# POCONO FARMS EAST ASSOCIATION, INC. ANNUAL MEETING

**SATURDAY, OCTOBER 28, 2017 MINUTES**

## Board Members present:

Margaret Miller - President, Jose Ramos –Vice President, Susan Anderson-Krieg – Treasurer, Marisol Santos – Secretary, Josefina Garcia – Director, Debra Youngfelt

* Director, Janice Smith-Hughes- Director.

## Board Members absent:

Marion Kelly - Director

## Alternate Members present:

None.

## Alternate Members absent:

None.

## Staff present:

Robert M. Zito, CMCA, AMS, General Manager. Attorney Greg Malaska – Association Attorney Ann Delaney, Compliance / Permit Officer Renee Labadie (4-7131) Judge of Elections

The meeting was called to order by President Margaret Miller at 11:59pm in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA. The Pledge of Allegiance was recited by those present.

The Board members present introduced themselves. Ms. Miller introduced Attorney Malaska, Association management staff and the Judge of Election to the members in attendance. Ms. Miller then called for a motion to appoint a Parliamentarian for the meeting.

## A motion was made by Ms. Smith-Hughes, seconded by Mr. Ramos to appoint Attorney Greg Malaska as Parliamentarian for the meeting. All in favor. Motion passed.

* 1. **Welcome**

Attorney Malaska said that since the number of open seats for Directors and Alternates were less than the nominations submitted, he requested that the submission of both ballots be done at the same time. He said that the ballots / proxies previously received were counted earlier by Ms. Labadie and Mr. Zito and

asked if anyone present who had submitted a ballot / proxy wished to revoke it at this time. No revocation requests were forthcoming.

Mr. Malaska asked that ballots be given to those homeowners present who had not previously submitted ballots/ proxies.

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

## A nomination of Ms. Ann Delaney (7-4122) for the position of Director was made by Ms. Smith-Hughes. Ms. Delaney accepted the nomination. As Ms. Delaney is a subcontractor of management, Mr. Malaska verified that this fact as a property owner in good standing, Ms. Delaney, by her employment by management, was not precluded from serving as Director.

**Mr. Malaska asked for any additional nominations. Hearing none, he asked for a motion for nominations to be closed.**

**A motion was made and seconded from the floor to close nominations. All in favor. Motion carried.**

Mr. Malaska called for nominations from the floor for the position of Alternate. None were forthcoming.

## A nomination of Ms. Ann Delaney (7-4122) for the position of Alternate was made by Ms. Garcia. As she was previously nominated for the position of Director, Ms. Delaney declined the nomination.

**A motion was made and seconded from the floor to close nominations. All in favor. Motion carried.**

Mr. Malaska asked the Judge of Election to collect all in-person ballots at this time. He the confirmed that quorum was present.

## Guest Speaker – Pocono Mountain Regional Police

Sergeant Dave Posluszny of PMRP was a guest of the Board. He briefly gave his background and an overview of the department, saying he was proud to serve with his colleagues at PMRP.

He said that he was happy to be able to speak at this meeting, as the strengthening of community relations helps himself and all police personnel do their jobs more effectively. He pointed to the fact that it is impossible for the police to be everywhere at all times and that information given to them by the community aids the department in protecting all its citizens.

He touched on various potentially dangerous situations and urged those present to not be an easy target, saying that the most simple and effective way of securing your property was to lock your windows and doors and have adequate

lighting around your home. As an added measure, he said that video cameras deadbolts, secured garage and slider doors and having an animal such as a dog who can make noise to alert neighbors to potential intruders are very effective measures.

Sgt. Posluszny said that cars that are left unlocked have become soft targets for criminals and urged everyone to lock their car doors.

He urged homeowners to plant prickly type bushes to make it more difficult for potential intruders to gain access to their home or to trim ornamental bushes in front of their home to make it more difficult for potential intruders to hide.

He said to take care in guarding the appearance of new, large purchases, such as a flat screen tv, that could be quickly flipped for cash and to guard other valuable such as jewelry by placing them in a secure location such as a hidden safe.

Finally, he took several questions from those present relating to his presentation. Ms. Miller asked how someone being stopped, especially older persons, can verify that the vehicle pulling them over is indeed an authorized police vehicle. Sgt. Posluszny said that the easiest way to verify this was to call 911.

He finished by saying to “keep your head up and be aware of your surroundings”. Those present thanked him for coming with a hearty round of applause.

