**Pocono Farms East Association, Inc.**

**ANNUAL MEMBERSHIP Meeting**

**Saturday, OCTOBER 31, 2015**

**MINUTES**

The meeting was called to order by President Bryan Sandford at 12:00pm in the conference room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Mr. Sandford announced that the meeting was being audiotaped to aid in the preparation of the minutes.

**Board Members present:**

Bryan Sandford - President, Margaret Miller - Vice President, Marisol Santos – Secretary, Marion Kelly – Director, Tykieyen Moore – Director, Jose Ramos – Director, Janice Smith-Hughes – Director, Dan Broxmeier - Director.

**Board Members absent:**

Susan Anderson-Krieg – Treasurer

**Alternate Members present:**

None.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager

Renee Villanueva, Office Manager

Gregory D. Malaska, Esq., Young & Haros, Association Counsel

**Members present:**

The following membership entities were accounted for, either in person or by proxy:

|  |  |  |
| --- | --- | --- |
| Smith-Hughes: Lot 7-3616 | Wilkinson: Lot H-12 | Santos: Lot 5-5501 |
| S&M Co: Lot 4-2301 | Riccardi: Lot 6-2501 | Riccardelli: Lot 5-4812 |
| Meurer: Lot 3-1119 | Miller: Lot 2-1303 | Ramos: Lot 4-2336 |
| Weiber: Lot 9-4618 | Baginski: Lot 1-607 | Loukatos: Lot 1-626 |
| Nenna: Lot 8-4008 | Sullivan: Lot 5-5418  | Sandford: Lot 5-4811 |
| Krieg: Lot 1-620/1 | Arturi: Lot 8-4003 | Mangan: Lot 4-2310 |
| Perry: Lot 8-4101 | Labadie: Lot 4-2101 | Moore: Lot 2-1108 |
| Kelly: Lot H-19 | Knight: Lot 8-4001 | Warrick: Lot 4-2107 |
| Broxmeier: Lot 5-5414 | Yockey: Lot 1-819 | Singleton: Lot 4-1942 |
| Baczek: Lot 7-3805 | Gil: Lot 4-1933 | Harriton: Lot 5-5409 |
| Houfek: Lot 9-4511 | Kirschner: Lot 1-0302 | Lee: Lot 6-2505 |
| McSherry: Lot 4-2010 | Morrongiello: Lot H-32 | Planthaber: Lot 9-4802 1/2 |
| Rizzo: Lot 7-3410 | Romney: Lot 7-3808 |  |

38 membership entities were present, either in person or by proxy. Therefore, having met the quorum requirement of 25 members, a quorum was determined to be present.

**Introductions:**

Mr. Sandford introduced the Board members, staff and counsel present to those in attendance.

Mr. Gregory D. Malaska, Esq., on behalf of the Board of Directors, gave a brief explanation of the format of the meeting.

**Appointment of Parliamentarian:**

**A motion to appoint Mr. Gregory D. Malaska, Esq. Parliamentarian for this meeting was made by Ms. Marion Riccardi, seconded by Ms. Rose Marie Nenna. All in favor. Motion carried**.

**Appointment of Judges of Election:**

Mr. Malaska put forth the names of three homeowners who had previously volunteered to be Judges of Election for 2015, Ms. Pricilla Jovais, Ms. Walter Baginski and Ms. Renee Labadie.

**A motion was made by Ms. Marion Kelly, seconded by Mr. Jose Ramos to appoint Ms. Jovais, Mr. Baginski and Ms. Labadie to be Judges of Election for 2015. All in favor. Motion carried**.

**Call for Proxies:**

Mr. Malaska called for any proxies from those present at the meeting to be submitted to the Secretary, Ms. Marisol Santos at this time. None were forthcoming.

**Approval of Minutes – Annual Meeting 2014:**

**A motion to approve the minutes of the Annual Membership Meeting held October 25, 2014 was made by Mr. Dan Broxmeier, seconded by Ms. Santos. All in favor. Motion carried**.

**Call for Nominations for Director:**

Mr. Malaska called for nominations for Director from the floor.

**Mr. Ramos nominated Mr. Tykieyen Moore for Director. Mr. Moore accepted the nomination. No other nominations were forthcoming.**

**A motion was made by Ms. Kelly, seconded by Mr. Broxmeier, to close nominations for Director. All in favor. Motion carried**.

