

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
APRIL 17, 2021
MINUTES

Board Members present:

Debra Youngfelt (P), Susan Anderson-Krieg (VP), Marion Kelly, Michael Schlegel and Leonard McClain

Board Members absent:

Jose Ramos (S), Tykleyen Moore, (T) And 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 9:02 am.

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly 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 2 under heading Maintenance Report the first paragraph was re-worded to remove the unnecessary language “It was unclear whether said vehicle was on the property owned by Pennsylvania American Water or by Pocono Farms East. Upon research by the Site Coordinator and Compliance Officer it was determined that it was in the right of way of PA American Water”

Also, on Page 2 under the same heading the second paragraph was re-worded to read “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."

On Page 2 under heading Permit Report the number of Deck permits should be 1 not 31.

On page 4 the first motion on the page was re-worded to read "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."

A motion was made by Ms. Kelly seconded by Mr. Schlegel to approve the March 20, 2021 Regular Meeting minutes as corrected. All in favor. Motion passed.

2. Maintenance Report as presented by Site Coordinator

Site Coordinator gave an oral report. It was reported that the community was being kept clean from trash and debris and any remaining areas would be addressed during Earth Day cleanup. Also reported was a septic issue on Horatio Road. Upon discovery it was thought to be PFEA. Upon meeting with Kevin, owner of Gotta Go Septics it was discovered that the septic belonged to a homeowner on Horatio Road. The issue was corrected at no charge to PFE.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to approve the Maintenance Report as presented. Five in favor, one abstained (Ms. Smith-Hughes). 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 to date:

- 2 Tree
- 2 Fence
- 6 New Homes
- 1Deck
- 1Shed

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly 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 March 3, 2021 – April 2, 2021 was compiled and presented by the Compliance Officer.

The report stated that there were 48 open violations, while 32 violations had been corrected and closed.

A motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg 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 on Saturday, April 10, 2021 at 9:00 am. There were no additions, changes or amendments to any rules and regulations at that meeting.

- Next Rules & Regulations Meeting scheduled for Saturday, May 8, 2021 at 9:00 a.m.

- **Citation Appeals:**

- The Citation Appeals Committee had their regularly scheduled monthly meeting on Saturday, April 10, 2021 at 10:00 am. There were two citation appeals that were addressed:

- 520 Graham Road propane tank violation was corrected and therefore resolved
- 277 Coach Road propane tank violation was corrected and therefore resolved
- Next Citation Appeals Meeting scheduled for Saturday, May 8, 2021 at 10:00 a.m.

- **Facilities:**

- The Facilities Committee met immediately prior to the Board Meeting on April 17, 2021 at 8:30 a.m.

- The Committee discussed upcoming projects in Carriage Estates and in the front of the PFEA Community Center. Discussion also took place regarding the need for a riding lawn mower and trailer for the Site Coordinator to appropriately perform her job duties in maintaining the Community Property.

A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to approve an amount up to \$3,500.00 to purchase a riding lawn mower and trailer for the purpose of maintenance of the community grounds. Five in favor, one abstained (Ms. Smith-Hughes). Motion passed.

- Next Facilities meeting scheduled for May 15, 2021 at 8:30 am at the PFE Office.

- **Social Committee:**

- 8th Annual Earth Day Cleanup is April 24th from 10-12. Meeting at the mailbox pavilion. Site Coordinator will have vests, bags and gloves.
- Ms. Kelly inquired about the PFEA Facebook Group Page and how it is managed. In the absence of the Administrator the matter was tabled until the June meeting where the Office Assistant will put together a slide show demonstration on how to utilize the Group Page and how it is monitored.

- **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 March 31, 2021. He said that there were 704 properties paid in full through the date of this report.

There were five resale certificates issued during the month of March. The written Profit and Loss Statement for PFEA for the period ending March 31, 2021 was presented.

The following financial summary was given:

- Cash disbursements for March totaled \$14,710.67
- Operating cash flow was \$85,475.51 as of 3/31
- Total cash assets as of 3/31 were \$347,215.96
- Collection percentage (budget v. actual) as of 3/31 was 77.52%

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

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

8. **Old Business**

- Site Coordinator reported that ADT is on schedule to install new cameras per the new contract

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

10. New Business:

- The Business Manager presented the Board with the TOPS Software Maintenance Agreement. He informed the Board that PFEA has been using TOPS software for 15 years without a maintenance agreement or any major upgrades. He did research and feels that staying with this program is in the best interest of the Association; however, in order to maintain the software without an “agreement” it will cost \$1,500.00 to do an update and for that update it will then cost \$900.00 per month to maintain. In the alternative, if we keep what we have an enter into the annual standard support plan it will cost \$224.95 per month.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to continue using the existing TOPS Software Program and enter into the Annual Standard Support Agreement for \$224.95 per month. All in favor. Motion passed.

11. Correspondence:

- Request for dues abatement (4-6139) - The Board considered homeowner's request to remove late fees and interest. They have agreed to allow homeowner to continue the original payment plan schedule of \$77.50 each month going forward. They have also agreed that as long as the homeowner remains current with monthly payments, they will not impose any additional late fees. Additionally, the Board has agreed that they will in fact remove the late fees once the balance of all dues are paid in full.
- Request for dues abatement (7-2116) - The Board considered homeowner's request to remove late and collection fees. Homeowner made a one-time payment of \$155.00 and has agreed to pay \$50.00 each month on or before the 25th. The Board has agreed to accept homeowner's payment plan request and upon completion of her payment plan of all dues being paid in full the late fees will be removed.
- Request for dues abatement (5-8156) - The Board considered homeowner's request for a repayment plan. The Board has agreed to waive all fees, as homeowner has agreed to pay a one-time lump sum payment of \$4,000.00 and an additional payment of \$1,304.55 to be paid in six monthly payments with the first payment beginning in June 2021 and the last payment in November 202.

A motion was made by Ms. Kelly, seconded by Mr. Schlegel to accept all of the above dues abatements with their individual terms and conditions. All in favor. Motion passed.

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

The meeting adjourned at 11:10 am.

NEXT REGULAR BOARD MEETING: May 15, 2021 @ 9:00am.

Submitted by: _____
Michele Damato-Anton, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

APPROVED