

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
JUNE 19, 2021
MINUTES

Board Members present:

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

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 (via Zoom), Michele Damato-Anton, Office Assistant and George Newman, Compliance and Permit Officer.

Staff absent:

None

Members present:

Daniel Broxmeier
David Davis (arrived 9:46 a.m.)
Nancy Castro (via Zoom)

The meeting was called to order by President Debra Youngfelt at the PFE Administration Office at 9:00 am.

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

1. **Minutes**

The draft minutes from the May 15, 2021 Regular Meeting were presented and considered for approval.

A motion was made by Mr. Schlegel, seconded by Ms. Anderson-Krieg to approve the May 15, 2021 Regular Meeting minutes as presented. Five in favor, two abstain (Ms. Smith-Hughes and Ms. Kelly), and one opposed (Mr. McClain). Motion passed.

2. Maintenance Report as presented by Site Coordinator

The Site Coordinator gave an oral report. She advised that Cintas installed five new fire extinguishers at the office building/community center. She presented a proposal to add a sixth fire extinguisher in the office area and changing batteries at all exit signs per Cintas recommendation.

The Site Coordinator discussed the broken lock on the bulletin board at the mailbox pavilion.

Mr. McClain posed the question as to why no individuals are identified in the Maintenance Report but are mentioned by names in other documents such as the minutes. It was discussed and explained that Board members names will always be listed; however, any residents' names will not be listed in any public documents due to privacy issues.

Site Coordinator continued her report by informing the Board that the expected delivery date for the new lawnmower is now June 23, 2021 and if the date gets pushed back any later, she may look into other available options.

A motion was made by Ms. Kelly, seconded by Mr. Ramos to approve the Maintenance Report as presented. Six in favor, two abstained (Ms. Smith-Hughes and Mr. Leonard 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 to date:

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

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

- Request for Shed Variance (7-41222) – The Permit Officer presented a special request for the homeowner of lot 7-41222 for a shed variance. The homeowner was requesting to put a 10 X 16 shed on the property next to an already existing shed and remove the existing shed once the new one has been delivered in August.

A motion was made by Mr. Ramos, seconded by Mr. Schlegel to approve homeowner's request for a shed variance on lot 7-41222 and allow homeowner

thirty (30) days from the date of the delivery of the new shed to remove the existing shed. All in favor. Motion passed.

4. Compliance Report – as presented by Compliance Officer

A written report showing new activity for the period May 3, 2021 – June 2, 2021 was compiled and presented by the Compliance Officer.

The report stated that there were 26 open violations, while 90 violations had been corrected and closed.

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

The Compliance Officer gave a brief report as to his knowledge of the Short-Term Rental Ordinance adopted by Coolbaugh Township last year as follows:

It has been a long process for the township to implement the short-term rental ordinance which was passed in 2020. Currently, there is only one employee solely dedicated to its oversight. A property owner needs to register the property planned to be used as a short-term rental with the township. Once registered the township will inspect the property. Certain criteria must be met in order to obtain a short-term renter's permit. (i.e., a letter from a septic company stating that the septic has been maintained and can handle such capacity for short-term rentals) Additionally, there are various rules and regulations that need to be followed, such as an emergency contact must be in close proximity and available 24 hours a day, certain parking regulations and minimum/maximum number of guests. This is just a brief summary.

It is the opinion of the Compliance Officer that this Ordinance is fairly easy to enforce in a gated community as they can monitor who comes in and out of the community. For ungated communities and even for the township it is harder to control since monitoring the flow of people coming in and out on township roads is quite complicated.

Ms. Nancy Castro commented that it is her concern that short term rentals bring "problematic renters" to the community.

5. Committee Reports:

• Rules & Regulations:

- The Rules & Regulations Committee had their regularly scheduled monthly meeting on Saturday, June 12, 2021 at 9:00 am. Ms. Anderson-Krieg was not in attendance. There were no additions, changes or amendments to any rules and regulations at that meeting.

- Next Rules & Regulations Meeting scheduled for Saturday, July 10, 2021 at 9:00 a.m.

