**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, OctOBER 19, 2019**

**MINUTES**

**Board Members present:**

Tykieyen Moore - President, Susan Anderson-Krieg – Vice President, Debra Youngfelt - Treasurer, Jose Ramos – Secretary, Ann Delaney – Director, Daniel Broxmeier – Director, Marion Kelly – Director (arrived 9:10am), Josefina Garcia – Director.

**Board Members absent:**

Michael Schlegel – Director

**Alternate Members present:**

None.

**Alternate Members absent:**

Gail Riera-Rodriguez, 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 9:05 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the September 21, 2019 Regular Meeting were presented and considered for approval. A correction was put forth by Ms. Garcia:

**Maintenance Report** – “Mr. Broxmeier assisted in the determining the placement” S/B “**Mr. Broxmeier assisted in determining the placement”**.

**A motion was made by Ms. Youngfelt, seconded by** **Mr.** **Broxmeier to approve the September 21, 2019 Regular Meeting minutes as corrected. All in favor. Motion passed.**

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

A written report was presented by Mr. Zito.

In addition to the normal maintenance tasks, Mr. Zito spoke of placing several more of the parking stops at the overflow parking lot. He noted that a date was still not scheduled by PPL to install area lights at the dead end at Oberon Road and at the overflow parking lot. He said that he did speak to PPL regarding the possible installation of a light at the end of Carriage Lane, but that since there was no pole present, and utilities in that area were underground, we would be responsible for having a pole installed and trenching the ground so that PPL could make their electrical connection. The estimated total cost for this project would be approximately $3,000. Discussion regarding this area turned to a possible installation of a solar light, although the consensus was that this idea would not be practical at this time. Further research will be done.

The submittal of a price increase for the Association’s cleaning contractor was briefly discussed. It will be discussed in more detail later in his meeting.

Finally, Mr. Zito said that he would be purchasing and installing driveway markers at the Community Center parking lot to aid PFE’s snowplowing contractor this winter.

**A motion was made by Mr. Broxmeier, 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 September 30, 2019. She stated that six new tree permits were issued during the month, along with once fence permit. No other permits were requested during the month.

Mr. Broxmeier asked about the condition of a home on Hamlet Drive. Ms. Delaney said that the property was cleaning up.

**A motion was made by Mr.** **Broxmeier, seconded by Ms. Youngfelt** **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 September 30, 2019. She said that many of the properties that were cited have complied. Thanks was given to Mr. Broxmeier for disposing of a couch that was dumped on Carriage Lane.

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

1. **President’s Report – No report**
2. **Management Report – as presented by Robert M. Zito**

Mr. Zito discussed the written report. He stated that through September 30, 2019, 758 accounts out of 1,180 were paid in full. Collections remained slower than last year. With that in mind, delinquencies have been reported to our collection agency for credit bureau reporting. Additionally, six civil complaints were written by management and sent over to District Court 43-3-01, for which we are awaiting court dates.

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

1. **Committee Reports**

* **Rules & Regulations:** No report.
* **Citation Appeals:** No report.
* **Facilities / Social Activities:**  No report.

The fact that there were no volunteers to serve as Judges of Election for next week’s Annual Meeting was discussed. The consensus was that Mr. Zito would tally any mailed in proxies / ballots one hour prior to the meeting with the supervision of any Board members who wanted to help.

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

The written financial report for the month ending September 30, 2019 was presented. There were no questions on the cash disbursement list for September.

A lengthy discussion took place on the upcoming annual ditch cleaning relating to the areas that were to be done. Mr. Zito asked those present to let him know if there were any particular areas they felt needed immediate attention.

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

1. **Secretary’s Report – No report.**
2. **Old Business: None.**
3. **New Business:**

* **Cleaning Contract:** Mr. Zito presented a request by his cleaning contractor, Sylvester Cleaning Service, to increase his weekly rate by 43%. As it is anticipated that in the Spring of 2020 any subcontractors needed for the property will be working directly for PFE, Mr. Zito passed this request on to the Board for their review and consideration.

After discussion it was the consensus of the Board that the usage of the Community Room and office did not support an expenditure of $7,436 for weekly cleaning.

An alternate proposal from another vendor was presented and discussed. The Board asked Mr. Zito to try to negotiate price and schedule with our current contractor and seek other vendors if an agreement could not be reached.

Mr. Zito will report back to the Board when further information is known.

**A motion was made by Mr. Broxmeier, seconded by Ms. Youngfelt to authorize Mr. Zito to negotiate with Sylvester Cleaning Service. All in favor. Motion carried.**

* **Other Issues:** The following issues were briefly discussed:
  + **TV for Community Room** – Mr. Broxmeier inquired on the status. Mr. Zito said the TV was installed.
  + **Area Light on Route 196 / Kings Way** – Mr. Zito said he had followed up with Coolbaugh Township and that he was told the light is now operating.
  + **Lantern Fly Spraying** – Mr. Zito said that he had followed up with Coolbaugh Township and was told that there were no plans for the Township to spray.
  + **Short Term Rental Ordinance** - Mr. Zito said that he had followed up with Coolbaugh Township and was told that a final meeting on the proposed ordinance has not been set.
  + **Landscape Stones** – It was suggested that in Spring the landscape stones in the small center island be removed and grass planted in its place.
  + **Trunk or Treat** – Ms. Anderson-Krieg discussed this event.
  + **Room Dividers** – Mr. Broxmeier suggested that room dividers might be a good solution to privacy issues, specifically when vote counting at meetings.
  + **Community Announcements** – Mr. Ramos spoke of the Coolbaugh Soccer Association program, and the upcoming Township “Ghoulbaugh” event.
  + **Thank You** – Mr. Zito thanked Mr. Ramos for sweeping the office parking lot on Sundays.

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

**The meeting adjourned at 10:42am.**

**NEXT MEETING**

* **ANNUAL MEMBERSHIP MEETING OCTOBER 26 @ 12:00 NOON**

**NEXT REGULAR BOARD MEETING: NOVEMBER 16, 2019**

* **REORGANIZATIONAL MEETING @ 9:00AM**
* **REGULAR MONTHLY MEETING TO FOLLOW**

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

**Robert M. Zito, Recording Secretary**

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

**Jose Ramos, Secretary**

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