

Mr. Zito presented the written permit report for the period ending August 31, 2017.

* 9 building (compliance) permits have been issued this year.
* 37 tree permits have been issued this year.
* 11 permits have been closed out this year.
* **Board discussion:** Discussion of the illegal fence on Cambell Way took place.
* **Public comment:** None.

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

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

Ms. Delaney presented the Compliance Report for the month of August, which contained 59 active citations. She stated that compliance to citations has been good. She also presented previously issued fines (total $150.00) that are now in compliance, which she would like the Board’s permission to waive.

**A motion was made by Mr. Ramos, seconded by Ms. Smith-Hughes to remove fines, totaling $150.00, from homeowner accounts, as per Ms. Delaney’s report. All in favor. Motion carried.**

* **Board discussion:** None.
* **Public comment:** None.
* **Board discussion:** Ms. Kelly questioned the ownership of a home on Carriage Lane. Ms. Smith-Hughes asked about a member’s complaint about loose dogs. Discussion followed on the dedicated police protection for PFE on July 4th.
* **Public Comment:** Mr. Broxmeier commented on real estate for sale signs along Township roads. Discussion took place among those present regarding PFE’s authority or lack of on this issue. He also inquired about a property with an abundance of commercial and recreational vehicles. He also asked about the status of the drainage cleaning. Ms. Miller said that she, Ms. Anderson-Krieg and Mr. Zito inspected the work and that they were satisfied. Mr. Broxmeier complimented the Board on cleaning up the properties on Chelsea Circle and John’s Way.

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

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

Ms. Miller distributed and spoke of reports from Pocono Mountain Regional Police and said she was going to keep her report brief due to the Finance Committee meeting that would commence shortly. She spoke of a suicide on Hamlet Drive and discussed implementing an emergency plan in the community. Finally, she discussed next month’s Annual Meeting.

* **Board discussion:** The available Director and Alternate positions for 2017-2018 were discussed.
* **Public comment:** None.

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

Mr. Zito presented the written Management Report for the period ending August 31, 2017.

* + 713 accounts were paid in full, compared to 671 at this time last year.
  + 467 accounts were not paid, as compared to 509 at this time last year.
  + Write-offs for August totaled $0.00.
  + Resale activity has slowed.

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

1. **Committee Reports**

* **Rules and Regulations:** 
  + **No meeting**
* **Citation Appeals:**
  + **No meeting.**
* **Facilities:**

Ms. Smith Hughes spoke of the following issues:

* An emergency action plan for PFE.
* Borders for the landscaping stone recently installed.
* The stacking of tables and chairs in the Community Room.

For the emergency action plan, it was suggested by Ms. Kelly that we obtain a similar plan from a neighboring community for guidance. The border issue was not discussed further. Finally, Ms. Smith-Hughes suggested possibly putting up a string border along the walls and having party renters stack chairs in front of the border to prevent damage to the walls.

* **Public comment:** Mr. Broxmeier inquired as to whether the security deposits were returned to the two homeowners suspected of damaging the Community Room walls.

Mr. Zito then brought up the issues of sealcoating the mailbox pavilion and the proposed generator engine repair / replacement. He said that the sealcoating would need to be done over a two-day period and that each day mailbox access would not be available to two of the four sides of the mailbox building. Regarding the generator repair, Mr. Zito said that he had yet to find a repair shop outside of Critical Systems that would come out to pull the engine and perform the repairs. He said he also called Generac and was given the names of two authorized repair centers whom he called. Both repair shops were too far from PFE to have them send someone out. Finally, he said that he has not been able to get a quote on a new engine to compare with the quote already received on a rebuilt engine. Discussion ensued. Mr. Ramos suggested calling Monroe County Technical Institute to see if they might be willing to repair the engine.

Comments were heard from Mr. Broxmeier, Ms. Kelly, Ms. Garcia, Mr. Ramirez and Ms. Miller. At this point, Mr. Broxmeier left the meeting.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to authorize a sum of up to $10,000.00 for the repair or replacement of the Generac generator engine. All in favor. Motion carried.**

Ms. Smith-Hughes volunteered her services to monitor the Community Room after back-to back party rentals.

Mr. Zito suggested that Formica, rather than fiberglass panels, might be an acceptable alternative to protect the Community room walls. He will bring back more information at the October meeting.

Ms. Smith-Hughes said that on Halloween night she would like volunteers to help clean out the mechanical room in the office, help to set up the movie projector and hand out candy for our annual “Trunk or Treat”. Volunteers will be expected at approximately 4pm. She also said she has reached out to a PPL representative to come out to a meeting to provide energy saving tips.

**Public Input –**

* Mr. Ramirez – Spoke of incidents in the community regarding loose dogs. Mr. Zito asked Mr. Ramirez to come to the office the following week to discuss the matter in further detail. Mr. Ramirez also spoke of a software program he has for his generator that “exercises” it weekly.

Ms. Smith-Hughes left the meeting at 10:30am.

* **Social Activities:** No meeting.

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

Mr. Zito gave the report.

* The check register for the month of August, totaling $11,811.48 was presented and discussed.
* Through August 31st, total revenue, unaudited, was approximately $176K, or 103% of budget.
* Through August 31st, total expenses, unaudited, were approximately $120K, or approximately 70% of budget.
* Cash positions as of August 31st total approximately $212K.
* Collections currently stand at 81.58% through August.

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

**At this point, (10:36am) Ms. Miller recessed Regular Monthly Board meeting and convened a meeting of the Finance Committee, for the purpose reviewing the first draft of the proposed 2018 PFE Operating and Reserve budgets.**

Ms. Anderson-Krieg asked Mr. Zito to present the draft of the proposed budget to those present. The first draft of the proposed 2018 budget listed expenses and income of $175,990, an increase of $5,290 over the approved 2017 budget. Approximately $25,000 was proposed for capital expenditures, namely the continuation of the ditch cleaning project begun in 2017 and the continuation of expanding parking for the Community Center across Hamlet Drive (on lot 1913). Initial estimates allocate $15,000 for the ditch cleaning project and approximately $10,000 for the parking lot project. Operating funds would be allocated to pay for both projects, but if either a shortfall of overall revenue or higher than expected overall expenses were to occur in 2018, up to $9,772 could be transferred from the Reserve account. Total proposed cash contributions (from Operating) for 2018 are anticipated to total $23,924.

A brief discussion took place regarding raising the issue of community wide garbage collection at the Annual Meeting.

**Ms. Miller adjourned the Finance Committee meeting and reconvened the Regular Monthly Board at 11:17am.**

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

* **Publication of Proposed 2018 Budget:**
  + **Board discussion:** None

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Garcia to accept, for publication purposes only, the Proposed 2018 budget. All in favor. Motion carried.**

**Public Input –**

* Mr. Ramos spoke of two community events – a 9/17 event at Walmart for fingerprinting children, car seat safety, bike safety and gun safety and the 9/23 Coolbaugh Township “Touch the Truck” event. He also made those present aware of a bike/walking trail at the Township Municipal Park.
* Ms. Miller spoke of a program from PMRP where out of date medications can be discarded of safely.
* Mr. Ramos mentioned the Township’s “Ghoulbaugh” event on October 28th.

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

**The meeting adjourned at 11:28am.**

**NEXT REGULAR BOARD MEETING: October 21, 2017 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Marisol Santos, Secretary**

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