

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**AUGUST 21, 2021**  
**MINUTES**

**Board Members present:**

Debra Youngfelt (P), Susan Anderson-Krieg (VP), Tykieyen Moore (T), Marion Kelly, Josefina Garcia and Michael Schlegel

**Board Members absent:**

Jose Ramos (S) and Leonard McClain

**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:**

Nancy Castro (via Zoom)  
Kassandra Adams (via Zoom)

The meeting was called to order by President Debra Youngfelt at the PFE Administration Office at 9:01 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 June 19, 2021 Regular Meeting were presented and considered for approval.

**A motion was made by Mr. Moore, seconded by Mr. Schlegel to approve the June 19, 2021 Regular Meeting minutes as presented. All in favor. Motion passed.**

## 2. Maintenance Report as presented by Site Coordinator

The Site Coordinator gave an oral report. She reported that for the month of June the Township had cut the grass alongside of the roadways. In July the lines for the parking spaces and lines at the mailbox pavilion were repainted and the five (5) year septic maintenance was performed by Gotta Go Septics at the Community Center.

**A motion was made by Ms. Kelly, seconded by Ms. Garcia to approve the Maintenance Report as presented. Six 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:

- 19 Tree
- 4 Fence
- 2 New Homes
- 2 Deck
- 5 Shed

The Permit Officer informed the Board that new shed was delivered on August 3, 2021 for the previously granted variance on Lot 7-4122 and the old shed still remained.

**A motion was made by Ms. Anderson-Krieg, seconded by Ms. Garcia 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 June 3, 2021 – August 4, 2021 was compiled and presented by the Compliance Officer.

The report stated that there were 68 open violations, while 200 violations had been corrected and closed.

The Compliance Officer is working on two special projects: (1) with the assistance of the administrative office assistant working to monitor long and short-term rentals throughout the community. To date there are 9 registered with the Township and 18 have been found in Pocono Farms East. (2) Have met with Township personnel on the issues of garbage complaint on Viceroy Circle, grass issue on Titania and septic issue on Belgravia.

**A motion was made by Ms. Anderson Krieg, seconded by Ms. Kelly 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, August 14, 2021 at 9:00 am. The following additions, changes or amendments were made to the rules and regulations at that meeting.

- Article 6- Guests and Tenants -

6.2 Tenant Policy – Homeowners or designee must register with P.F.E. Association on the appropriate rental policy form and must provide to the Association a copy of their Coolbaugh Township Registration Form. This pertains to both long-term and short-term rentals. A Fifty Dollar (\$50.00) Registration Fee will apply to all long-term rentals. **Long-term rentals are considered anything over thirty (30) days. All rentals must be renewed at the end of each lease term.**

6.5 Short-term rental and Air BNB's are considered one in the same. Subject to a yearly fee of Two Hundred Dollars (\$200.00). Short-term rental owners must register with both P.F.E. Association and Coolbaugh Township. Violators will be reported to Coolbaugh Township Coding Compliance Officer.

- Article 11 – Nuisance Policy

11.5 – The operation of any commercial grade lighting used in such a manner so as to disturb, disrupt or constitute a nuisance to another **Member's** enjoyment to his or her property or the community in general, is strictly prohibited. **Violation will result in a \$50.00 fine per incident.** (9/10/2021)

**A motion was made by Ms. Kelly, seconded by Mr. Moore to make the updates to the Pocono Farms East Association Rules and Regulations as stated above. All in favor. Motion passed.**

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

- Citation Appeals:

The Citations Committee had their regularly scheduled monthly meeting on Saturday, August 14, 2021 at 10:00 am.

- One Appeal was heard at that time. A fireworks citation was given to Lot 3-2164 for setting off fireworks on July 4,

2021, specifically a mortar directly next to a PFE vehicle. Additionally, citations were given for not registering tenants for the previous five (5) years. At the time of the hearing, the homeowner was given a chance to speak and the Citation Officer and Administrative Office Assistant presented evidence to all violations. It was decided the fireworks violation would stand as long as the homeowner registered the tenants and paid the registration fees to date those fines would be waived.

- Next Citation Appeals Meeting scheduled for Saturday, September 11, 2021 at 10:00 a.m.

- **Facilities:**

- The regularly scheduled facilities meeting was held prior to the regular monthly meeting. There was no business to report at this time.

- **Social Committee:**

- The Social Committee met immediately prior to the Regular Monthly meeting at 8:00 a.m. on Saturday, August 21, 2021. The following Fall/Winter Events were discussed.

- PFEA will be donating backpacks to children who were unable to attain one for this school year. Backpacks are being donated by The Board President and the Site Coordinator. The Administrative Office Assistant will post a notice on Facebook to alert the community of the giveaway.
- Halloween – On October 31, 2021 from 5:00 p.m. to 7:00 p.m. at the PFEA Community Center/Office Parking Lot, all children of PFE will be invited to “drive through” to get a trick or treat grab bag. The PFE “Trick or Treat” will be posted in the Fall/Winter Newsletter.
- Christmas – House decorating contest (as 2020). The contest will be posted in the Fall/Winter Newsletter. All entries must be emailed to the office and the deadline to enter is December 10, 2021. Judging will take place on Saturday, December 18, 2021 beginning at 5:00 p.m.
- Pictures with Santa – PFE families are invited to bring their children to the community center for pictures with Santa. This will be by appointment only. Each child will also receive a small gift.
- Happy New Year – Lottery for free year of dues 2022 (as 2021) Details to be printed in the Fall/Winter Newsletter.

