**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS**

**Saturday, DECEMBER 21, 2019**

**MINUTES**

**Board Members present:**

Daniel Broxmeier (P), Susan Anderson-Krieg (VP), Josefina Garcia (S), Ann Delaney, Michael Schlegel, Jose Ramos, Marion Kelly.

**Board Members absent:**

Tykieyen Moore (T).

**Alternate Members present:**

None.

**Alternate Members absent:**

Janice Smith-Hughes.

**Staff present:**

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

**Members present:**

Vasiluks (7-6114), Olitnyk (7-1103).

The meeting was called to order by President Dan Broxmeier at 9:01am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

**Board of Directors Vacancy 2019-2022**

The Board of Directors considered candidates for the vacancy for the term beginning November 2019, ending October 2022. An email of interest was presented on behalf of Debra Youngfelt. After discussion, the following motion was made:

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney to appoint Debra Youngfelt to fill the Board vacancy for the term ending October 2022, effective immediately. All in favor. Motion passed.**

1. **Minutes**

The draft minutes from the November 16, 2019 Reorganization and Regular Meetings 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 November 16, 2019 Reorganization and 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 stated that he and Mr. Jeff Hein picked up an awning and bag of household trash dumped on Kings Way. Several other issues were discussed, specifically the proposed new cleaning contract.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney 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 November 30, 2019.

She stated that for the month of November, two tree permits were issued. She said that in January she would be sending out letters to permit holders with outstanding permits asking them to either produce a Certificate of Occupancy or renew their permit. No other issues were discussed.

**A motion was made by Ms. Garcia, seconded by Mr. Schlegel 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 November 30, 2019.

She said that in the month of November, no hearings were held. During the month, she said that she again checked grass and uncovered propane tanks and that those who have not yet complied would be given until April 30, 2020 to comply due to the Winter weather.

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

Mr. Zito discussed the written report for the period ending November 30, 2019. He stated that there were 775 properties paid in full through the date of this report. Collections improved during the second half of the year and were now on track to be on par with budget. Mr. Zito said the resale market in PFE remained extraordinarily strong, as 11 resale certificates were issued by management in November. This figure, like October, is a very high figure for the issuance of resale certificates in one month.

There were no write-offs for November, with actual billing adjustments leading to a net addition of $258.33 to homeowner accounts.

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

1. **Committee Reports**

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

There was consensus that the annual Christmas “Brunch with Santa” was a great success.

* **Finance:**  No report. The 2020 draft budget would be considered for approval later in this meeting.

**At this point the meeting was opened to public input.**

Both property owners in attendance discussed violations/warnings issued to their properties for fencing that appeared to fall outside of PFE Rules.

Mr. Vasiluks stated that his fencing (solid white resin) was put up as screening for a pool installed on his deck. This fencing is elevated off the ground.

Mr. Olitnyk also stated that his fence (also sold white resin) was erected for privacy purposes to screen his pool. This fencing, however, is not elevated and sits at ground level.

A long and sometimes contentious discussion took place, primarily between Mr. Olitnyk and Mr. Zito. Prior violations/warnings that were issued to his property were brought up by Mr. Oliynyk.

**Mr. Ramos left the meeting at 10:00am. He returned at 10:12am.**

After this discussion, the following motions were considered by the Board:

**A motion was made by Mr. Broxmeier, seconded by Ms. Kelly to remove fines and violations previously assessed to 7-6114. Six in favor. One abstained (Ms. Delaney). Motion carried.**

**A motion was made by Mr. Schlegel, seconded by Mr. Broxmeier clarify the interpretation of PFE Rules and Regulations to consider solid barriers on elevated decks to be considered “landscaping” and solid barriers on the ground to be considered “fencing” and thus subject to PFE Rules. Exceptions could be considered on a case-by-case basis. Six in favor. One abstained (Ms. Delaney). Motion carried.**

A meeting of the Rules and Regulations Committee was called for January 11, 2020 to further discuss this issue.

The property located at 1-1241 was discussed, relative to a collection action initiated by PFE. The following motion was made:

**A motion was made by Mr. Schlegel, seconded by Ms. Kelly to issue an offer to 1-1241 of payments of $100.00 per month on a total balance of $5,000.00 plus court costs, provided a down payment of $655.00 be brought to court on January 27th. PFE will seek a judgment of $5,000.00 plus court costs and if a judgment is granted PFE will not record such judgment so long as timely payments are made by the homeowners. All in favor. Motion carried.**

**At this point (11:00am) Mr. Schlegel left the meeting.**

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

The written financial report for the period ending November 30, 2019 was presented.

The November cash disbursements list, totaling $40,823.95, was presented and discussed. There were several factors for this large amount - $15K allocated to the annual ditch cleaning project, a nearly $7K down payment for the annual liability insurance package and several checks dated November 27th that will need to be accrued into December. No questions were forthcoming.

Mr. Zito stated through December 10th overall profit and positive cash flow was less than $2K. He also stated that collections continued to improve, standing at 84.07% of dues billed, and that cash balances totaled $227,902.53.

**A motion was made by Ms. Anderson-Krieg, 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:** None.

1. **President’s Report – Dan Broxmeier**

Mr. Broxmeier presented a written report that he briefly discussed. The report discussed snowplowing and salting, abandoned vehicles, new school bus awareness signs on Kings Way, additional area/streetlights and a request to Township for trimming trees on Carriage Lane.

He also thanked those who participated in the Christmas Party, which he said was a heartwarming time.

Finally, he presented a “wish list” for projects and asked the Board members to review the list and submit any project that they would like to be considered.

1. **New Business:**

* **Security Camera Monitor –** Mr. Zito was asked to get costs and estimates regarding having the security camera monitor relocated to the front office so it can be viewed by office personnel during business hours. Discussion of a Blink camera was tabled.
* **Community Room Cleaning Contract –**  After discussion the following motion was made:

**A motion was made by Mr. Broxmeier, seconded by Ms. Kelly to accept the proposal from Jamie Crilly - Cleaning Maid Easy, to clean the Community Room, kitchen and bathrooms at a cost of $120.00 per cleaning. A minimum of 26 cleanings would be done in the contract period (January 3, 2020 – December 31, 2020). A discount of $60.00 would be given to PFE for every sixth cleaning). All in favor. Motion carried.**

* **Approval of 2020 Budget –**

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Delaney to approve the previously submitted 2020 Budget, with income and expenses totaling $181.315.00 All in favor. Motion carried.**

* **2019 Operational Audit –**

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Garcia to engage Zavada and Associates to perform the 2019 audit, at a cost of $4.800.00 All in favor. Motion carried.**

1. **Correspondence: None**
2. **Public Input: None**

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

**The meeting adjourned at 11:36am.**

**NEXT REGULAR BOARD MEETING: JANUARY 18, 2020 @ 9:00am.**

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

**Robert M. Zito, Recording Secretary**

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

**Josefina Garcia, Secretary**

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