

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
OCTOBER 17, 2020
MINUTES

Board Members present:

Susan Anderson-Krieg (P), Tykieyen Moore (T), Josefina Garcia (S) (arrived at 9:11am), Ann Delaney, Marion Kelly, Jose Ramos, Debra Youngfelt.

Board Members absent:

Michael Schlegel.

Alternate Members present:

Janice Smith-Hughes.

Alternate Members absent:

None.

Staff present:

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

Members present:

McClain (7-4127), Rivera (3-7189), Williams (5-1455), Perry (1-1241)

The meeting was called to order by President Susan Anderson-Krieg at the PFE Administration Office at 9:06am.

A motion was made by Ms. Youngfelt, seconded by Mr. Moore to move up Janice Smith-Hughes to Director for this meeting. All in favor. Motion passed.

1. **Minutes**

The draft minutes from the September 19, 2020 Regular Meeting were presented and considered for approval. No corrections were forthcoming

A motion was made by Ms. Youngfelt, seconded by Mr. Ramos to approve the September 19, 2020 Regular Meeting minutes as presented. All in favor. 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 Ms. Youngfelt, seconded by Ms. Garcia to approve the Maintenance Report as presented. All in favor. Motion passed.

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

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

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

A motion was made by Ms. Delaney, seconded by Ms. Kelly to approve the Permit Report as presented. All in favor. Motion passed.

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

A written report showing open and closed violations for the period September 1, 2020 – October 2, 2020 was compiled and reviewed by Mr. Newman.

The report stated that there were 34 open violations, while 43 violations had been corrected and closed.

Comments were heard from Mr. Awshan Rivera.

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 September 30, 2020. He said that there were 811 properties paid in full through the date of this report.

There were eight resale certificates issued during the month of September. Dues totaling \$152.54 were written off during the month.

No motion accepting the Management Report was made at this time. The meeting then returned to Compliance Report.

6. Compliance Report (continued)

Ms. Pamela Perry spoke to the Board requesting a variance the association's fence policy due to a disability condition of a member of her household. She explained that her current fencing (4' picket) was no longer suitable for the safety of her household member. She requested a permit to erect a 6' fence, complying with all other PFE rules.

Comments were heard from Mr. Zito, Ms. Anderson-Krieg, Mr. Rivera, Ms. Kelly, Ms. Youngfelt, Mr. Ramos, Mr. Leonard McClain, Ms. Smith-Hughes, and Mr. Moore.

A motion was made by Ms. Delaney, seconded by Ms. Youngfelt to grant a variance for a 6' fence, with pickets a minimum of 2" apart to Lot 1-1241. All in favor. Motion passed.

7. Management Report (continued)

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

8. Committee Reports:

- **Rules & Regulations:**
 - Asked management for provide a schedule of construction work for which a permit is required from PFE and/or Township.
 - Asked that PFE website be listed on the bulletin board.
 - Asked if a demolition permit was required from PFE (the answer was no).
 - Asked if parking on roads was allowed (the answer was yes, on Township roads provided traffic is not impeded).
- **Citation Appeals:**
 - A \$600 fine for a corrected violation (unregistered vehicle) was rescinded by the committee at its October 10th meeting.
- **Facilities:**
 - Landscaping stones (will be re-addressed in Spring).
 - Backflow water test was completed as required by PA American Water.
- **Social Committee:**
 - Holiday house decorating contest and a lottery for payment of 2021 dues were discussed.

Comments were heard from Mr. McClain, Ms. Youngfelt, Mr. Rivera, Ms. Shimeka Williams, and Ms. Perry.

A motion was made by Youngfelt, seconded by Ms. Smith-Hughes for the following contests:

- A Holiday House decorating contest to be judged by the Board of Directors on December 12th. Homeowners must inform the Board they intend to participate prior to the entry deadline of December 10th. Three prizes of \$150.00, \$75.00, and \$50.00 will be awarded to first, second and third place, respectively.
- A lottery, open to members in good standing, for \$155.00, to be applied to the homeowner's account as payment of 2021 dues. Registration ends December 31st. To enter homeowners must provide phone number and email address (if available) to the administration office.

All in favor. Motion passed.

- **Finance:**
 - No meeting.

At this point (10:53am) Ms. Smith-Hughes left the meeting.

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

The written financial report for the period ending September 30, 2020 was presented.

The following financial summary was given:

- Cash disbursements for September totaled \$3,577.08.
- Operating cash flow was a negative \$1,831 as of 10/6.
- Total cash assets as of 9/30 were \$291K.
- Collection percentage (budget v. actual) as of 9/30 was 91.86%.

Comments were heard from Mr. Rivera.

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

11. **Old Business:**

- **Recording of Meetings (other than for aiding in the preparation of the minutes):**

Mr. McClain commented on the following note on the agenda that was added on the advice of association attorney Greg Malaska, Esq:

THIS MEETING IS BEING RECORDED TO AID IN THE PREPARATION OF THE MINUTES. THE BOARD DOES NOT CONSENT TO ANY OTHER RECORDING OF THE MEETING. IF

ANY OTHER RECORDING IS MADE AND MISAPPROPRIATED WITHOUT THE BOARD'S CONSENT, PFEA WILL PURSUE ANY AND ALL LEGAL REMEDIES AVAILABLE.

Comment was also heard from Mr. Moore, Mr. Rivera, Mr. Zito, Ms. Kelly, Ms. Anderson-Krieg, and Mr. Ramos.

- **Safety vests for PFE Staff:**

Ms. Anderson-Krieg told the Board that she would like to purchase safety vests for the association contractors.

- **Annual Meeting Protocols (considering COVID-19):**

It was the consensus of those present that the PA Governor's guidelines for gatherings will be followed for the 2020 Annual Meeting, to be held October 31st.

12. **President's Report:**

Ms. Anderson-Krieg spoke briefly, thanking those who have served the community on the Board prior and thanking those who volunteered to run in this year's election.

13. **New Business:**

- **Judges of Election - 2020:**

It was the consensus of those present to appoint Debra Youngfelt, Fina Garcia and Ray Youngfelt as Judges of election for 2020.

- **Oversight for New Staff:**

In anticipation of various reassignments of responsibilities and the hiring of new contractors, Ms. Youngfelt discussed potential procedures of Board oversight of staff.

14. **Correspondence:**

- **Bowman (5-0314):** The email submitted for Board consideration was discussed. Mr. Zito was asked to contact Mr. Bowman to get more specifics on his offer.
- **Williams (5-1455):** It was agreed that when the ditching contractor is here, he will be asked to inspect the PFE ditch near 1455 Belgravia Drive and offer recommendations and possible remediation.

15. Public Input:

Mr. Ramos commented on the following:

- Pocono Mountain School District is now back to in-person classes.
- He encouraged everyone to vote.
- He mentioned "Goulbaugh", to be held October 31st by Coolbaugh Township at the Municipal Park.

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

The meeting adjourned at 12:20pm.

ANNUAL MEETING: October 31, 2020 @ 12 Noon

BOARD REORGANIZATIONAL MEETING: October 31, 2020 to follow Annual Meeting

NEXT REGULAR BOARD MEETING: November 21, 2020 @ 9:00am.

Submitted by: _____
Robert M. Zito, Recording Secretary

Witnessed by: _____
Josefina Garcia, Secretary

Date: _____