

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
NOVEMBER 21, 2020
MINUTES

Board Members present:

Susan Anderson-Krieg (VP), Tykleyen Moore (T), Jose Ramos (S), Leonard McClain, Mike Schlegel, Josefina Garcia (arrived at 9:06 am), Marion Kelly (arrived at 9:09 am).

Board Members absent:

Debra Youngfelt (P).

Alternate Members present:

Janice Smith-Hughes and Paul Dzigas

Alternate Members absent:

None.

Staff present:

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

Members present:

None.

The meeting was called to order by Vice President Susan Anderson-Krieg at the PFE Administration Office at 9:01am.

A motion was made by Mr. Moore, seconded by Mr. Schlegel to move up both Alternate Directors to Director for this meeting. All in favor. Motion passed.

1. **Minutes**

The draft minutes from the October 17, 2020 Regular Meeting were presented and considered for approval. No corrections were forthcoming.

A motion was made by Mr. Moore, seconded by Mr. Ramos to approve the October 17, 2020 Regular Meeting minutes as presented. All in favor. Motion passed.

The draft minutes from the October 31, 2020 Reorganizational Meeting were presented and considered for approval. The following corrections were noted:

Election of Vice President, Secretary and Treasurer; Motion to close nominations; read “All if favor”; should read “All in favor”

A motion was made by Ms. Garcia, seconded by Mr. Schlegel to approve the October 31, 2020 Reorganizational Meeting minutes as corrected. All in favor. Motion passed.

The draft minutes from the November 5, 2020 Special Meeting were presented and considered for approval. The following correction was noted:

Hiring Committee Recommendations; line 7; read “Janice Hughes Smith”; should read “Janice Smith-Hughes”

A motion was made by Ms. Kelly, seconded by Mr. Moore to approve the November 5, 2020 Special Meeting minutes as corrected. All in favor. Motion passed.

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

Janice Smith-Hughes gave an oral report. Mr. McClain suggested changing the prizes for the upcoming lottery and house decorating contests as the lottery is attaining a higher response.

The matter of instituting a petty cash fund for the Site Coordinator was discussed.

A motion was made by Mr. Moore, seconded by Mr. Ramos to establish a petty cash fund for the Site Coordinator in the amount of Five Hundred (\$500.00) Dollars. All in favor. Motion passed.

A motion was made by Mr. Schlegel, seconded by Mr. Moore 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:

- 36 Tree
- 2 Fence
- 1 Deck
- 5 New Construction

A motion was made by Mr. McClain, seconded by Ms. Garcia 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 October 3, 2020 – November 2, 2020 was compiled and reviewed by Mr. Newman.

The report stated that there were 35 open violations, while 26 violations had been corrected and closed and there is one pending citation appeal.

A motion was made by Mr. Moore, seconded by Ms. Garcia 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 October 31, 2020. He said that there were 828 properties paid in full through the date of this report.

There were ten resale certificates issued during the month of October.

Comments were forthcoming from Mr. Dzigas.

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

At this point, the meeting adjourned at 10:55 am for a short break and returned at 11:00 am.

6. **Committee Reports:**

- **Rules & Regulations:**
 - No meeting to report on at this time
- **Citation Appeals:**
 - Mr. Donald Lawrence of 7106 Glouster Road was asked to replace a tree that was inadvertently removed by a tree trimming company.
- **Facilities:**
 - Discussion took place regarding cleaning of the office more thoroughly due to the current pandemic.

- **Social Committee:**
 - The Social Committee will meet at the PFE Association Building on December 12, 2020 at 6:00 pm to judge the homes that have entered into the contest for best decorated house.
 - The PFEA Office will be decorated for the holidays by Michele Damato-Anton.
- **Finance:**
 - No meeting to report at this time.
- **Citations:**
 - No meeting to report at this time.

At this point (12:05 pm) Ms. Garcia left the meeting.

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

The written Profit and Loss Statement for PFEA for the period ending October 31, 2020 was presented.

The following financial summary was given:

- Cash disbursements for October totaled \$16,338.78.
- 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 10/31 was 94.12%.

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

8. Secretary's Report – No report.

9. Old Business: None.

10. President's Report – no report.

11. New Business:

- **Operational Audit – 2020**

A motion was made by Mr. Moore, seconded by Mr. McClain to authorize Zavada and Associates to perform the 2020 Operational Audit. All in favor. Motion passed.

- **Dan Broxmeier –**
 - Mr. McClain offered a note of recognition to the many years of service Mr. Dan Broxmeier has given to Pocono Farms East Association as Board President, Director, Alternate, Site Coordinator, Compliance Officer and involved citizen. All who were present joined Mr. McClain in thanking Mr. Broxmeier for his service.

- **Holiday Office Hours –**
 - Upon discussion of the Board, it was decided that the PFEA Office would be closed for the upcoming holidays on the following dates: November 26, 27 and 28, 2020. December 24 closing at 1:00 pm and closed December 25 and 26, 2020. December 31, 2020 closing at 1:00 pm and closed January 1, 2021.

A motion was made by Mr. Ramos, seconded by Mr. Schlegel to approve the Holiday Office Hour Schedule as presented. All in favor. Motion passed.

12. Correspondence:

- **Bowman (5-0314):** The Board considered Mr. Bowman's request to remove late fees in the amount of One Thousand Four Hundred Eighty-Five (\$1,485.00) Dollars provided his remaining balance be paid in full. Should Mr. Bowman default on the agreed upon payment arrangement all late fees will be reinstated.

A motion was made by Mr. Moore, seconded by Mr. McClain to accept the terms of the proposed payment arrangement for lot 5-0314. All in favor. Motion passed.

There being no further business, a motion was made by Mr. Moore, seconded by Mr. Schlegel to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 12:37pm.

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

Submitted by: _____
Robert M. Zito, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____