- **Citation Appeals:**
 - No meeting to report at this time.
 - Next Citation Appeals Meeting scheduled for Saturday, July 10, 2021 at 10:00 a.m.
 - Mr. David Davis expressed his ongoing concerns regarding his neighbor's outdoor commercial flood lights and unkempt dog. Discussion took place regarding the wattage of the outdoor lights. It was decided that the Rules and Regulations Committee would look into a possible rule for the use of "flood lighting" that is residentially appropriate in the Community.
 - Ms. Nancy Castro expressed concern about fireworks with the upcoming 4th of July holiday. She suggested that, if possible, to take video of the people setting off fireworks so that the videos can be sent to the local police and PFE for citation purposes.
- **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.

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

Mr. Zito discussed the written report for the period ending May 31, 2021. He said that there were 786 properties paid in full through the date of this report.

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

The following financial summary was given:

- Cash disbursements for May totaled \$21,955.17
- Operating cash flow was \$77,499.49 as of 5/31
- Total cash assets as of 4/30 were \$351,010.26
- Collection percentage (budget v. actual) as of 5/31 was 92.54%

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Moore to approve the Business Manager and Financial Reports as presented. Six in favor, two abstained (Mr. McClain and Mrs. Smith-Hughes). Motion passed.

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

8. **Old Business**

- The previously scheduled CPR/AED Recertification class scheduled for June 19, 2021 is being reschedule to August 2021.
- Re-opening the Community Center – discussion took place regarding the re-opening of the community center for rentals of parties/events. It was the consensus of the Board that as of July 1, 2021 PFEA would re-open the Community Center for rentals. The Office Assistant will contact the monitors to let them know and see if they are still interested in assisting in that capacity.

Further discussion took place regarding the need for extra garbage cans due to the re-opening of the community center. Site Coordinator suggested that we obtain one extra garbage can and one extra recycling can to dedicate solely to the community room parties.

A motion was made by Ms. Kelly, seconded by Ms. Anderson-Krieg to authorize the Site Coordinator to acquire one additional trash can and one additional recycling can from County Waste to be used solely for the community center parties. Six in favor, two abstained (Mr. McClain and Mrs. Smith-Hughes). Motion passed.

- Carriage Estates Landscaping Estimates – Site Coordinator provided three estimates regarding repair and clean-up of the sign to the entrance of Carriage Estates. The estimates provided were from Roman's Landscaping and two from KTD Lawn & Landscaping. After review by the Board of the three estimates it was decided that Roman's landscaping would be hired to complete the work.

A motion was made by Ms. Kelly, seconded by Mr. Ramos to approve Roman's Landscaping to perform the work to remove masonry and rubbish around the existing sign, reset the sign in new concrete and create a planting bed with mulch, river rock and perennials not to exceed a cost of \$2,800.00 and with approval of Coolbaugh Township. Six in favor, two abstained (Mr. McClain and Mrs. Smith-Hughes). Motion passed.

- Blue Ridge Communication Internet Package Proposals – Site Coordinator provided A three- year agreement with several speed packages for internet for the cameras at the mailbox pavilion. After review by the Board and recommendation of Blue Ridge Communication it was decided that the Pro 100 package would best suit the community's needs.

A motion was made by Mr. Moore, seconded by Ms. Kelly to approve the Pro 100 Plus modem lease and 2 PRO Fi (Eero Wi-Fi). All in favor. Motion passed.

Mr. Michael Schlegel left the meeting at 12:10 p.m.

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

10. **New Business:**

- Residents volunteer to landscape at mailbox pavilion – a post on the Community Facebook page from a resident offering to plant flowers around the sign at the mailbox pavilion was discussed. While the Board did not see any problem with this gesture, the consensus was to invite the resident to join the social committee. Additional discussion took place regarding hanging signs/banners/flags on the mailbox pavilion building itself. It was noted that the bulletin boards are there specifically to hang flyers, decorations, signs etc. However, there is to be nothing hanging on the mailbox pavilion building itself as this building belongs to the United States Postal Service.

Mr. Tykleyen Moore left the meeting at 12:18 p.m.

11. **Correspondence:**

- Request for Shed Variance (7-4122) – Addressed Under Permits

12. **Public Input (Non-Agenda Items)**

Mr. Daniel Broxmeier posed the question of who is the PFEA Manager? The Board explained that Mr. Robert Zito is the Business Manager of Pocono Farms East. Mr. Broxmeier stated that he felt that KTD Lawn and Landscaping did an excellent job with the winter snow removal and maintenance and his contract should be renewed for the 2021/2022 winter season.

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 12:38 pm.

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

Submitted by: _____
Michele Damato-Anton, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____