**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, APRIL 20, 2019**

**MINUTES**

**Board Members present:**

Tykieyen Moore - President, Susan Anderson-Krieg – Vice President, Josefina Garcia – Secretary, Marion Kelly – Director, Ann Delaney – Director, Michael Schlegel - Director.

**Board Members absent:**

Debra Youngfelt – Treasurer, Jose Ramos – Secretary, Margaret Miller - Director.

**Alternate Members present:**

Janice Smith-Hughes, Daniel Broxmeier.

**Alternate Members absent:**

Gail Riera-Rodriguez.

**Staff present:**

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

**Members present:**

Ruffin (4-6139), Davis (6-0448).

The meeting was called to order by President Tykieyen Moore at 9:02 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Due to the fact a full compliment of Directors was present, the following motion was made:

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

1. **Resignation of Director Margaret Miller**

The Board considered a previously submitted letter of resignation from Director Margaret Miller due to the fact of her moving out of the community.

**A motion was made by Ms. Delaney, seconded by Mr. Schlegel to accept, with regret, the resignation from the Board of Directors of Margaret Miller, effective immediately. Seven in favor. One abstained (Mr. Broxmeier). Motion passed.**

1. **Minutes**

The draft minutes from the March 16, 2019 Regular Meeting were presented and considered for approval. No changes were noted.

**A motion was made by Mr. Schlegel, seconded by** **Ms.** **Anderson-Krieg to approve the March 16, 2019 Regular Meeting minutes as presented. Seven in favor. One abstained (Mr. Broxmeier). Motion passed.**

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

A written report was presented by Mr. Zito.

He said that PFE had the dumping at the end of Oberon Road cleaned up several weeks prior. He asked the Board to consider blocking off the road to try and prevent dumping. It was suggested that Mr. Zito call Township to see if road millings or other materials could be dumped at the site to prevent access.

**A motion was made by Mr. Moore, seconded by Mr. Schlegel to block entrance to Oberon Road. All in favor. Motion passed.**

A comment was made regarding the Township plowing on Gordon Lane and Rob Roy Drive. It was also suggested that the condition of the retention pond near the Route 196 entrance sign be brought to Township’s attention.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Garcia 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 March 31, 2019. She briefly commented on the report, indicating that one new construction permit was issued during March. No tree permits were issued during the period and three Certificates of Occupancy were received from Township.

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

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

Ms. Delaney presented the Compliance Report through March 31, 2019. She said compliance generally has been good. She also stated that beginning in May warnings for propane tanks, high grass and blocked culvert pipes would be given. Discussion followed as to the authority of the Association to issue violations / warnings regarding culvert pipes, since most of the roads in PFE are under Township jurisdiction.

**At this point (9:30am), Ms. Smith-Hughes left the meeting.**

The Township Spring Leaf Cleanup, scheduled for May 13-17, was discussed.

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

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

Mr. Moore commented briefly on the Easter party held last Saturday and thanked all those who volunteered to make it a success.

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

Mr. Zito discussed the written report. He stated that through March 31, 2019, 622 accounts out of 1,180 were paid in full. Collections, unfortunately, were a bit slower than the previous year. This situation will be monitored in the next month or so.

Resale activity remained strong, as nine resale certificates were issued during the month of March.

Total write-offs for the period were $3,926.20.

Discussion turned to short-term rentals, as Mr. Zito indicated that he has received an increased amount of inquiries regarding the PFE rules pertaining to short-term rentals. Mr. Moore suggested stressing the PFE Covenants, which clearly states “residential” and asked Mr. Zito to contact Attorney Greg Malaska to see if a separate dues structure (such as commercial or business) can be applied to property owners who rent on a short-term basis.

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

**At this point in the meeting (9:56am), Mr. Moore called for public input.**

Ms. Ruffin spoke to the Board about her dues account.

1. **Committee Reports**

* **Rules & Regulations:** No report.
* **Citation Appeals:** No report.
* **Facilities / Social Activities:**  The Earth Day property cleanup, scheduled for next Saturday, April 27th, was discussed.
* **Finance:**  No report. A representative from Primerica Investments was expected later in this meeting.

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

The written financial report for the period ending March 31, 2019 was presented.

The slower collection rate was discussed. Mr. Zito said he would like to send out one more notice to all delinquent property owners prior to sending their accounts to collections.

March’s cash disbursements, totaling $12,142.82, were discussed. No questions were forthcoming.

Through April 3rd, the overall surplus of revenue over expenses totaled $62,947.00. $1,860.00 was due to the Capital Improvement account for transfer fees collected from February 1st – March 31st.

Cash balances stood at a total of $295,103.57, an increase of $4,297.39 over the month of March.

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

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

* **Appointment of Permanent Director:** Due to the resignation of Margaret Miller, appointment of a new Director was required.

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos to move Mr. Daniel Broxmeier from Alternate to Director. All in favor. Motion carried.**

(Note: After this motion was made and approved, the question of the term length came up. As Ms. Miller’s term was set to expire October 2020, there were questions as to whether the appointment of Mr. Broxmeier would be until the next election (October 2019) or the end of the resigned Director’s term (October 2020). Attorney Malaska will be consulted for a clarification).

* **Sargent-At-Arm:** Mr. Schlegel said that the class for this would be held in June.
* **Movie Night:** Mr. Moore asked the Board to consider getting a movie night together.

1. **Old Business:**

* **Acceptance of the 2018 Operational Audit:** The previously distributed draft 2018 audit, done by Zavada and Associates, was considered for adoption.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney to accept the 2018 Operational Audit as compiled by Zavada and Associates. All in favor. Motion carried.**

* **Office Closing Saturday, April 27th:** Mr. Zito asked the Board if the office could close on Saturday April 27th, as he will be away on vacation and Ms. Delaney, who normally covers the office on Saturdays, has a family commitment that day.
* **Poor Lighting at 196 Entrance Sign Area:** The poor lighting condition at this area was discussed. Mr. Broxmeier suggested contacting PPL to see if an additional lighting arm could be added to the existing pole and specifically directed to the area in question. Mr. Zito will follow up with PPL to if this could be done and the costs involved.
* **Carriage Estates Sign - Route 196 and Carriage Lane:** The poor condition of the sign was discussed. Mr. Zito was asked to get a replacement.

**A motion was made by Ms. Delaney, seconded by Mr. Schlegel to recess the meeting (10:39am) until the representative from Primerica arrives. All in favor. Motion carried.**

**The meeting was re-convened at 10:55am when Ruby Smith, Financial Consultant from Primerica arrived.**

Ms. Smith presented various options for investing PFE excess funds with Primerica. She spoke of annuities with “Shield Protection” that were designed to “work over the full length the term by providing equity exposure via index tracking. S&P 500 index (large companies), Russell 2000 index (small cap), MSCI EAFE index (international)”.

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

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

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

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

**Robert M. Zito, Recording Secretary**

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

**Jose Ramos, Secretary**

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