**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR MEETING**

**Saturday, JANUARY 19, 2019**

**MINUTES**

**Board Members present:**

Tykieyen Moore, President - Susan Anderson-Krieg, Vice President - Debra Youngfelt, Treasurer - Jose Ramos, Secretary - Josefina Garcia, Director - Margaret Miller, Director - Ann Delaney, Director - Michael Schlegel, Director.

**Board Members absent:**

Marion Kelly, Director.

**Alternate Members present:**

Daniel Broxmeier, Gail Rieara Rodriguez (arrived 9:08am).

**Alternate Members absent:**

Janice Smith-Hughes.

**Staff present:**

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

**Members present:**

None.

The meeting was called to order by President Tykieyen Moore at 9:04 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the December 15, 2018 Regular Meeting were presented and considered for approval. The following correction was noted:

**Management Report** – It was noted that Mr. Broxmeier was given credit for both offering and seconding the motion to accept. Mr. Zito said he would listen to the tape and correct the error.

**A motion was made by Ms. Miller, seconded by** **Mr. Ramos to table approval of the December 15, 2018 Regular Meeting minutes until the correction was made. All in favor. Motion passed.**

**A motion was made by Ms. Miller, seconded by Ms. Youngfelt to move Daniel Broxmeier up to Director for this meeting. All in favor. Motion passed.**

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

A written report was discussed by Mr. Zito.

In addition to the normal monthly activity, two bags of household trash were picked up along Rob Roy Drive, the 2018 ditch cleaning project was completed, and various contractors were called regarding the mailbox pavilion gutter repair. A quote that was emailed to the Board on the gutters was not acted on. He also said when the weather clears, he and Mr. Jeff Hein will try to get some of the branches broken off ice storms that are along Kings Way and Rob Roy Drive.

**A motion was made by Ms. Delaney, seconded by Ms. Youngfelt 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 December 31, 2018 and gave a brief summary of currently active permits.

She said that she is trying to receive Certificates of Occupancy for three homes built by Classic Homes that appear to be occupied. Comment was heard from Mr. Moore and Mr. Zito.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt 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 December 31, 2018.

She noted that there were several repeaters on her list that had not responded to her efforts and that she was considering hand delivering the violations to them herself.

Ms. Miller asked about a previous violation of a propane tank that had slipped into a PFE drainage ditch. Mr. Zito said that the situation was resolved and PFE did not pay to correct the situation. Mr. Zito also discussed the logging efforts taking place on the Kings Way property owned by Spring Hill (Carriage Square). He said that he had called Township to get some further information. Mr. Broxmeier concurred that it looked like they were just logging. Mr. Moore asked about the types of violations we are enforcing during winter.

Mr. Ramos noted that with the impending snow and declared state of emergency, cars should not be parked on roadways to aid snowplowing efforts. Mr. Broxmeier agreed.

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

1. **President’s Report – Tykieyen Moore**

Mr. Moore spoke of violations and the upcoming storm. He also asked that everyone remember when there are disagreements among the members regarding policy, it should not become personal. He said democracy works and that everyone’s ideas mattered.

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

Mr. Zito discussed the written report for the year ending December 31, 2018. He said he and Joan Hurley have updated all our records to be in sync with Transworld Systems Collection Agency. He said that the final collection rate for 2018 was over 90% of what was billed, which was a strong showing. Write-offs for December were minimal. Mr. Moore asked for questions. None were forthcoming.

**A motion was made by Ms. Youngfelt, seconded by Mr. Schlegel to accept the Management Report as presented. Eight in favor. One did not vote (Ms. Delaney was helping a homeowner). Motion carried.**

1. **Committee Reports**
* **Rules & Regulations:** Ms. Anderson-Krieg said the Committee was looked at Rule 9.1, which dealt with guns. She said they did not feel the rule needed to be changed. Comment was heard from Mr. Schlegel and Mr. Broxmeier.
* **Social Activities:**  Mr. Ramos commented on the success of the 2018 Christmas Party and thanked Mr. Broxmeier for once again playing Santa. Mr. Ramos said he collected email addresses of attendees. Ms. Youngfelt that she felt Santa could have made an earlier appearance to help thin out the crowd. Mr. Zito said he and Mr. Broxmeier had a quick discussion before the party as to what time Santa should arrive and he thought 12:00 would be good, so he (Mr. Zito) would take responsibility for that situation. He also said that during the party he heard someone mention that perhaps issuing vouchers with specific attendance times to those persons who RSVP

would allow for better crowd control. The Board briefly discussed this idea. The consensus, with specific comments from Mr. Moore and Ms. Miller, was that this would not be a good idea.

* **Facilities:**  None.
* **Finance:**  None.
* **Citation Appeals:** None.

**A motion was made by** **Ms. Anderson-Krieg, seconded by Mr. Broxmeier to accept Committee Reports as presented. All in favor. Motion carried.**

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 December 31, 2018 was presented.

