**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, AUGUST 17, 2019**

**MINUTES**

**Board Members present:**

Susan Anderson-Krieg – Vice President, Debra Youngfelt – Treasurer, Jose Ramos – Secretary, Ann Delaney – Director, Daniel Broxmeier – Director, Michael Schlegel – Director, Marion Kelly – Director.

**Board Members absent:**

Tykieyen Moore - President,

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:**

Westcott (4-3185).

The meeting was called to order by Vice President Susan Anderson-Krieg at 9:04 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 Mr. Ramos to move up Janice Smith-Hughes to Director for this meeting. All in favor. Motion passed.**

1. **Minutes**

The draft minutes from the July 20, 2019 Regular Meeting were presented and considered for approval. No changes were forthcoming.

**A motion was made by Ms. Delaney, seconded by** **Mr.** **Schlegel to approve the July 20, 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 once again he and Jeff Hein picked up five big bags of insulation dumped along PFE roads. He stated that the generator was repaired, as per our annual maintenance visit, and that he fixed some cracks in the sidewalk at the office complex. It was bought to the Board’s attention that the Township’s streetlight on Kings Way and Route 196 has been out since PFE’s light in the same location was installed. Mr. Broxmeier said that he would bring this up at the next Township meeting. Ms. Anderson-Krieg cautioned against the use of Roundup week killer due to recently discovered dangers.

**A motion was made by Mr. Broxmeier, 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 July 31, 2019. Comments were made regarding fines given to a homeowner on Norfolk Road for a fence that does not meet PFE specifications. Mr. Zito was asked to write the homeowner a letter stating that if fines were not paid and the fence not removed PFE would be taking the matter to District Court. A home on Hamlet Drive that is apparently housing chickens was also discussed.

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

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

Ms. Delaney presented the Compliance Report through July 31, 2019. Matters discussed included an illegal sign for a “rent-to-own” property on Coach Road. Mr. Zito said that he called the number and, as suspected, the property was owned by a real estate outlet in South Carolina. An issue on Horatio Road and an open door on a property on Cotswold Drive were also discussed.

**A motion was made by Ms. Youngfelt, seconded by Mr. Broxmeier to approve the Compliance Report as presented. Seven 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 July 31, 2019, 753 accounts out of 1,180 were paid in full. Eight permits were issued, including one fence and one new construction. There were five resale certificates issued and no dues were written off during July.

**A motion was made by Mr. Schelgel, seconded by Ms. Kelly to approve Ms. Delaney accompanying Mr. Zito to any case brought to District Court where violations are involved. This would be at PFE’s cost. Seven in favor. One abstained (Ms. Delaney). Motion passed.**

**A motion was made by Ms. Youngfelt, 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.
* **Facilities / Social Activities:**  Several issues were spoken of:
	+ Car Stops for the Overflow Parking Lot: For safety and orderly parking.
	+ 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 parking 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 and 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. Six 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 was 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 or 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**