- **Finance:**
  - No meeting to report at this time.
    - Next Finance Meeting scheduled for Saturday, September 11, 2021 at 10:00 a.m.

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

The Business Manager discussed the written report for the periods of June and July ending July 31, 2021. He said that there were 785 properties paid in full through the date of this report.

There were seven resale certificates issued during the month of June and eleven in July.

The written Profit and Loss Statement for PFEA for the period ending July 31, 2021 was presented.

The following financial summary was given:

- Cash disbursements for June totaled \$10,819.68 and July totaled \$6,944.32.
- Operating cash flow was \$74,277.00 as of 6/30 and \$74,413.49 as of 7/31
- Total cash assets as of 6/30 were \$349,224.58 and 350,788.99 as of 7/31
- Collection percentage (budget v. actual) as of 6/30 was 96.09% and 97.47% as of 7/31

**A motion was made by Mr. Moore, 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**

- The Site Coordinator confirmed Sylvester Cleaning Service is prepared to begin work to strip and resurface the floors in the Community Room, hallway and restrooms for a total cost of \$780.00 and asked for approval for the work to be performed at the quoted price.

**A motion was made by Mr. Moore, seconded by Ms. Kelly to authorize Sylvester Cleaning Service to perform the stripping and resurfacing of the community room, hallway and restroom floors for a total cost of \$780.00. Six in favor, one abstained (Mrs. Smith-Hughes). Motion passed.**

- Grecco Painting Estimates – Site Coordinator provided two estimates regarding painting the exterior of the mailbox pavilion and prep, repair walls and paint the PFEA Community Center. After review of the estimates and discussion it was decided to table the mailbox pavilion

painting to a later date. Insofar as the Community Center Building, the Board asked the Site Coordinator to obtain a new estimate to include the following areas only: Main Community Room, hallway to the restrooms and the kitchen.

**A motion was made by Ms. Kelly, seconded by Mr. Schlegel to approve the Site Coordinator to obtain new estimate from Grecco Painting for work to include prep and painting the following rooms: Main Community Room, hallway leading to the restrooms and kitchen and the kitchen. Six in favor, one abstained (Mrs. Smith-Hughes). Motion passed.**

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

10. **New Business:**

- The Business Manager requested the authority to report all delinquent accounts to the collection agency. He informed the Board there are roughly 100 delinquent accounts at present totaling approximately \$1,500.00.

**A motion was made by Ms. Garcia, seconded by Ms. Anderson-Krieg for the Business Manager to report the approximate 100 delinquent accounts to collections. All in favor. Motion passed.**

Discussion took place regarding Board member's attendance at Board meetings. The question was raised as to how many absences are allowed before a Board member can be removed from the Board. It was noted that in the past "three times may" constitute removal of a Board member; however, there are always circumstances to be considered. It was decided that this decision should be made on a "case by case basis"

Discussion took place regarding tree branches along Carriage Lane in Carriage Estates. It was the consensus that the branches needed to be trimmed due to overhang onto the roadway. The Site Coordinator spoke to "Capstone" who can trim the trees on Carriage Lane for a price of \$1,200.00.

**A motion was made by Mr. Moore, seconded by Ms. Kelly for the Site Coordinator to obtain a formal estimate/contract up to \$1,200.00 from "Capstone" to trim the trees along Carriage Lane in the Carriage Estates Section of Pocono Farms East. Six in favor, one abstained (Ms. Smith-Hughes). Motion passed.**

Discussion took place regarding the renewal of KTD Lawn & Landscape, LLC's Winter 2021/2022 Contract. The Site Coordinator presented KTD's proposal for the Winter Contract for approval of the Board.

**A motion was made by Mr. Moore, seconded by Ms. Garcia to accept KTD Lawn & Landscape, LLC's contract for the 2021/2022 Winter Season beginning on 10/1/2021 and ending on 5/1/2022. Charges are as follows: \$550.00 per service for**

plowing and salting roadways and parking lots and shoveling walkways, \$200.00 per salt service and \$150.00 per hour for any snow removal service, if requested. Six in favor, one abstained (Ms. Smith-Hughes). Motion passed.

11. Correspondence:

- Request for Dues Abatements
  - (5-0809)
  - (1-0512)
  - (6-2125)

The above homeowners' have each requested individual payment plans to aid in reducing their outstanding balances. The Board considered all requests to remove all late fees and have agreed to allow monthly payments to be made in a timely manner until the balances are paid in full. They have also agreed that as long as payments are received on a monthly basis and do not become delinquent no additional late fees will be incurred. Additionally, the Board has agreed to remove all late fees from the accounts once the balance of all dues are paid in full

**A motion was made by Mr. Moore, seconded by Mr. Schlegel to accept the request for dues abatements for lots (5-0809), (1-0512), and (6-2125). All in favor. Motion passed.**

12. Public Input (Non-Agenda Items)

None.

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

The meeting adjourned at 11:05 am.

**NEXT REGULAR BOARD MEETING: September 18, 2021 @ 9:00am.**

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

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

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