Mr. Malaska stated that for Director, the following terms were available:

* Three (3) Directors for three year terms.
* One (1) Director for a two year term.

Mr. Malaska determined that the three nominated candidates would be considered for election to the three (3) year terms. **Ms. Susan Anderson-Krieg and Ms. Kelly (who had submitted applications previously), and Mr. Moore were the three names placed into nomination for election as Director.**

**Call for Nominations for Alternate:**

Mr. Malaska called for nominations for Alternate from the floor.

**Ms. Deborah Moore nominated Mr. Tykieyen Moore for Alternate. Mr. Moore declined the nomination, as he already had accepted the nomination as Director. Ms. Kelly asked if Ms. Moore could be nominated as Alternate. She was told that since her and Mr. Moore both lived at the same lot number, she could not be nominated. Ms. Moore nominated Ms. Nenna, who declined the nomination. No other nominations were forthcoming.**

**Ms. Janice Smith-Hughes (who had submitted an application previously) was placed into nomination for election as Alternate.**

**A motion was made by Mr. Ramos, seconded by Mr. Moore, to close nominations for Alternate. All in favor. Motion carried**.

**Treasurer’s Report:**

The Treasurer’s Report was presented by Mr. Moore, as Finance Committee Chair.

Through September, revenue totaled approximately $160K, while expenses totaled $98K. Contributions to the Reserve account were also discussed by Mr. Moore.

**A motion was made by Mr. Broxmeier, seconded by Ms. Nenna, to accept the Treasurer’s Report as presented. All in favor. Motion carried.**

**Proposed 2016 Budget:**

The Proposed 2016 Budget was presented by Mr. Moore, as Finance Committee Chair. Both expenses and revenue on the proposed budget totaled $165,720.

There was a short break taken at this time.

Once the meeting reconvened, Mr. Moore asked for specific questions on the proposed 2016 Budget. Ms. Nenna asked a question on the “Area Maintenance” line item. Mr. Moore answered the question and also explained to those present the timeline for changes and final acceptance of the budget.

**Question Presented to Attorney Malaska:**

Mr. Malaska stated that during the break he was asked if nominations for Director and Alternate could be re-opened. He asked if there was anyone who wanted to make a motion to that effect at this time.

**Re-opening of Nominations:**

**A motion was made by Ms. Kelly, seconded by Ms. Moore, to re-open nominations for Director and Alternate. By a show of hands, Mr. Malaska deemed that the motion was passed.**

Mr. Malaska called for nominations for Director. None were heard.

**A motion was made by Mr. Broxmeier, seconded by Ms. Moore, to close nominations for Director. All in favor. Motion carried**.

Mr. Malaska called for nominations for Alternate.

**Mr. Ramos nominated Ms. Clara Rivera (Singleton) for Alternate. Ms. Rivera accepted the nomination. No other nominations were forthcoming.**

**A motion was made by Mr. Broxmeier, seconded by Ms. Kelly, to close nominations for Alternate. All in favor. Motion carried**.

**Call for Voting – Directors and Alternates:**

Mr. Malaska confirmed that all present had either voted earlier by proxy or had been given a ballot to vote at this time.

Prior to voting, Ms. Moore said that she saw a typographical error in the proposed By-Law change.

Mr. Sandford called for the ballots for the election of Directors and Alternates to be collected at this time.

**Old Business:**

None.

**New Business:**

Ms. Moore’s notice of the typographical error in the proposed change in By-Law 6.6 was discussed. She said the line “all Board distributed” was missing the word “proxies”. Mr. Sandford said that although there was an omission, the intent of the change (to allow for counting of mailed in ballots one hour prior to an Annual Meeting) was clear.

Mr. Malaska suggested that the vote go forward and, if approved, a subsequent ballot clarifying language of the revised By-Law could be included in the 2016 Annual Meeting materials. He also stated, if approved, that early counting of proxies could be done beginning in 2016. Mr. Sandford agreed, saying that the error did not affect the issue of early vote counting.

**Call for Voting – By-Law Revision:**

Mr. Malaska called for the ballots for the proposed By-Law change to be collected at this time.

**Comments:**

While the votes were being counted the following comments were heard:

* Ms. Darlene Sandford called for the establishment of a Proofreading Committee to review all correspondence that would be sent to PFE homeowners.

