**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, JULY 20, 2019**

**MINUTES**

**Board Members present:**

Susan Anderson-Krieg – Vice President, Jose Ramos – Secretary, Ann Delaney – Director, Daniel Broxmeier – Director, Michael Schlegel – Director.

**Board Members absent:**

Tykieyen Moore - President, Debra Youngfelt – Treasurer, Marion Kelly – Director

Josefina Garcia – Director

**Alternate Members present:**

Janice Smith-Hughes.

**Alternate Members absent:**

Gail Riera-Rodriguez.

**Staff present:**

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

**Members present:**

Hughes (7-3137).

The meeting was called to order by Vice President Susan Anderson-Krieg at 9:14 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. Ramos, seconded by Ms. Delaney to move up Janice Smith-Hughes to Director for this meeting. All in favor. Motion passed.**

1. **Minutes**

The draft minutes from the June 15, 2019 Regular Meeting were presented and considered for approval. No changes were suggested.

**A motion was made by Ms. Anderson-Krieg, seconded by** **Mr.** **Schlegel to approve the June 15, 2019 Regular Meeting minutes as presented. Five in favor. One abstained (Mr. Broxmeier). 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 three instances of dumped trash along roads – including two dozen bags of building insulation - that were cleaned up. The landscape stones being strewn through the office parking lot were again discussed. Mr. Zito said that Erb’s Landscaping would be installing the edging at the same time as the installation of the overflow parking lot in early August. The area light at Route 196 and Kings Way is scheduled to be installed the week of July 29th.

Mr. Zito stated that he and Mr. Jeff Hein would try to patch the small pothole in the mail pavilion. Mr. Broxmeier said that he would be willing to note potholes on the roads in the community and compile a list that could be given to Coolbaugh Township for possible action.

**A motion was made by Ms. Delaney, seconded by Mr. Ramos 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 June 30, 2019. She briefly commented on the report and stated that six tree permits were issued during the month of June, along with one new construction permit and one fence permit.

**A motion was made by Mr.** **Broxmeier, seconded by Ms. Smith-Hughes** **to approve the Permit Report as presented. Five in favor. One abstained (Ms. Delaney). Motion passed.**

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

Ms. Delaney presented the Compliance Report through June 30, 2019. She said that in June she concentrated primarily on unscreened propane tanks and high grass. She stated that she also noted several new unregistered vehicles in the community for which warnings have gone out. Finally, she stated that compliance generally has been good.

After a discussion Mr. Broxmeier suggested publicizing the non-emergency phone number (Monroe County Control Center) to residents for non-911 complaints and issues.

**A motion was made by Ms. Broxmeier, seconded by Ms. Smith-Hughes 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 June 30, 2019, 739 accounts out of 1,180 were paid in full. Collections continue to be a bit slower than the previous year, down from roughly 81% to 75%.

Discussion on collections took place. Mr. Zito stated that since most or all the delinquent owners have been sent for credit bureau reporting, it might be the time to consider seeking judgments in District Court against some of the largest delinquents.

**A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to have Mr. Zito recommend 10 properties to the Board of Directors for which judgments can be sought. All in favor. Motion carried.**

**A motion was made by Ms. Smith-Hughes, 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:** Ms. Delaney discussed the latest hearings and issues. Included in the discussion was the identification of a possible car repair business in the community. She also asked the Board to give the Committee authority to make a final determination at the hearing without having subsequent ratification by the Board.

**A motion was made by Ms. Delaney, seconded by Mr. Schlegel to give authority to the Citation Appeals Committee to make final determinations on cases brought before them. All in favor. Motion carried.**

* **Facilities / Social Activities:**  Several issues were spoken of:
  + Car stops and lighting for overflow parking lot.
  + Emergency Plan: Ms. Smith-Hughes read an email she sent outlining the opportunities and responsibilities of a “Warming & Cooling Station”. Also discussed was the possibility of bringing in other outside agencies to help with this, such as Red Cross, Police and Monroe County Emergency Management.
  + Oberon Road cul-de-sac.
  + Clubhouse amenities.

**A motion was made by Mr. Broxmeier, seconded by Ms. Smith-Hughes to have PPL install area lights at the new overflow parking lot, the dead end at Oberon Road and the dead end at Carriage Lane. All in favor. Motion carried.**

**A motion was made by Mr. Broxmeier, seconded by Ms. Smith-Hughes to purchase up to 16 paring stops to be installed at the new overflow parking lot. All in favor. Motion carried.**

**A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to clean dumping at the Oberon Road cul-de-sac and to purchase install boulders to minimize access to this area. All in favor. Motion carried.**

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Kelly to purchase a television for use in the Community Room at a price not to exceed $600.00. All in favor. Motion carried.**

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

The written financial report for the two months ending July 31, 2019 was presented.

Due to a computer or compiling glitch last month the cash disbursements reports for both June and July were presented for review and approval.

Through August 8th, the overall surplus of revenue over expenses was approximately $36K. This took into account full payments made for the overflow parking lot and landscape edging projects.

Members of the Finance Committee expressed their desire to meet, immediately following this meeting, to discuss the 2020 budget.

**A motion was made by Ms. Delaney, seconded by Ms. Youngfelt to approve the Financial Reports for June 2019 and July 2019 as presented. All in favor. Motion carried.**

1. **Secretary’s Report – No report.**
2. **Old Business:**

* **Short-Term Rentals:**

**A motion was made by Mr. Broxmeier to authorize PFE Attorney Greg Malaska to attend the September 3rd Coolbaugh Township Board of Supervisors meeting on PFE’s behalf regarding the drafting of a short-term rental ordinance for Coolbaugh Township. Motion died for lack of a second.**

**A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to not authorize PFE Attorney Greg Malaska to attend the September 3rd Coolbaugh Township Board of Supervisors meeting regarding the drafting of a short-term rental ordinance for Coolbaugh Township. Seven in favor. One opposed (Mr. Broxmeier). One did not vote (Ms. Delaney as she was called away helping a homeowner).**

1. **New Business:**

* **Dues abatement request (4-5114):** A letter mas presented to the Board on behalf of this homeowner. The letter described legal circumstances that made it difficult for this property owner to fulfill her obligations. She is asking for a payment plan and a possible abatement of late fees.

**A motion was made by Ms. Youngfelt, seconded by Mr. Ramos to abate $2,094.92 in late fees for 4-5114, provided $100.00 per month is paid to PFE, on time, each month. If a payment is late of missed, the late fees will not be removed. If the payment agreement is adhered to the late fees mentioned above will be abated once the account balance hits no more than $2,094.92. All in favor. Motion carried.**

* **Non-emergency police phone:** Mr. Broxmeier suggested publicizing the non-emergency (non 911) phone number for Pocono Mountain Regional Police – 570-992-9911.
* **Area in front of retention pond on Hamlet Drive:** Mr. Broxmeier suggested looking into the possibility of laying stone down in this area, which could give the community several more overflow parking spaces.

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

**The meeting adjourned at 11:57am.**

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

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

**Robert M. Zito, Recording Secretary**

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

**Jose Ramos, Secretary**

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