**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR MEETING**

**Saturday, FEBRUARY 16, 2019**

**MINUTES**

**Board Members present:**

Tykieyen Moore, President - Susan Anderson-Krieg, Vice President - Debra Youngfelt, Treasurer - Jose Ramos, Secretary (arrived at 9:07am) - Margaret Miller, Director - Ann Delaney, Director -Marion Kelly, Director.

**Board Members absent:**

Josefina Garcia, Director - Michael Schlegel, Director.

**Alternate Members present:**

Daniel Broxmeier, Janice Smith-Hughes.

**Alternate Members absent:**

Gail Rieara Rodriguez

**Staff present:**

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

**Members present:**

None.

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

As there was not a full complement of Directors present, the following motion was made:

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Miller to move Janice Smith-Hughes and Daniel Broxmeier up to Director for this meeting. All in favor. Motion passed.**

1. **Minutes**

The draft minutes from the December 15, 2018 Regular Meeting were presented and considered for approval. Consideration of these minutes was tabled at the January 19, 2019 Board Meeting. The following revision, discussed in January, was made:

**Management Report** – Mr. Broxmeier made the motion, seconded by Mr. Schlegel.

The draft minutes from the January 19, 2019 Regular Meeting were also presented and considered for approval. The following correction was noted:

**Maintenance Report** – The second on the motion, credited to Ms. Kelly, should have been attributed to Ms. Youngfelt. Ms. Kelly was absent from the meeting.

**A motion was made by Mr. Broxmeier, seconded by** **Ms. Miller to approve the January 19, 2019 Regular Meeting minutes as corrected. Seven in favor. One abstained (Ms. Kelly). Motion passed.**

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to approve the December 15, 2018 Regular Meeting minutes as corrected. All in favor. Motion passed.**

Mr. Ramos arrived at this point (9:07am)

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, near Leslie Way. There were four snow / ice events during January. Mr. Zito also mentioned that he had removed screens from the Community Room that were in in need of repair and that he would be bringing them to Mesko Glass for re-screening.

Repairs on the post and rail fencing around the drainage retention pond were discussed, along with the gutter replacement at the mailbox pavilion. Those two items were still being worked on.

Finally, he and Ms. Delaney said that they had observed a tree after a complaint from a property owner on Rob Roy Drive and Belgravia Drive. The homeowner claimed that the tree was rotten and was located on PFE property between two homeowners. After discussion, it was the consensus of the Board that unless a survey exists it would be impossible to determine if the tree is PFE’s responsibility. Comments were heard from several Board members.

**A motion was made by Mr. Moore, seconded by Mr. Broxmeier to contact the homeowner who complained about the tree and see if a current survey is available to determine ownership of the tree in question. All in favor. Motion passed.**

**A motion was made by Ms. Youngfelt, 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 January

31, 2019 and gave a brief summary of currently active permits. Comment was heard from Ms. Kelly.

Ms. Delaney again said that she is trying to receive Certificates of Occupancy for three homes built by Classic Homes that appear to be occupied.

For the month of January, four tree permits were issued. No compliance permits have been issued YTD.

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

After the motion Mr. Zito said that he was going to have the end of Oberon Road cleaned up after the snow melts.

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

Ms. Delaney presented the Compliance Report through January 31, 2019.

She said that because of the snow and winter weather, grass and propane violations would be put on hold until spring. She also noted that compliance to initial warnings has generally been good.

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

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

Mr. Moore thanked Ms. Youngfelt for the CPR/AED training class. Those in attendance also expressed their appreciation to Ms. Youngfelt. Mr. Moore asked the Board members to be prepared to discus the potential purchase of tablets at the March meeting. Mr. Zito spoke of the pros and cons / expenses of producing Board meeting packets on paper as opposed to electronically.

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

Mr. Zito discussed the written report for the period ending January 31, 2019.

As of this date 460 homeowners had paid their assessments in full, while 720 remain unpaid.

Resale activity remained strong, with nine resale certificates having been issued during the month. Finally, $3,041.79 was written off, primarily due to the recording of two sheriff sales.

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

1. **Committee Reports**

* **Citation Appeals:** Ms. Delaney gave the report. She said that the Committee held two hearings for propane tank violations. She stated the Committee recommended that one set of fines be waived, and the other set be eliminated.

