## POCONO FARMS EAST ASSOCIATION, INC. BOARD OF DIRECTORS

**JUNE 20, 2020 MINUTES**

**Board Members present:**

Daniel Broxmeier (P), Susan Anderson-Krieg (VP), Ann Delaney, Michael Schlegel Marion Kelly (arrived at 9:09am), Debra Youngfelt, Jose Ramos.

**Board Members absent:**

Tykieyen Moore (T), Josefina Garcia (S).

**Alternate Members present:**

Janice Smith-Hughes.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

McClain (7-4127).

The meeting was called to order by President Dan Broxmeier at 9:03am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

**Board of Directors:**

A full complement of Directors not being present, the following motion was made:

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

1. **Minutes**

The draft minutes from the May 16, 2020 Regular Meeting were presented and considered for approval. No changes were forthcoming.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to approve the May 16, 2020 Regular Meeting minutes as presented. All in favor. Motion passed.**

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### 2. Maintenance Report - as presented by Dan Broxmeier

A brief verbal report was given by Mr. Broxmeier for the month of May 2020.

He said KTD Lawn Care had mowed areas, as per contract, and pic ked up several piles of trash within the community.

### A motion was made by Ms. Schlegel, seconded by Ms. Anderson-Krieg to approve the Maintenance Report as presented. All in favor. Motion passed.

1. **Permit Report - as presented by Robert M. Zito**

A written permit report for the period through June 11, 2020 was compiled and submitted by Ms. Delaney and Mr. Zito. 18 tree permits, one fence permit and one renewal permit for new home construction have been issued to date this year.

During this report Mr. Leonard McClain (7-4127) called the office to discuss prior issues with the Association. He was p lac ed on speakerphone to address the Board and had a conversation with Mr. Broxmeier.

### A motion was made by Ms. Youngfelt, 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 Robert M. Zito**

A written permit report for open and closed citations through June 11, 2020 was compiled and submitted by Ms. Delaney and Mr. Zito. The report was presented by Mr. Zito.

During this report Mr. McClain arrived at the office to observe the meeting (9:31 am).

A short break was taken at this time and the meeting resumed at 9:39am.

At 9:40am Mr. Broxmeier invited Mr. McClain to join and observe the meeting, saying that all comments must be made in a civil fashion.

At the conclusion of the report Mr. McClain asked to be acknowledged. He asked two questions - (A) he wanted to know why his comments were banned from the Facebook page and (B) what the procedure was for issuing citations.

Mr. Broxmeier and Mr. Ramos took the lead on answering Mr. McClain's question regarding the Facebook page. Mr. Zito explained the citation and due process procedures at PFE.

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No motion to accept the Compliance Report was forthcoming.

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

Mr. Zito discussed the written report for the period ending May 31, 2020. He stated that there were 716 properties paid in full through the date of this report.

There were four resale certificates issued during the month of May, as resale activity remained slow due to the COVID-19 restrictions not allowing Realtors to show homes. In May $376.58 in dues and fees were written off during the month.

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

1. **Committee Reports: No reports**

The following projects were discussed:

* + Boulders to block Titania Road and the overflow parking area.
	+ The reconfiguration of the administration office and relocation of the computer server.
	+ A security buzzer system for the front door of the administration office.

At this point (10:11am) the meeting recessed. Pocono Mountain Regional Police had arrived and spoke to several persons present regarding issues relating to an incident that had previously occurred off-site. The meeting resumed at 10:22am.

Ms. Smith-Hughes left the meeting at this point.

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

The written financial report for the period May 31, 2020 was presented. The following financial summary was given:

* + Cash disbursements for May totaled $17,327.50.
	+ Operating surplus as of 6/4 totaled $66K.
	+ Total cash assets as of 5/31 were $309K.
	+ Collection percentage (budget v. actual) as of 4/30 was 75.93%.

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

1. **Secretary's Report – No report.**

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1. **President's Report- Dan Broxmeier**

Mr. Broxmeier shared a very brief verbal report with those present as most of the items in his report have already been discussed.

Mr. Ramos suggested working with Coolbaugh Township is see if a temporary mulch pickup area could be established in PFE.

1. **Old Business: None.**
2. . **New Business:**
	* Ms. Kelly stated that there was a tarp left on the Township part of Carriage Lane. Mr. Broxmeier said he would see to it that it was taken away.
	* Mr. Schlegel asked if a PFE permit was needed to put a drainage pipe at the end of a driveway. He was told it was not needed if the property was on a Township Road.
	* Mr. McClain asked if he needed a permit for a greenhouse. He was asked to check with Township but was told by Mr. Zito that if Township did not require a permit, we would not need to issue one.
	* The hiring of a new Compliance Officer was brought up. Mr. Broxmeier said that this would be discussed in Executive Session.
	* Mr. Zito said he would like to tentatively schedule re-opening the office the week of July 14th.
	* The Rules & Regulations Committee set a date of August 8th for its next meeting.
3. **Correspondence: None.**
4. **Public Input:**

Mr. McClain again spoke of being muted on the PFE Residents Facebook page, stating that the right to criticize the Board was an American right. He also stated that during an earlier encounter with a PFE representative he felt he was wronged and that he did not get the decency he deserved.

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Ms. Delaney left the meeting at 11:04am.

There being no further business, a motion was made to adjourn the meeting. The meeting adjourned at 11:11p m.

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

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

**Robert M. Zito, Recording Secretary**

**Witnessed by**

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**Josefina Garcia, Secretary**

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

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