

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
MAY 15, 2021
MINUTES

Board Members present:

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

Board Members absent:

Jose Ramos (S), Tykleyen Moore, (T) And Marion Kelly

Alternate Members present:

Janice Smith-Hughes.

Alternate Members absent:

Paul Dzigas.

Staff present:

Robert M. Zito, CMCA, AMS, Business Manager, and George Newman, Compliance and Permit Officer.

Staff absent:

Michele Damato-Anton, Office Assistant

Members present:

Daniel Broxmeier

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 Ms. Garcia to move up Alternate, Janice Smith-Hughes to Director for this meeting. All in favor. Motion passed.

1. **Minutes**

The draft minutes from the April 17, 2021 Regular Meeting were presented and considered for approval. The following corrections were noted:

On Page 2 first paragraph reads “use her discretion” will be changed to read “and will recommend hiring”

On Page 5 Request for dues abatement (7-2116), fifth line down change the word “her” to “homeowner’s”

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to approve the April 17, 2021 Regular Meeting minutes as corrected. Six in favor, one abstains (Mr. McClain). Motion passed.

Mr. Tykleyen Moore joined the meeting at 9:07 a.m.

2. Maintenance Report as presented by Site Coordinator

Mr. McClain proceeded to inform the Board that he mowed the lawn located at Rob Roy and Kings Way. Mr. McLain expressed his objection to the Board purchasing a lawnmower for the Site Coordinator to perform her job duties in the community. Mrs. Youngfelt explained that the Board had already voted at a previous meeting to provide the Site Coordinator with equipment needed to perform her job duties and that was not going to change as it is part of her contract. Mr. McClain stated he observed the Site Coordinator driving around with a lawnmower in the back of her truck.

Mr. Jose Ramos joined the meeting at 9:12 a.m.

Mr. McClain expressed his feeling that any board member should be able to utilize the equipment purchased by the Board to do work in the community (i.e. the lawnmower). Discussion took place that it is a liability for anyone other than the contractor who was hired to do the job to utilize the equipment. Mr. McClain did not agree and wanted legal documentation stating why he is unable to mow the "Great Lawn".

Site Coordinator stated that she would like to state for the record that Mr. McClain is watching her, watching what she is doing, watching her vehicle. She stated she is not sure if this is when she is at home or how he is doing it. She just wanted to make note of it because she does not feel comfortable with this and she did make contact with different authorities and she would like it duly noted.

Site Coordinator presented a written report and asked if there were any questions or concerns. She informed the Board that all cameras are now installed and fully functional. She had made several attempts to contact D.M. Palmisano to pick up the garbage at the shed on Belgravia with no success and therefore she removed it and disposed of it herself. Mr. Ramos offered his help should this occur in the future.

Mr. McClain posed the question to the Site Coordinator if he was committing a crime, "stalking"? Mr. McClain posed the question "is Board Member Janice Hughes accusing me of committing any crime whatsoever"?

President Youngfelt answered "No".

Mr. McLain also stated that he felt he was being mocked and attacked because he does not agree with some of the Board's decisions.

A motion was made by Ms. Anderson-Krieg, 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:

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

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

The report stated that there were 35 open violations, while 160 violations had been corrected and closed.

A motion was made by Mr. Schlegel, seconded by Ms. Garcia to approve the

Compliance Report as presented. All in favor. Motion passed.

Resident, Daniel Broxmeier expressed his concern regarding tires on the side of Northampton Road that needed to be disposed of.

5. Committee Reports:

- **Rules & Regulations:**
 - The Rules & Regulations Committee had their regularly scheduled monthly meeting on Saturday, May 8, 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, June 12, 2021 at 9:00 a.m. Ms. Anderson-Krieg will be out of town and unable to attend.

Mr. McClain commented on compensation and reimbursement for Board members when they do work for the Board, referencing Section 7.5 of the PFE Bylaws.

A motion was made by Ms. Youngfelt, seconded by Mr. Moore to establish a procedure for Board members to be reimbursed for expenses incurred for duties performed. Any duties done for the Board by a Board member, must be brought to the Board for prior approval for reimbursement. Six in favor, one abstain (Ms. Smith-Hughes), one opposed (Mr. McClain).

- **Citation Appeals:**
 - The Citation Appeals Committee had their regularly scheduled monthly meeting on Saturday, May 8, 2021 at 10:00 am.
 - Next Citation Appeals Meeting scheduled for Saturday, June 12, 2021 at 10:00 a.m. Ms. Anderson-Krieg will be out of town and unable to attend
- **Facilities:**
 - The Facilities Committee met immediately prior to the Board Meeting on May 15, 2021 at 8:30 a.m.
 - Site Coordinator expressed Earth Day was a success and thanked all who were involved and helped making it so.
 - Next Facilities meeting scheduled for May 15, 2021 at 8:30 am at the PFE Office.
- **Social Committee:**
 - Discussion took place regarding a presentation of the Community Facebook Page and how it is monitored. It was decided that there was not a need for such presentation.
- **Finance:**
 - No meeting to report at this time. The next financial meeting is scheduled for Saturday, May 22, 2021 at 9:00 a.m.
- **Request for Fence Height Variance (8-3106)** – Homeowner was present to request a height variance from a (four) 4-foot fence to a (six) 6-foot fence.

