**Pocono Farms East Association, Inc.**

**BOARD OF DIRECTORS REGULAR Meeting**

**Saturday, SEPTEMBER 21, 2019**

**MINUTES**

**Board Members present:**

Tykieyen Moore - President, Susan Anderson-Krieg – Vice President, Debra Youngfelt, Treasurer, –– Ann Delaney – Director, Daniel Broxmeier – Director, Michael Schlegel – Director, Marion Kelly – Director, Josefina Garcia – Director (arrived 9:10am).

**Board Members absent:**

Jose Ramos, Secretary.

**Alternate Members present:**

None.

**Alternate Members absent:**

Gail Riera-Rodriguez, Janice Smith-Hughes.

**Staff present:**

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

**Members present:**

Moore (2-2116).

The meeting was called to order by President Tykieyen Moore at 9:02 am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

1. **Minutes**

The draft minutes from the August 17, 2019 Regular Meeting were presented and considered for approval. No changes were forthcoming.

**A motion was made by Ms. Youngfelt, seconded by** **Mr.** **Broxmeier to approve the August 17, 2019 Regular Meeting minutes as corrected. Six in favor. One abstained (Mr. Moore) 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 noted that the edging project and the overflow parking lot project were both completed by Erb’s Landscaping. He complimented them on a job well done. He also stated that Mr. Broxmeier assisted in determining the placement of the first seven parking stops in the new lot, which were installed by Mr. Hein and himself. Regarding streetlamps, Mr. Zito said that the lights at the end of Oberon Road and on Hamlet Drive for the overflow parking lot were on order from PPL and that the requested lamp at the end of Carriage Lane was a problem due to there being no pole on site and utilities being underground. He was asked to follow-up with PPL on this light and with Coolbaugh Township to see if their streetlamp on the corner of Kings Way and Route 196 was repaired.

The installation placement of the newly purchased TV for the Community Room was also discussed.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly 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 August 31, 2019. Six new tree permits were issued during the month of August. No other permits were requested during the month.

**A motion was made by Mr.** **Broxmeier, seconded by Mr. Schlegel** **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 August 31, 2019. She said that she was now able to re-check properties on Coach Road, as the water company roadwork was no longer restricting access. Mr. Zito did bring up a property owner who was a no-show at an appeal hearing the prior week. The property owner had requested a phone hearing prior to the Committee meeting, but there was an apparent miscommunication when the message was relayed. It was decided to allow the property owner in question to have her hearing rescheduled in October.

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

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

Mr. Moore thanked all who were in attendance and apologized for missing the last two meetings due to family obligations.

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

Mr. Zito discussed the written report. He stated that through August 31, 2019, 752 accounts out of 1,180 were paid in full. Six permits were issued in August, as previously stated. There was only one resale certificate issued and no dues were written off during August. Mr. Zito also stated that six civil complaints were written against delinquent homeowners and that we were awaiting scheduling of court dates for these complaints. The illegal fence on Norfolk Road was also discussed. Mr. Zito said that the initial complaint sent to the property owner had the incorrect rule cited (it had the number and section of the Rules & Regulations prior to its latest revision) and that the property owner was claiming this reason was the fact that it was not a proper citation. Mr. Zito said that he would be writing another letter to the owner, as per the Board’s directive, citing the revised rule number and offering to have the fines removed from this account if the fence was removed or brought into compliance. It was decided that if this request was not acted upon by the homeowner, a civil suit would be brought against them.

At this point (9:30am) Mr. Broxmeier left the meeting.

Mr. Zito also said he was putting together the Annual Meeting mailing this week and asked that the Board members proofread the content prior to printing.

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

1. **Committee Reports**

* **Rules & Regulations:** No report.
* **Citation Appeals:** No report. Mr. Moore stressed that in pursuing violations it is more important to seek compliance rather than stressing collecting monies from violations. A lengthy discussion followed. The consensus was that management, in addition to the Citation Appeals Committee, should have discretion to write off small fines when the homeowner brings their violation into compliance.
* **Facilities / Social Activities:**  None.

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

The written financial report for the month ending August 31, 2019 was presented.

Through September 11th, the overall surplus of revenue over expenses was approximately $33K.

At the end of August, the Association held approximately $266K in cash.

Mr. Zito stated that the annual ditch cleaning ($15,000) may need to be taken out of Reserves, as budgeted, and that in prior years we were fortunate to pay for this expense out of Operating funds.

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

1. **Secretary’s Report – No report.**
2. **Old Business: None.**
3. **New Business:**

* **Lantern Fly Spraying:** Ms. Anderson-Krieg brought up the problem of the lanternfly invasion in Northeast Pennsylvania. After discussion, it was decided to have Mr. Zito follow-up with Coolbaugh Township to see if any preventive spraying was planned.
* **Draft of 2020 Budget:** The Board went over the draft of the 2020 Budget, as suggested by the Finance Committee. After discussing the capital projects suggested by the Committee, it was decided that the proposed paving at Bristol Court and the end of Carriage Lane be changed to tar and chip and paving or chipping the mailbox pavilion in 2020 be eliminated. It was reasoned that the two roads could be chipped in 2020 and then have all three areas (Carriage Lane, Bristol Court and the mailbox pavilion) paved as a package in 2022 or 2023. As revised, income and expenses totaled $183,792.00. This revised draft will be part of the Annual Meeting mailing and be presented for discussion at the Annual Meeting on October 26th
* **Holiday Party:** Ms. Deborah Moore was present to ask the Board to set the date and begin preparations for the annual Holiday Party. After discussion, it was determined that the party be held on Saturday, December 14th.

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

**The meeting adjourned at 11:10am.**

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

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

**Robert M. Zito, Recording Secretary**

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

**Jose Ramos, Secretary**

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