

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**DECEMBER 19, 2020**  
**MINUTES**

**Board Members present:**

Debra Youngfelt (P), Susan Anderson-Krieg (VP), Jose Ramos (S), Leonard McClain, Mike Schlegel, Josefina Garcia, Marion Kelly

**Board Members absent:**

Tykieyen Moore (T).

**Alternate Members present:**

Janice Smith-Hughes.

**Alternate Members absent:**

Paul Dzigas.

**Staff present:**

Robert M. Zito, CMCA, AMS, General Manager, Michele Damato-Anton, Office Assistant and George Newman, Compliance Officer.

**Members present:**

None.

The meeting was called to order by President Debra Youngfelt at the PFE Administration Office at 9:08am.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Garcia to move up Alternate, Janice Smith-Hughes to Director for this meeting. All in favor. Motion passed.**

1. **Minutes**

The draft minutes from the November 21, 2020 Regular Meeting were presented and considered for approval. No corrections were forthcoming.

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos to approve the November 21, 2020 Regular Meeting minutes as presented. All in favor. Motion passed.**

2. **Maintenance Report as presented by Management and the Facilities Committee**

Janice Smith-Hughes gave an oral report. Mrs. Smith-Hughes discussed the cleanup of the snowstorm. There was discussion regarding the cleaning around the mailbox building by Kasey. It was noted that after a snowstorm the entire mailbox area should be cleaned all at one time. Mrs. Smith-Hughes addressed the ditch cleaning on Belgravia Drive. She informed the Board that the survey on Coach Road had been completed by Bob Fischer.

**A motion was made by Ms. Kelly, seconded by Mr. Ramos to approve the Maintenance Report as presented. All in favor. Motion passed.**

3. **Permit Report – as presented by George Newman**

A written permit was compiled and submitted by Mr. Newman. The following permits have been issued for the year to date:

- 41 Tree
- 2 Fence
- 1 Deck
- 5 New Construction
- Two new construction permits currently under review (1) detached garage and (2) new home

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. McClain to approve the Permit Report as presented. All in favor. Motion passed.**

4. **Compliance Report – as presented by George Newman**

A written report showing new activity for the period November 3, 2020 – December 2, 2020 was compiled and reviewed by Mr. Newman.

The report stated that there were 24 open violations, while 352 violations had been corrected and closed and there is one pending citation appeal.

**A motion was made by Ms. Anderson-Krieg, seconded by Mr. McClain to approve the Compliance Report as presented. All in favor. Motion passed.**

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

Mr. Zito discussed the written report for the period ending November 30, 2020. He said that there were 841 properties paid in full through the date of this report.

There were nine resale certificates issued during the month of November.

Comments were forthcoming from Mr. McClain.

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

**6. Committee Reports:**

- **Rules & Regulations:**
  - No meeting to report on at this time
- **Citation Appeals:**
  - No meeting to report at this time.
- **Facilities:**
  - Discussion took place regarding cleaning of the office more thoroughly due to the current pandemic. Janice Smith-Hughes met with the cleaning company after completion of their cleaning service at the PFE office and stated she was satisfied with their performance. Discussion regarding having the community room floor stripped was had and decided it would be done at a later date.
  - Janice Smith-Hughes, Facilities Chairperson, announced the scheduling of a Facilities Committee Meeting on January 16, 2020 immediately following the regularly scheduled monthly Board Meeting.
- **Social Committee:**
  - No meeting to report at this time.
- **Finance:**
  - No meeting to report at this time.
- **Citations:**
  - No meeting to report at this time.

**7. Treasurer's/Financial Report – as presented by Robert M. Zito**

The written Profit and Loss Statement for PFEA for the period ending November 30, 2020 was presented.

The following financial summary was given:

- Cash disbursements for November totaled \$14,063.93.
- Operating cash flow was \$11,113 as of 11/15.
- Total cash assets as of 10/31 were \$285K.
- Collection percentage (budget v. actual) as of 11/30 was 94.12%.

**A motion was made by Ms. Smith-Hughes, seconded by Mr. Schlegel to approve the Financial Report as presented. All in favor. Motion passed.**

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

9. **Old Business:**

- Discussion took place regarding a plaque for Daniel Broxmeier All members were in favor of such a gesture. It was decided that the Social Committee would be handling this task.

10. **President's Report – no report.**

11. **New Business:**

- Approval of the 2021 Budget

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to approve the Budget for the Year 2021. All in favor. Motion passed.**

- Awards for the Holiday House Decorating Contest – the winners for the holiday house decorating contest were announced at the meeting. Michele Damato-Anton will post pictures of the three winners on the Pocono Farms East Residents Facebook Page and contact the winners to see how they would like to claim their prizes.

12. **Correspondence:**

- **Request for Dues Abatement (4-6149):** The Board considered Ms. Larkin's request to remove late fees and interest accrued over the past three years if she agreed to pay the total amount of dues for the last three years immediately in the amount of \$465.00. To date Ms. Larkin owes \$559.02 in dues, \$164.02 in late fees and \$15.00 in collection fees. Her total balance due and owing to date is \$738.04. The Board has agreed to waive the late fees in the amount of \$164.02 leaving Ms. Larkin with a balance of \$574.02. Ms. Larkin must pay the \$465.00 owed for the last three years of dues immediately and the remaining \$109.02 over the next six months (by June 30, 2021) Should Ms. Larkin default on the agreed upon payment arrangement all late fees will be reinstated.

**A motion was made by Ms. Youngfelt, seconded by Mr. Ramos to accept the terms of the proposed payment arrangement for lot 4-6149. All in favor. Motion passed.**

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

The meeting adjourned at 12:08pm.

NEXT REGULAR BOARD MEETING: January 16, 2021 @ 9:00am.

Submitted by: \_\_\_\_\_  
Robert M. Zito, Recording Secretary

Witnessed by: \_\_\_\_\_  
Jose Ramos, Secretary

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

APPROVED