**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, JUNE 15, 2019**

**MINUTES**

**Board Members present:**

Tykieyen Moore - President, Susan Anderson-Krieg – Vice President, Debra Youngfelt – Treasurer, Marion Kelly – Director, Ann Delaney – Director, Daniel Broxmeier – Director, Josefina Garcia – Director, Michael Schlegel – Director.

**Board Members absent:**

Jose Ramos – Secretary

**Alternate Members present:**

Janice Smith-Hughes.

**Alternate Members absent:**

Gail Riera-Rodriguez.

**Staff present:**

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

**Members present:**

Belcastro (5-1575), Hughes (7-3137).

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.

Due to the fact a full complement of Directors was not present, the following motion was made:

**A motion was made by Mr. Broxmeier, seconded by Ms. Kelly to move up Janice Smith-Hughes to Director for this meeting. All in favor. Motion passed.**

1. **Minutes**

The draft minutes from the May 18, 2019 Regular Meeting were presented and considered for approval. No changes were suggested.

**A motion was made by Mr. Broxmeier, seconded by** **Mr.** **Schlegel to approve the May 18, 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.

In addition to the normal maintenance tasks, Mr. Zito stated that there were several instances of dumped trash along roads that were taken care of. Another old problem – the landscaping stones being strewn through the office parking lot – was again discussed. Mr. Zito said that the problem now has been exacerbated by children using the parking lot for bike riding and normal play. He suggested the Board consider roping off and limiting access to the parking lot when the office was not open. Upon discussion, the Board seemed to agree that as a common area owned by the membership, access to this area should not be denied. Instead, it was decided that edging for the office landscaping would be, once again, discussed later in the meeting.

The overflow parking area was discussed. Mr. Zito stated that the survey was done, and that Erb’s Landscaping has scheduled the project, weather permitting, for early August.

**A motion was made by Mr. Broxmeier, seconded by Ms. Smith-Hughes 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 May 31, 2019. She stated that nine tree permits were issued during the month of May, along with one shed permit. Mr. Zito also stated that a new construction permit request – from a company other than Classic Homes – was recently received, and that the potential new construction would take place on Titania Road.

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

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

Ms. Delaney presented the Compliance Report through May 31, 2019. She said she had gone back to check unscreened propane tanks and that there were more than she had initially realized. She also stated that beginning June 1st, warnings were issued to properties with high grass / weeds.

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

1. **President’s Report – Mr. Tykieyen Moore**

No report.

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

Mr. Zito discussed the written report. He stated that through May 31, 2019, 729 accounts out of 1,180 were paid in full. Collections continue to be a bit slower than the previous year, but the gap between the years has narrowed.

Resale activity picked up during May, as seven certificates were issued. Total write-offs for the period were $1,811.33, due to two sheriff sales that closed in April.

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Broxmeier 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:**  The Route 196 entrance sign was discussed. Previously, authorization was given to have PPL add a light to the area to make the PFE sign and area more visible. Today, the discussion regarding this area turned to a pine tree that was planted near the sign and has grown close to the sign. Both Mr. Broxmeier and Mr. Zito stated that the tree was a memorial tree, planted by a previous Board member (at her expense) for her father who passed away. Mr. Broxmeier felt that the tree could be trimmed a bit without compromising it. Mr. Zito said that he would get together with Mr. Broxmeier and Mr. Jeff Hein to see what could be done in the area.

Mr. Zito ran through the status of pending products:

* + **Overflow Parking:** Scheduled for early August.
	+ **196 Area Light:** Work order issued – approximate five weeks out.
	+ **Ditch Cleaning:** Tentatively scheduled for mid-late Fall.

Mr. Broxmeier also suggested that stone could be laid in the area off Hamlet Drive in front of the detention basis to expand overflow parking further.

The discussion turned back to landscape edging. The Board took a few moments to go outside and come to an agreement as to which areas could be done be done, funds permitting. Looking at estimates submitted by Erb’s Landscaping and Tony Roman Landscaping, the following motion was made:

**A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to engage Erb’s Landscaping to install lawn edging in the Community Center parking lot, up to an amount of $7,000.00 (linear cost of $22.00 per foot as per estimate). All in favor. Motion carried.**

* + **Short-term Rentals:** The recent ruling on this issue by the PA Supreme Court was discussed. Mr. Zito stated that PFE was added to the July 16, 2019 work session agenda to discuss the matter with the Coolbaugh Township Board of Supervisors. Having Attorney Greg Malaska attend the work session was discussed, and the following motion was made:

**A motion was made by Mr. Broxmeier, seconded by Ms. Kelly to engage Attorney Greg Malaska to attend the 7/16/19 Coolbaugh Township Board of Supervisors Work Session on PFE’s behalf regarding the issue of short-term rentals. All in favor. Motion carried.**

**At this point, the floor was opened to Public Input.**

Ms. Marie Belcastro (5-1575) addressed the Board on several issues including loose dogs, potholes on the roads, used carpet and debris on a property in her neighborhood, cars racing on PFE roads and hearing gunshots in her neighborhood late in the evening.

**Committee Reports (continued)**

* **Finance:**  No report.

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

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

A cash disbursements report, totaling $24,699.35, was presented. On the report it was noted that several checks (total of $13,285.21) were inadvertently dated 5/31 rather than 6/1. Thus, the true amount of cash disbursements for May was $11,414.14. No questions were forthcoming.

Through June 4th, the overall surplus of revenue over expenses totaled $67,137.00.

Cash balances stood at a total of $288,294.16 at the end of May.

Mr. Zito said that the previously discussed and approved Treasury Bill investments of $50,000.00 was underway.

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

1. **Secretary’s Report – No report.**
2. **Old Business: None**
* **Contractor Working after Hours (6/8 &9):** Mr. Broxmeier stated that on Saturday, June 8th and Sunday, June 9th, contractors were working on Northampton Road outside of allowable working hours. He said he received a call from a homeowner on Northampton Road late Saturday evening regarding the first incident. A lengthy discussion regarding ways to curtail this activity took place among those present.

Mr. Zito was asked to look into drafting a contract or agreement for a potential weekend Compliance Officer. This position would be an independent contractor, working directly for PFEA. It was also suggested at this time to ask the Association attorney if outside contractors who violate PFE rules could be directly fined, rather than having to issue the fine for any violation directly to the homeowner.

**At this point, (11:00am) Ms. Delaney left the meeting.**

After further discussion, the following motion was made:

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Anderson-Krieg to notify the contractor involved of the allowed PFE working hours, and fine both homeowners consistent with PFE Rules & Regulations. If the homeowners do not pay the fines, the Association will file a civil suit, with PFE representatives testifying at such hearing. Seven in favor. One abstained (Mr. Moore). Motion carried.**

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

**The meeting adjourned at 11:20am.**

**NEXT REGULAR BOARD MEETING: JULY 20, 2019 @ 9:00am.**

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

 **Robert M. Zito, Recording Secretary**

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

 **Jose Ramos, Secretary**

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