**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REORGANIZATIONAL Meeting**

**Saturday, NOVEMBER 16, 2019**

**MINUTES**

**Board Members present:**

Daniel Broxmeier, Susan Anderson-Krieg, Josefina Garcia, Ann Delaney, Michael Schlegel, Tykieyen Moore.

**Board Members absent:**

Jose Ramos, Marion Kelly.

**Alternate Members present:**

None.

**Alternate Members absent:**

Janice Smith-Hughes.

**Staff present:**

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

**Members present:**

None.

The meeting was called to order by Tykieyen Moore at 9:05 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Appointment of Parliamentarian**

**Mr. Moore appointed Mr. Zito as Parliamentarian for this meeting.**

1. **Election of President**

Mr. Zito called for nominations for President.

**Mr. Moore nominated Mr. Broxmeier. Mr. Broxmeier accepted the nomination.**

**Mr. Broxmeier nominated Mr. Moore. Mr. Moore declined the nomination.**

**Mr. Zito closed nominations. Mr. Broxmeier was elected President by acclamation.**

1. **Election of Vice President**

Mr. Zito asked Mr. Broxmeier to chair the rest of the meeting. Mr. Broxmeier called for nominations for Vice President.

**Ms. Garcia nominated Ms. Anderson-Krieg. Ms. Anderson-Krieg accepted the nomination. No other nominations were forthcoming.**

**Ms. Anderson-Krieg was elected Vice President by acclimation.**

1. **Election of Treasurer**

Mr. Broxmeier called for nominations for Treasurer.

**Ms. Delaney nominated Mr. Moore. Mr. Moore accepted the nomination. No other nominations were forthcoming. Mr. Moore was elected Treasurer by acclimation.**

1. **Election of Secretary**

Mr. Broxmeier called for nominations for Secretary.

**Mr. Broxmeier nominated Ms. Garcia. Ms. Garcia accepted the nomination. No other nominations were forthcoming. Ms. Garcia was elected Treasurer by acclimation.**

**With business having been concluded, the Reorganizational Meeting was adjourned at 9:15am. The Regular Monthly Meeting commenced immediately after.**

**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR MEETING**

**Saturday, NOVEMBER 16, 2019**

**MINUTES**

**Ms. Kelly joined those in attendance for the Regular Meeting.**

1. **Minutes**

The draft minutes from the October 19, 2019 Regular Meeting were presented and considered for approval. No changes were forthcoming.

**A motion was made by Ms. Anderson-Krieg, seconded by** **Mr. Schlegel to approve the October 19, 2019 Regular Meeting minutes as presented. All in favor. Motion passed.**

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

A written report was presented by Mr. Zito. He said that he and Mr. Jeff Hein picked up a bed frame, carpeting and padding on Cambell Way and padding and carpeting on Phaeton Lane. Discussion items included dilapidated or vacant houses in PFE, and trash dumped on the former Charter School property on Carriage Lane.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly 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 October 31, 2019.

She stated that for the month of October, one tree permit and one permit for an addition with a deck was issued. No other issues were discussed.

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

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

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

She said that in the month of October, she had mainly checked grass and uncovered propane tanks and that most warnings / citations have been complied with.

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

1. **President’s Report – None**
2. **Management Report – as presented by Robert M. Zito**

Mr. Zito discussed the written report for the period ending October 31, 2019 He stated collections that there were 773 properties paid in full through the date of this report. Overall collections, while down from 2018, have improved as the year has gone on. Mr. Zito noted the strong resale activity in PFE, as 15 resale certificates were issued by management in October, a very high figure for one month.

During discussion Mr. Zito noted that more and more realtors and abstract companies have waited until the last few days before closings to order resale certificates, despite the UPCA statute that gives an HOA ten days to issue such certificates.

**A motion was made by Mr. Broxmeier, seconded by Ms. Kelly to increase the amount PFE charges for resale certificates to $200.00 (ten-day service) and $300.00 (three-day service). All in favor. Motion carried.**

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

1. **Committee Assignments**
* **Rules & Regulations:** No meeting.
* **Citation Appeals:** The discussion of the solid fencing on Norfolk Road, which the homeowner claims is screening for a pool, took place. It was the consensus of those present that this matter should be taken to District Court.

Discussion of vehicles parked on a PFE private road, Pont Road also took place.

**A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to engage a PA State Constable to serve the homeowner who is parking vehicles on Pont Road (a PFE private road). All in favor. Motion carried.**

**A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to tow the vehicles parking Pont Road (a PFE private road) if they are not moved. All in favor. Motion carried.**

There was consensus that Attorney Greg Malaska write the letter that would be served to the homeowner on Pont Road regarding the aforementioned vehicles.

* **Social Activities / Facilities:**

There was consensus that the annual Christmas “Brunch with Santa” would be held on Saturday, December 14 at 11am. Mr. Zito was asked to mail a short newsletter to homeowners regarding this event.

**Finance:**  The 2020 budget, originally proposed at the 2019 Annual Meeting, was discussed. Mr. Zito noted that due to the tight cash flow PFE has had during the last few months, budgeted contributions to the Reserve account were not able to be made for the second half of the year, thus necessitating a slight revision in several 2020 line items. Mr. Zito will incorporate the changes in a draft that will be presented for review and approval at the December meeting.

Mr. Zito asked the Board about the 2019 audit, and if it was the Board’s preference to remain with Zavada and Associates or solicit other bids. It was the Board’s preference to remain with Zavada if there was no increase in price. Mr. Zito will get an engagement letter from Zavada for consideration at the December Board meeting.

Mr. Zito’s employment as management for PFE was discussed. Mr. Zito previously indicated he would like to remain as on-site manager until March 31, 2021, and possibly stay on in a reduced financial-only role after that date. Mr. Zito’s current agreement will expire March 31, 2020.

**A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to extend Mr. Zito’s contract as management (as an independent contractor) to March 31, 2021. All in favor. Motion carried.**

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

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

The October cash disbursements list, totaling $10,066.60, was presented and discussed. No questions were forthcoming.

Mr. Zito stated through November 6th, including transfers made and due to the Reserve and Capital Improvement accounts, expenses exceeded revenue by $3,865.00.

He also stated that collections were improving, standing at 81.76% of dues billed, and that cash balances totaled $256,343.64.

**A motion was made by Mr. Moore, 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:** Although no formal motion was made it was the consensus of those present that KTD Lawn Care, LLC be solicited to salt PFE roads (Pont Road, Bristol Court, end of Lewis Crown Drive and end of Carriage Lane), and to have KTD Lawn Cre at the ready if a front loader is needed during the 2019-2020 Winter season to remove excess snow from Association properties.
3. **New Business: None.**
4. **Correspondence: None**
5. **Public Input: None**

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

**The meeting adjourned at 11:05am.**

**NEXT REGULAR BOARD MEETING: DECEMBER 21, 2019 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Josefina Garcia, Secretary**

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