There were no questions on the December cash disbursements.

Mr. Zito stated that for the year revenue was $209K, approximately 19% over budget. Expenses, including Reserve contributions, were 3% over budget and that there was a bottom-line operating profit, after transfers due to Capital Improvement, of approximately $10K.

Cash balances were discussed. It was noted that cash on hand increased approximately $48K over the end of 2017.

Over the last three years it was noted that collection rates were no lower than approximately 85% of assessment billed, with this year topping out at 90.94%.

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

1. **Secretary’s Report – No report.**
2. **Old Business:**

**AED:** Mr. Zito presented an estimate of approximately $1,300 - $1,800 for an AED. Mr. Broxmeier suggested that since Ms. Youngfelt is familiar with these devices, we should follow her recommendation for a purchase. She agreed to check with her contacts. Mr. Moore asked Ms. Youngfelt to proceed with Mr. Zito on the purchase of an AED, hopefully to be received in time for the training Ms. Youngfelt was going to give on February 2nd. For the class, seven Board/Alternate members said that they would be attending.

**A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to allocate no more than $2,500.00 for the purchase of an AED, container and signage, upon Ms. Youngfelt’s recommendation. All in favor. Motion carried.**

Ms. Youngfelt suggested that we also have a first aid kit on hand. Mr. Moore authorized the purchase of one.

**Tablets:** Mr. Zito presented estimates of approximately $189 for a Chromebook to approximately $329 for a refurbished Apple iPad.

There was discussion about the pros and cons of this proposal. Mr. Moore was lukewarm in his assessment of buying tablet like devices but said if the majority agreed he would go along with it. Ms. Rodriguez, Mr. Broxmeier and Ms. Garcia commented.

Mr. Zito said the advantage of keeping an accessible electronic archive was that information such as meeting packets, minutes and payables could be available to all Board members in one place. After further discussion, it was agreed to table the matter.

**A motion was made by Mr. Broxmeier, seconded by Ms. Garcia to table the discussion of tablets for Board members and Alternates until March. All in favor. Motion carried.**

**Overflow Parking Area:** Mr. Zito discussed the fact that he has received one firm quote on this project, although to maintain the integrity of the bid process, he preferred not to discuss the specific amount of that one quote at this time.

While not discussing the price of the quote, specifics of the job were discussed – a 50’ X 70’ area with a 40’ drainage pipe at the entrance of the driveway, excavating 6 inches deep, removing five truckloads of excavated material, filling the excavated area with 18 inches of modified stone, sloping so that stormwater runoff would flow naturally to the PFE drainage ditch in back of the property.

Mr. Broxmeier brought up several concerns – electricity and lighting for safety, signage and the fact that modified stone holds water and ice more than blacktop would. He also said the property should be surveyed prior to beginning the project. Additionally, he said he would want a paper from the Township stating no additional permits are needed to proceed.

**A motion was made by Ms. Delaney, seconded by Ms. Youngfelt to solicit more quotes on the overflow parking area. All in favor. Motion carried.**

**Gutters:** Mr. Zito said he had contacted several contractors regarding the replacement of the gutters at the mailbox. He said he had gotten only one firm quote from among those whom he had contacted, a quote for $550 from P&S Improvements.

A comment was heard from Mr. Ramos regarding guard rails to protect the posts, gutters and downspouts. Discussion followed.

**A motion was made by Ms. Youngfelt, seconded by Mr. Broxmeier to accept the proposal from P&S Improvements at the price of $550.00. All in favor. Motion carried.**

**Summer Program:** Mr. Zito said that Apostle Sharon would not be attending the meeting due to the weather. He was asked to invite her in February.

**Drainage problem on Cotswold Road:** In response to a question of Mr. Broxmeier, Mr. Zito said that he wrote a letter to the complainant’s neighbor as a courtesy to the property owner. Several Board members observed the situation and it was agreed that it was not in the Association’s purview to do anything about the situation.

**Sergeant-At-Arms:** Mr. Schlegel said he was researching the requirements and would report back to the Board next month.

**Facilities:** Mr. Broxmeier commented on some holes in the screens at the Community Center. Mr. Zito said he would tend to it.

**Dumping at the End of Titania Road:** Mr. Ramos brought up the items, including a couch, that have been dumped at the end of this road. Several items, including a “Ring” camera, gate and chains to deter people from dumping in this area were discussed. Mr. Zito was given authorization to have the debris removed. Mr. Schlegel commented on security and enforcement matters municipalities have instituted at their recycling centers.

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

**There being no further business, a motion was made by Ms. Youngfelt, seconded by Ms. Garcia to adjourn the meeting.**

**The meeting adjourned at 10:59am.**

**NEXT REGULAR BOARD MEETING: FEBRUARY 16, 2019 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Jose Ramos, Secretary**

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