

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
FEBRUARY 20, 2021
MINUTES

Board Members present:

Debra Youngfelt (P), Susan Anderson-Krieg (VP), Jose Ramos (S), Tykleyen Moore (T), Mike Schlegel, Marion Kelly

Board Members absent:

Josefina Garcia and Leonard McClain

Alternate Members present:

Janice Smith-Hughes.

Alternate Members absent:

Paul Dzigas.

Staff present:

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

Members present:

None.

The meeting was called to order by President Debra Youngfelt at the PFE Administration Office at 9:01 am.

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

1. **Minutes**

The draft minutes from the January 16, 2021 Regular Meeting were presented and considered for approval. The following corrections were noted:

On Page 2 the last paragraph is to be removed in its entirety.

On Page 4 remove Citations as a subheading under Committee Reports as there are no citation committee meetings

A motion was made by Ms. Kelly seconded by Mr. Ramos to approve the January 16, 2021 Regular Meeting minutes as corrected. All in favor. Motion passed.

2. Maintenance Report as presented by Site Coordinator

The Site Coordinator gave an oral report on the significant 3-day snowstorm. Discussion took place regarding KDL's cleanup efforts and Site Coordinator feels comfortable with his abilities and work. Further discussion regarding the overabundance of snow on the roads in the community causing issues on Bristol Court. It was decided that KDL could move the snow to the PFE Office parking lot as there are no parties or events going on at the present time.

Ms. Kelly expressed concern that the roads in Carriage Estates were plowed leaving only one lane to pass and felt that this needed to be addressed by KDL and the roads plowed to the width of two lanes.

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

Ms. Janice Smith-Hughes abstained.

3. Permit Report – as presented by Permit Officer

A written permit report was compiled and submitted by. The following permits have been issued for the month of January 2021:

- 2 Tree
- 2 Fence
- 31Deck
- 6 New Construction

A motion was made by Mr. Ramos, seconded by Mr. Schlegel to approve the Permit Report as presented. All in favor. Motion passed.

4. Compliance Report – as presented by Compliance Officer

A written report showing new activity for the period January 3, 2021 – February 2, 2021 was compiled.

The report stated that there were 29 open violations, while 321 violations had been corrected and closed.

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

5. **Committee Reports:**

- **Rules & Regulations:**
 - No meeting to report at this time.
- **Citation Appeals:**
 - A citation appeals meeting was held on February 13, 2021 at the PFE Association Office. One appeal was heard and resolved at that hearing.
 - A lot on Juliet Road was cited in 2019 for a propane tank violation. Homeowners corrected the violation in a timely manner and provided email correspondence regarding same. The citation was dismissed.
- **Facilities:**
 - The Facilities Committee met immediately prior to the Board Meeting on February 20, 2021 at 8:30 a.m.
 - Site Coordinator presented 3 quotes from CVI for cameras at the community center, mailbox pavilion and Kings Way and Route 196. Business Manager opined that the cameras at the community center were more than sufficient. It was decided to table this matter till more information was collected.
 - 8th Annual Earth Day Cleanup is April 24, 2021 from 10am-12pm. Will advertise in Spring Newsletter and on Community Facebook Page.
 - Next Facilities meeting scheduled for March 20, 2021 at 8:30 am at the PFE Office.
- **Social Committee:**
 - No meeting to report at this time.
- **Finance:**
 - No meeting to report at this time.

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

The Business Manager discussed the written report for the period ending January 31, 2021. He said that there were 511 properties paid in full through the date of this report.

There were seven resale certificates issued during the month of January.

The written Profit and Loss Statement for PFEA for the period ending January 31, 2021 was presented.

The following financial summary was given:

- Cash disbursements for January totaled \$8,933.63.
- Operating cash flow was \$73,569.00 as of 1/31.
- Total cash assets as of 1/31 were \$340,560.86
- Collection percentage (budget v. actual) as of 1/31 was .43%.

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

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

8. **Old Business** - None

9. **President's Report** – No report.

10. **New Business:**

- Snowstorm Complaint – Bristol Court – several complaints were made regarding the snow plowing and removal of Bristol Court. Residents were concerned that emergency vehicles would not be able to get through and the snow piles needed to be removed. There were also concerns/complaints with vehicles being parked on the street due to residents not clearing their driveways. Discussion took place as to protocol on removing/towing vehicles parked on the Community's streets. Site Coordinator will be contacting Pocono Mountain Regional Police to find out the procedure for having vehicles towed.
- Compliance/Permit Officer presented the Board with a proposed "Snow Policy" to set standards, prioritize and protect the Community from negligence and liability. Discussion took place and was decided that said policy should be reviewed by the Board's attorney prior to initiating same.
- Site Coordinator and Compliance/Permit Officer requested to be paid twice per month. Business/Financial Manager will be issuing electronic transfers twice per month to Site Coordinator and Compliance/Permit Office and once per month to Office Assistant, beginning March 2021.

11. **Correspondence:**

- **Request for Dues Abatement (4-6135):** The Board considered the request for a repayment plan and waiver of late fees and penalties for Lot 4-6135. Homeowner has offered to pay \$155.00 per month

beginning March 5, 2021 and continuing on the 5th of every month thereafter. The current outstanding balance is \$ 5,923.26. The Board has agreed to waive \$2,805.21 which includes the administrative fees, all late fees, collection fees and collection agency fees. This will bring the balance to \$3118.05.

- **Request for Dues Abatement (5-0834):** The Board considered the request for a repayment plan and waiver of late fees and penalties for Lot 5-0834. Homeowners have offered to pay \$50.00 per month beginning March 15, 2021 and continuing on or before the 15th of every month thereafter. The current outstanding balance is \$1132.12. The Board has agreed to waive \$202.12 which includes the late fees. This will bring Mr. the balance to \$930.00.

A motion was made by Mr. Moore, seconded by Ms. Kelly to accept the terms of the proposed payment arrangements for lot 4-6135 and 5-0834. 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 11:42am.

NEXT REGULAR BOARD MEETING: March 20, 2021 @ 9:00am.

**Submitted by: _____
Michele Damato-Anton, Recording Secretary**

**Witnessed by: _____
Jose Ramos, Secretary**

Date: _____