

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**AUGUST 15, 2020**  
**MINUTES**

**Board Members present:**

Susan Anderson-Krieg (VP), Tykleyen Moore (T), Josefina Garcia (S) (arrived at 9:07am), Ann Delaney, Michael Schlegel, Marion Kelly (arrived at 9:06am), Jose Ramos, Debra Youngfelt.

**Board Members absent:**

Daniel Broxmeier (P),

**Alternate Members present:**

Janice Smith-Hughes.

**Alternate Members absent:**

None.

**Staff present:**

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

**Members present:**

Mason (9-1126), McClain (7-4127).

The meeting was called to order by Vice President Susan Anderson-Krieg at the PFE Administration Office at 9:02am.

**A motion was made by Ms. Anderson-Krieg, 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 18, 2020 Regular Meeting were presented and considered for approval. No corrections were forthcoming.

**A motion was made by Mr. Moore, seconded by Mr. Schlegel to approve the July 18, 2020 Regular Meeting minutes as presented. Six in favor. One abstained (Mr. Moore). Two did not vote (Ms. Garcia and Ms. Kelly). Motion passed.**

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

A verbal summary of maintenance issues raised since last meeting was given.

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

3. **Permit Report – as presented by Robert M. Zito**

A written permit for the period through July 31, 2020 was compiled and submitted by Ms. Delaney and Mr. Zito. 32 total permits have been issued for the year.

- 26 Tree
- 1 Fence
- 5 New Construction

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

4. **Compliance Report – as presented by Robert M. Zito**

A written permit report showing open and closed violations through July 31, 2020 was compiled and submitted by Mr. Delaney and Mr. Zito. No violations were closed for the period of July 11<sup>th</sup> – July 31<sup>st</sup>.

Mr. Mason (9-1126) asked the Board for a variance to erect a 6' open picket fence due to having two large Huskies. He cited the provision in the rules & regulations allowing this height for a "dog run". There were no objections.

**A motion was made by Ms. Youngfelt, seconded by Mr. Ramos 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 July 31, 2020. He said that there were 763 properties paid in full through the date of this report.

There were three resale certificates issued during the month of July. Dues totaling only \$9.00 were written off during the month.

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

6. **Committee Reports:**

- **Rules & Regulations:**
  - The meeting held August 8<sup>th</sup> was discussed.
  - Proposed rule additions for Sections 5.10.1 and 5.10.2 was brought up and will be voted on later in this meeting.
- **Facilities:**
  - Landscaping projects were discussed.
- **Social Committee:**
  - House decorating contests for Halloween & Christmas were discussed.
- **Other:**
  - The Board agreed to invite members to use the association's free wi-fi to employees and homeschoolers during office hours.
  - The PFE Fall Yard Sale was scheduled for Columbus Day weekend (10/10 & 11).

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

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

- Cash disbursements for July totaled \$8,891.81.
- Operating surplus as of 8/6 totaled \$53K
- Total cash assets as of 7/31 were \$314K.
- Collection percentage (budget v. actual) as of 7/31 was 85.99%.

**A motion was made by Mr. Moore, seconded by Ms. Kelly to accept the Financial Report as presented. All in favor. Motion carried.**

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

9. **Old Business: None.**

10. **New Business:**

- **Survey for drainage ditch adjacent to 292 Coach Road:**

**A motion was made by Ms. Youngfelt, seconded by Ms. Delaney to have a professional survey done to determine the property lines between a PFE drainage ditch and 292 Coach Road. All in favor. Motion carried.**

- Rules & Regulations Sections 5.10.1 and 5.10.2:

The following R&R additions were proposed by the R&R Committee:

5.10.1 Decking refers to raised recreational space 30" off ground as per Township rules.

5.10.2 Landscaping / screening consists of other spacial designs in the yard for privacy or dogs.

A. Plot plans are to be submitted to PFEA for a permit. The cost for a screening permit will be \$50.00.

A motion was made by Ms. Youngfelt, seconded by Mr. Schlegel revise the PFE Rules & Regulations as presented. All in favor. Motion carried.

11. Correspondence: None.

12. Public Input:

Mr. McClain commented on the following:

- He would like to be shown some respect.
- He is willing to enforce his rights legally.
- He would like to see a larger bulletin board at the mailbox pavilion.
- He would like to have it go on record that he was shot down and voted non-gratis.
- He was wronged and has nothing positive to say about this Board.

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

The meeting adjourned at 10:55am.

NEXT REGULAR BOARD MEETING: September 19, 2020 @ 9:00am.

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

Witnessed by: \_\_\_\_\_  
Josefina Garcia, Secretary

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