

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

**Board Members present:**

Debra Youngfelt (P), Susan Anderson-Krieg (VP), Jose Ramos (S), Marion Kelly, Josefina Garcia (via telephone) and Leonard McClain

**Board Members absent:**

Tykieyen Moore, (T) and Michael Schlegel (excused)

**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 9:14 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 March 20, 2021 Regular Meeting were presented and considered for approval. The following corrections were noted:

**On Page 3 under heading Citation Appeals the numerical portion of the address will be removed and the paragraph will now read "A lot on Juliet Road..." Additionally, former citation officers name will be removed.**

**On Page 4 under heading New Business remove the motion paragraph altogether regarding insurance company.**

**On page 4 last paragraph all names are to be removed.**

**On page 5 under heading Correspondence all names should be removed and replaced with "Property Owner(s)".**

**A motion was made by Ms. Anderson-Krieg seconded by Mr. Ramos to approve the February 20, 2021 Regular Meeting minutes as corrected. Six in favor, one abstained (Mr. McClain). Motion passed.**

**2. Maintenance Report as presented by Site Coordinator**

Site Coordinator gave an oral report. It was reported that there was an abandoned van on the corner of Rob Roy and Kings way that after several days had subsequently been vandalized. Site Coordinator made contact with the Pocono Mountain Regional Police and completed the appropriate paperwork and the vehicle was removed at no charge to PFE.

Discussion took place regarding target areas of concern relative to excess trash and KTD Lawn & Landscape Winter Contract expiring. It was decided that KTD Lawn & Landscape's contract would not be renewed for the Spring/Summer season. Site Coordinator will be performing most of the outside grounds maintenance and will use her discretion to hire a contractor on an "as needed" basis.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to approve the Maintenance Report as presented. Five in favor, two abstained (Ms. Smith-Hughes and Mr. McClain). Motion passed.**

**3. Permit Report – as presented by Permit Officer**

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

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

**A motion was made by Mr. Ramos, seconded by Ms. Anderson-Krieg 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 February 3, 2021 – March 2, 2021 was compiled and presented by the Compliance Officer.

The report stated that there were 19 open violations, while 122 violations had been corrected and closed.

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

## 5. Committee Reports:

- Rules & Regulations:

- The Rules & Regulations Committee had their regularly scheduled monthly meeting. Discussion took place at that meeting regarding making a change to one of the Rules and Regulations in the Governing Documents. Further discussion at the Board meeting took place and it was decided that there would be a change to the Pocono Farms East Rules and Regulations, Article 10 – Environmental Policy.

- 10.8 shall be changed to read as follows:  
“Dumpsters. No member shall obtain a dumpster without first obtaining a no charge permit from the Permit Officer. Only conventional sized garbage containers are allowed on property. Dumpsters will not be permitted on any lot for the purpose of containing household garbage and/or personal use. Dumpsters will only be allowed during construction or major renovations and must be removed upon completion of said work. Any dumpster remaining longer than two (2) days require a no charge permit obtained at the office for a period of no longer than three (3) weeks from the date of issuance. **Violation of this Rule will result in a fine of Twenty-Five (\$25) Dollars per day.**”

**A motion was made by Mr. Ramos, seconded by Ms. Janice Smith-Hughes to approve the change to Article 10.8 of the Rules and Regulations. Six in favor, one abstained (Mr. McClain). Motion passed.**

- Citation Appeals:

- No citation appeals were heard at the March 2021 meeting.

- Facilities:

- The Facilities Committee met immediately prior to the Board Meeting on March 20, 2021 at 8:30 a.m.
- There were 3 quotes presented from ADT for cameras at the community center and the mailbox pavilion.

Review of the proposed quotes by the Board and subsequent discussion took place. It was then decided that ADT would be hired to install four new cameras at the mailbox pavilion on the corner of Rob Roy Drive and Kings Way with recording device to be monitored by PFE. The term of the contract is 36 months. The monthly monitoring cost will be \$80.04.

**A motion was made by Mr. Ramos, seconded by Ms. Anderson-Krieg to approve ADT's proposal and to hire them for a 36-month contract to install and monitor cameras at the mailbox pavilion at Rob Roy Drive and Kings way for the safety of the community. Five in favor, two opposed (Ms. Youngfelt and Mr. McClain). Motion passed.**

- Next Facilities meeting scheduled for April 17, 2021 at 8:30 am at the PFE Office.

- **Social Committee:**
  - 8<sup>th</sup> Annual Earth Day Cleanup is April 24<sup>th</sup> from 10-12. Meeting at the mailbox pavilion.
- **Finance:**
  - No meeting to report at this time.

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

Mr. Zito discussed the written report for the period ending February 28, 2021. He said that there were 629 properties paid in full through the date of this report.

There were seven resale certificates issued during the month of February. The written Profit and Loss Statement for PFEA for the period ending February 28, 2021 was presented.

The following financial summary was given:

- Cash disbursements for February totaled \$15,066.62
- Operating cash flow was \$81,590.00 as of 2/28
- Total cash assets as of 2/28 were \$349,279.43
- Collection percentage (budget v. actual) as of 2/28 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**

The President thanked the Board for their time and service. She asked that if any member cannot make a meeting or will be arriving late to please let us know. The Board meetings begin at 9:00 am promptly and she asks that everyone arrive on time.

**10. New Business:**

- The draft 2020 Operational Audit was presented for review and acceptance.

**A motion was made by Ms. Smith-Hughes, seconded by Ms. Anderson-Krieg to accept the 2020 Operational Audit as presented without any changes. Six in favor, one abstained (Mr. McClain). Motion passed.**

- Spring Newsletter Review – discussion and review of the Spring newsletter took place. It was noted to include the Memorial Day Community Yard Sale and add the new Dumpster Permit.
- Discussion took place regarding reopening the Community Room for events due to Governor Wolf relaxing some restrictions and several resident requests. It was decided at this time to keep the Community Room closed and the topic will be revisited at the next meeting.

**11. Correspondence: None**

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

**The meeting adjourned at 12:15 pm.**

**NEXT REGULAR BOARD MEETING: April 17, 2021 @ 9:00am.**

Submitted by: \_\_\_\_\_  
**Michele Damato-Anton, Recording Secretary**

Witnessed by: \_\_\_\_\_  
**Jose Ramos, Secretary**

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