**A motion was made by Ms. Sandford, seconded by Ms. Moore, to establish a PFE Proofreading Committee. By a show of hands, Mr. Malaska deemed that the motion failed.**

* Ms. Smith-Hughes, as Facilities Committee Chair, brought up a proposed dog walk / overflow parking lot across from the Community Center on Hamlet Drive. Comments were heard from Ms. Mildred Gill, Ms. Nenna, Mr. Sandford, Mr. Broxmeier, Mr. Zito, Mr. Moore, Ms. Sandford, Ms. Riccardi and Ms. Kelly.
* Subsequent to the vote on the proposed Committee, Mr. Zito spoke in favor of a Proofreading Committee.
* Discussion of the dog walk / overflow parking lot continued. Ms. Smith-Hughes asked if the Committee should continue its research. Comments were heard from Ms. Sandford, Mr. Moore and Mr. Sandford.
* A member (unintelligible name) asked about the missing bulletin board at the mailbox pavilion. Mr. Sandford said that after 25 years the old one rotted and, for safety reasons, had to be removed. He said that a priority list for capital expenses was developed by the Board and due to the lack of complaints given to the office regarding not having the board, it was deemed to not be a high priority by the Board.
* Ms. Kelly suggested that flowers should be planted at the planter box at the Carriage Estates entrance.
* Mr. Sandford discussed the road and drainage pipe at the end of Carriage Lane. He said that this and the ice dam problem at the Community Center were priorities and needed to be addressed.
* Mr. Malaska explained the logistics of the Board and of the development of the budget. He said the elected Board has the right to allocate funds as they see fit, and suggested that if members disagree, the best thing to do would be to attend meetings and run for the Board.
* Ms. Jovais mentioned problems along Gordon Lane including an illegal driveway pipe, an illegal auto repair business, missing E-911 signs, a possible unpermitted shed and an abandoned house. Mr. Sandford answered each of these issues, stating whether the Association or the Township had ultimate responsibility. He also said that over the past 4-5 years he felt that there was an improvement in the appearance of the Community. Mr. Malaska also gave the Board and Ms. Jovais his opinion on whom to call on each of these problems. Mr. Sandford said that the PFE Board is represented at all Township meetings and will continue to press Township for solutions to these problems. In response to Ms. Jovais’ request to take the auto business matter to court, Mr. Malaska said that in order to take the matter to court, people must be willing to testify in court that business is indeed being conducted.

**Voting Issue / Election of Directors:**

Having concluded their review and compilation of both mailed-in proxies and in-person ballots, the Judges of Election announced the following results for the proposed revisions to By-Laws Sections 6.6 and 7.8:

* **YES – 27 NO- 3**

Having concluded their review and compilation of both mailed-in proxies and in-person ballots, the Judges of Election announced the following results for Director:

* **Marion Kelly 31 (Elected)**
* **Susan Anderson-Krieg 27 (Elected)**
* **Tykieyen Moore 7 (Elected)**
* Margaret Miller 1
* Bill Jones 1
* Gloria VanWinkle 1
* Debra Youngfelt 1
* Janice Smith-Hughes 1

**Ms. Kelly, Ms. Anderson-Krieg and Mr. Moore were elected to three year terms. The two year term (one Director) remained vacant. The Board of Directors can appoint a property owner to this term at a later date.**

**Election of Alternates:**

Having concluded their review and compilation of both mailed-in proxies and in-person ballots, the Judges of Election announced the following results for Alternate:

* **Janice Smith-Hughes 26 (Elected)**
* **Clara Rivera 7 (Elected)**
* Tykieyen Moore 1 (Currently serving as Director)
* Gloria VanWinkle 1 (Not present to accept nomination)
* Debra Youngfelt 1 (Not present to accept nomination)
* Susan Anderson-Krieg 1 (Currently serving as Director)
* Jose Ramos 1 (Currently serving as Director)
* Margaret Miller 1 (Currently serving as Director)

**Ms. Smith-Hughes and Ms. Rivera were elected to a one year terms as Alternate, concluding October 2016.**

Mr. Sandford thanked Ms. Labadie, Ms. Jovais and Mr. Baginski for volunteering to be Judges of Election.

**Adjournment:**

**At 1:59pm, a motion to adjourn the Annual Membership Meeting of 2015 was made by Mr. Broxmeier and seconded by Ms. Smith-Hughes. All in favor. Motion carried.**

**NEXT ANNUAL MEMBERSHIP MEETING: Saturday, October 29, 2016 at 12:00pm.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Marisol Santos, Secretary**

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