A motion was made by Ms. Youngfelt, seconded by Mr. Ramos to approve the Height Variance, Lot 8-3106 as presented. Seven in favor, one abstained (Ms. Smith-Hughes). Motion passed.

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

Mr. Zito discussed the written report for the period ending April 30, 2021. He said that there were 766 properties paid in full through the date of this report.

There were ten resale certificates issued during the month of April. The written Profit and Loss Statement for PFEA for the period ending April 30, 2021 was presented.

The following financial summary was given:

- Cash disbursements for March totaled \$19,160.60
- Operating cash flow was \$82,742.45 as of 4/30
- Total cash assets as of 4/30 were \$351,146.71
- Collection percentage (budget v. actual) as of 4/30 was 90.34%

A motion was made by Ms. Garcia, seconded by Mr. Schlegel 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**

- Air conditioner and Generator service contracts – It was discussed that the generator for the Community Center/Office does have an annual service contract for maintenance. The maintenance is performed in the summer. Mr. Zito was going to provide the Site Coordinator with the contact information for the company who provides the maintenance. Should there be an issue with the unit then a service call needs to be placed. The air conditioner does not have a service contract and if there is an issue a service call needs to be placed to an HVAC company.
- Re-Painting of Speed Bumps and Yellow Lines at Mailbox Pavilion –It was decided that the speedbumps and lines at the mailbox pavilion need to be repainted. Mr. Ramos, Mr. Schlegel and the Site Coordinator have volunteered to complete this job. A start date has not been set yet.

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

10. **New Business:**

- Red Cross Recertifications – Ms. Youngfelt will teach the CPR/AED Class for recertification for all Board members and PFE contractors/staff.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Moore that Ms. Youngfelt will teach the CPR/AED recertification class on Saturday, June 19, 2021 from 12:00 pm – 4:00 pm. Mr. Ray Youngfelt will be attending free of charge in lieu of Ms. Youngfelt charging a fee to teach the class. Seven in favor, one opposed (Mr. McClain). Motion passed.

Mr. Ramos left the meeting at 12:46 pm

- Cintas Agreement – review and discussion of the proposed Cintas Agreement to come to the PFE office to inspect and replace (if needed) 3 fire extinguishers.

A motion was made by Mr. Moore, seconded by Ms. Anderson-Krieg to accept the Cintas Agreement. All in favor. Motion passed.

- Reopening Community Center – discussion took place regarding the reopening of the community center. There was still some concerns about cleaning, sanitizing and whether our cleaning contractors are “OSHA Certified” so that the Community center will be cleaned to standards it should be prior to reopening. The consensus is to remain closed at this time.
- Golf Cart for the Community – Mr. McClain did extensive research and presented it to the Board for the purchase of a golf cart to be a service vehicle to the community in the aide of picking up trash. Mr. McClain feels this will be a great benefit and is much needed.

A motion was made by Mr. McClain to purchase a golf cart as a service vehicle for the needs of the community. There was no second.

- Request for Laptop for Mr. McClain – discussion took place regarding Mr. McClain's request for the Board to purchase of a laptop for Mr. McClain to use for Board/Community business.

A motion was made by Ms. Garcia to purchase a laptop for Mr. McClain in an amount not to exceed \$500.00 for his use for Board/Community business. There was no second.

A motion was made by Mr. McClain that going forward to allow the residents to participate in the Board meetings via Zoom. Ms. Garcia seconded the motion. All in favor. Motion passed.

The next Board meeting on June 19, 2021 will be held via Zoom. Office Assistant will post on PFE Facebook page.

11. Correspondence:

- Request for dues abatement (9-2110) - The Board considered homeowner's request to remove late fees. They have agreed to allow homeowner to make monthly payments of \$50.00 each month, beginning in May 2021 and every month thereafter until the balance is paid in full. 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.

A motion was made by Ms. Garcia, seconded by Mr. Schlegel to accept the dues abatement (9-2110). Six in favor, one opposed (Mr. McClain). Motion passed.

There being no further business, a motion was made by Mr. Schlegel, seconded by Ms. Youngfelt to adjourn the meeting. Six in favor, one opposed (Mr. McClain) Motion passed.

The meeting adjourned at 12:57 pm.

NEXT REGULAR BOARD MEETING: June 19, 2021 @ 9:00am.

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

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

Date: _____

APPROVED