

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
JANUARY 16, 2021
MINUTES

Board Members present:

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

Board Members absent:

Josefina Garcia.

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 9:03 am.

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

1. **Minutes**

The draft minutes from the December 19, 2020 Regular Meeting were presented and considered for approval. The following corrections were noted:

On Page 2 #5 Management Report minutes read "There were nine resale certificates issued during the month of." Should read ... "during the month of November."

On Page 4 #12 Correspondence minutes read "(by June 30, 2020)" should read "(by June 30, 2021)"

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

Mr. Leonard McClain abstained.

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

Janice Smith-Hughes gave an oral report. Mrs. Smith-Hughes reported that all work on the ditches in the community had been completed. She also reported that the property has been being upkept and safe during the inclement weather.

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

Ms. Janice Smith-Hughes abstained.

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
- 3 Deck
- 6 New Construction

Discussion took place regarding Classic Homes. It has come to the attention of the Business Manager and Permit office that Classic Homes does not pay the required fees or provide the required information/documentation to Pocono Farms East prior to **any** type of building in the community. In December 2020 Classic Homes built 2 decks and 1 new home without any permits. Going forward, Office Assistant, Permit Officer and Business Manager will be vigilant in making sure no permits are issued to Classic Homes until all fees are paid in full.

A motion was made by Mr. Ramos, seconded by Mr. Moore 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 December 3, 2020 – January 2, 2021 was compiled by Mr. Newman.

The report stated that there were 35 open violations, while 251 violations had been corrected and closed and there are two pending citation appeals.

A motion was made by Mr. Ramos, seconded by Ms. Anderson-Krieg 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 December 31, 2020. He said that there were 851 properties paid in full through the date of this report.

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

Discussion took place regarding Mr. Zito's Management and Financial Reports being combined as one agenda item going forward. It was agreed that The Management and Financial Reports will now become number 6 on the agenda entitled Business Manager and Financial Report.

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

6. Committee Reports:

- **Rules & Regulations:**
 - No meeting to report at this time.
- **Citation Appeals:**
 - A citation appeals meeting was held on January 9, 2021 at the PFE Association Office. Two appeals were heard and resolved at that hearing.
 - 7104 Glouster cited for no tree permit and unsightly property. Original permit was issued under wrong name and address and not filed in binder; therefore, homeowners never received citations. System never updated to new owners. New trees planted and limbs removed. Both citations dismissed.
 - 8150 Mayfair cited for an abandoned vehicle on 2/29/2020. Warning issued 1/27/2020. Homeowner claimed house in picture not their property. Stated made contact with PFE to appeal the citation but never got response. At present no vehicle matching the description is on any property located in the area.
- **Facilities:**
 - No meeting to report at this time.
- **Social Committee:**
 - No meeting to report at this time.
- **Finance:**
 - No meeting to report at this time.

- Discussion took place regarding holding a Finance Committee meeting immediately following the Board Meeting, which was agreed upon. The meeting did take place.
- **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 year ending December 31, 2020 was presented.

The following financial summary was given:

- Cash disbursements for December totaled \$28,202.03.
- Operating cash flow was \$6,239.00 as of 12/31.
- Total cash assets as of 12/31 were \$258,677.68
- Collection percentage (budget v. actual) as of 12/31 was 97.60%.

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

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

9. **Old Business:**

- Awards for the Lottery for free 2021 dues Contest took place and Mr. John Derrico of 3241 Hamlet Drive was the chosen winner. Michele Damato-Anton will be notifying Mr. Derrico that he has won the contest.

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

11. **New Business:**

- Michele Damato-Anton, Office Assistant, respectfully requested the Board to consider changing her pay schedule to a once-a-month check as an alternative to 2 or 3 times per month.

A motion was made by Mr. McClain, seconded by Mr. Ramos to approve Ms. Damato-Anton's request. All in favor. Motion passed.

- **The Board broke for Executive Session at this time (10:20 am)**

12. **Correspondence:**

- **Request for Dues Abatement (4-3206):** The Board considered Mr. Miller's request to pay \$2,039.79 as full and final settlement of all his debt owed to Pocono Farms East. Mr. Miller's total outstanding balance to date is \$4,079.58. This is exactly fifty (50%) percent of his

outstanding debt. Mr. Miller is willing to pay this amount upon agreement of the Board. The Board has agreed to accept \$2,118.02 in full and final settlement of Mr. Miller's outstanding balance. This amount will include all dues assessments but will forego all late fees. Mr. Miller must pay the \$2,118.02 within a period of thirty (30) days upon written notice to him. Should Mr. Miller fail to pay the agreed upon amount all late fees will be reinstated and therefore, his outstanding balance will revert back to \$4,079.58.

A motion was made by Mr. Moore, seconded by Ms. Youngfelt to accept the terms of the proposed payment arrangement for lot 4-3206. All in favor. Motion passed.

Mr. Leonard McClain abstained

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

The meeting adjourned at 11:01am.

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

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

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

Date: _____