## Secretary’s Report – No report.

* 1. **Order of Directors in voting proxies**

Mr. Malaska established the order of Directors voting undirected proxies was yet to be determined.

## Approval of 2016 Annual Meeting Minutes

Attorney Malaska asked if the minutes for the 2016 Annual Meeting were included in the packet mailed to membership for this meeting. Mr. Zito said that they were not. A copy was distributed to all those present.

## A motion was made and seconded from the floor to dispense with reading of the minutes. All in favor. Motion passed.

**A motion was made and seconded from the floor to approve the Annual meeting minutes from 2016 as presented. All in favor. Motion passed.**

* 1. **Treasurer’s Report**

Mr. Zito and Mr. Susan Anderson-Krieg (Finance Committee Chairman) presented the proposed 2018 budget to those in attendance.

Ms. Anderson-Krieg asked for questions. Ms. Encarnacio Loukatos (1-0115A) asked about the bad debt expense and what was being done to lower that number. Ms. Anderson-Krieg and Mr. Zito both spoke of the process of reporting delinquencies to a third part collection agency who, in turn, reports delinquencies to the three major credit bureaus, and that the return on this investment has been very good. Discussion followed.

Mr. Syros Loukatos (1-0115A) asked about any social activities that were being done for members of the Association. He spoke of his past service as a PFE Board member and that he was disappointed in the lack of turnout for this meeting. He asked questions about the methods of communication that the Board is using to inform membership. Several Board members commented.

Ms. Roe Nenna (8-1306) questioned the expenditures to date for office supplies and Community Center expenses. Mr. Zito said that several expenses were scheduled to come out the Reserve account but since collections were stronger than anticipated, these expenses were able to be paid out of Operating funds.

Mr. Loukatos (1-0115A) asked why the amount expended for collections was so low. Mr. Zito explained that with the number of repeat delinquents we were able to consolidate the number of accounts that we needed to purchase from our collection agency.

Ms. Nenna (8-1306) asked about ditch cleaning. Mr. Zito explained that this expenditure was not for ditches that ran along the road, but the PFE ditches that run perpendicular to the road.

## A motion was made and seconded from the floor to accept the Treasurer’s Report as presented. All in favor. Motion passed.

**Attorney Malaska then called for the results of the election. He asked the Judge of Election for her report. Ms. Labadie presented the results as follows:**

**DIRECTOR:**

|  |  |
| --- | --- |
| **Margaret Miller** | **34 (elected to term ending 10/2020)** |
| **Jose Ramos** | **27 (elected to term ending 10/2020)** |
| **Ann Delaney** | **15 (elected to term ending 10/2020)** |
| **Janice Smith-Hughes** | **2** |
| **Marisol Santos** | **1** |
| **Michael Schlegel** | **1** |

**ALTERNATE:**

|  |  |
| --- | --- |
| **Janice Smith-Hughes** | **37 (elected to term ending 10/2018)** |
| **Susan Anderson-Krieg** | **2 (sitting Director)** |
| **Josefina Garcia** | **2 (sitting Director)** |
| **Ann Delaney** | **2 (elected Director)** |
| **Margaret Miller** | **2 (elected Director)** |
| **Jose Ramos** | **1 (elected Director)** |
| **Debra Youngfelt** | **1 (sitting Director)** |
| **Marion Kelly** | **1 (sitting Director)** |
| **Michael Schlegel** | **1 (not present to accept nomination)** |

**A motion was made and seconded from the floor to accept the Judge of Elections’ Report as presented. All in favor. Motion passed.**

* 1. **Old Business – None**
	2. **New Business**

Mr. Ramos stated that the generator was being fixed so that the Community Center could act as an emergency center in times of disasters. Ms. Miller and Ms. Smith-Hughes also commented.

Several Board members stated that they would be present to distribute candy at the Community Center on Halloween night.

Mr. Loukatos asked if there was someone going around citing garbage violations. He was told that the Citation Office was responsible for that.

## Public Input - None

**A motion was made and seconded from the floor to adjourn. All in favor. Motion passed.**

**The meeting adjourned at 1:41pm.**

**NEXT ANNUAL MEETING: October 27, 2018 at 12:00 noon.**

**Submitted by:**

**Robert M. Zito, Recording Secretary**

**Witnessed by:**

**Marisol Santos, Secretary Date: October 27, 2018**