**A motion was made by Mr. Broxmeier, seconded by Ms. Kelly to accept the Citation Appeals Committee Report as presented. All in favor. Motion carried.**

* **Rules & Regulations:** Ms. Anderson-Krieg and Ms. Miller discussed the Code of Conduct and asked the Board where in the Rules & Regulations it should be placed. Discussion followed. After being asked for his opinion, Mr. Zito said that this was, in his opinion, a By-laws issue, and, as such, would need to be voted on and approved by membership. Mr. Broxmeier said that since signing the code was voluntary, he questioned why the matter would need to be put to membership. Mr. Moore commented. Discussion followed as to the logistics of possibly putting the proposal to membership at the Annual Meeting. A lengthy discussion followed. Comments were heard from Ms. Miller, Mr. Moore, Ms. Smith-Hughes and Mr. Broxmeier, Ms. Youngfelt, Ms. Kelly and Mr. Ramos.

**Facilities:**  Ms. Smith-Hughes suggested that we might consider engaging someone qualified with active shooter training. Mr. Moore, Ms. Kelly, Mr. Broxmeier, Ms. Miller and Ms. Anderson-Krieg commented.

Also, in discussing using the Community Center as an emergency shelter, it was deemed necessary to have a plan for opening and staffing in such an emergency.

* **Social Activities:**  Ms. Smith-Hughes suggested a date of April 13th or April 20th for the annual Easter Party. Ms. Delaney suggested that we ask attendees of the party to bring a canned good food item for donation to the local food pantry. The date of Earth Day – and PFE’s Annual Clean-Up – was discussed. April 13th was settled on as the date for the Easter Party,

and April 27th was designated as PFE Cleanup Day.

* **Facilities:**  Ms. Smith-Hughes continued her earlier report, starting a discussion on the E-911 emergency plan.
* **Finance:**  None.

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 January 31, 2019 was presented.

There were no questions on the January cash disbursements, which totaled $17,705.95. Mr. Zito stated that for the month, revenue was $81K, approximately 45% of the annual budget. Expenses, including Reserve contributions and capital expenditures, were approximately $18K, leaving a net surplus of revenue of nearly $64K. Cash balances totaled $281,298.11, representing a gain of $63,831.42 over the ending balance of December 31st. Lastly, assessment collection stood at 42.99% of the annual 2019 budget at the end of January.

Discussion of investing surplus cash took place. Mr. Zito was asked to look into investment options, including CDs and Treasury Bills.

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

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

**Sharon Apostle Summer Program:** Did not show.

**Tablets:** Mr. Zito reiterated the email he sent to the Board giving access to PFE’s Google Drive, where financial information is stored and made available to the Board to see, so that each member can see if he/she might be comfortable using a tablet at meetings rather than paper.

Mr. Broxmeier suggested that in lieu of the association buying and retaining ownership of tablets or laptops that PFE offer an allowance that would subsidize a Board member’s purchase and use of their own tablet or laptop.

Discussion followed. Comments were heard from Mr. Moore, Ms. Kelly, Ms. Youngfelt and Mr. Ramos.

**Code of Conduct:** Mr. Broxmeier said that if anyone on the Board was uncomfortable with him not signing the document, he would sign it

1. **Old Business:**

Ms. Kelly asked the Board if they would consider looking toward future expansion of facilities or offerings. Mr. Moore said that he felt it was important for cash reserves to be built up to at least $500,000 before considering expanding. He felt that he would first like to try implementing some community services, such as a cell tower or refuse collection, that could benefit residents financially. Mr. Broxmeier and Mr. Ramos offered opinions on the matter.

Discussion shifted to offering entertainment options for the Community Room. Netflix, Amazon Fire Stick and our own movies were offered as possibilities.

**PFE Entrance Sign:** Ms. Smith-Hughes asked if something could be done to make the entrance sign on Route 196 more visible. Solar lights and trimming the pine tree next to the sign were looked at as possibilities. Mr. Zito did mention that he believed the tree was planted as a memorial to the father of a former Board member.

Discussion followed. Comments were heard from Mr. Moore, Ms. Kelly and Ms. Delaney. Ms. Kelly mentioned that the entrance sign at Carriage Estates also should be considered for replacement.

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

**There being no further business, a motion was made by Ms. Delaney, seconded by Ms. Anderson-Krieg to adjourn the meeting.**

**The meeting adjourned at 11:34am.**

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

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

**Robert M. Zito, Recording Secretary**

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

**Jose Ramos, Secretary**

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