

WAPOCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
SEPTEMBER 18, 2021
MINUTES

Board Members present:

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

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, Michele Damato-Anton, Office Assistant and George Newman, Compliance and Permit Officer.

Staff absent:

None

Members present:

None

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. 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 August 21, 2021 Regular Meeting were presented and considered for approval. The following changes were made:

Page 1 – Board Members Present: Josefina Garcia was present and her name was added

Page 4 – Facilities: No meeting was held was removed and replaced with “A meeting was held, nothing to report at this time”

Page 6 – very first paragraph top of page, last line was changed to read “restrooms, and the kitchen.”

New Business: - the motion for new business was changed to read “All in Favor”

A motion was made by Ms. Kelly, seconded by Mr. Schlegel to approve the August 21, 2021 Regular Meeting minutes with the following changes. 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 August there was an issue with a PFE drainage ditch that was addressed and corrected by KTD Lawn and Landscaping and VDL Electric was called to the PFEA Office Building to address an issue with the parking lot lights.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Ramos to approve the Maintenance Report as presented. Seven 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:

- 26 Tree
- 4 Fence
- 2 New Homes
- 2 Deck
- 8 Shed
- 3 Dumpster

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel 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 August 5, 2021 – September 4, 2021 was compiled and presented by the Compliance Officer.

The report stated that there were 57 open violations, while 142 violations had been corrected and closed.

The Compliance Officer noted that pursuant to the previously granted Shed variance request for lot 7-4122 the shed was removed to meet the timeline requirement. He also reported that the porta potty has been removed from the Belgravia Drive location and the garbage was cleaned up on Viceroy Circle per the complaint.

A motion was made by Mr. Ramos, 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, September 11, 2021 at 9:00 am. No additions, changes or amendments were made to the rules and regulations at that meeting.

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

- **Citation Appeals:**

The Citations Committee had their regularly scheduled monthly meeting on Saturday, September 11, 2021 at 10:00 am.

- One Appeal was heard at that time. A fireworks citation was issued to Lot 7-1610 for setting off fireworks on July 4, 2021. The incident was witnessed by two PFE contractors. The homeowners appeared to appeal the citation but could not produce any evidence in favor of a dismissal of the fine. Therefore, the fine was issued.

- Next Citation Appeals Meeting scheduled for Saturday, October 9, 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.

- Next Facilities Committee Meeting scheduled for Saturday, October 16, 2021 at 8:30 a.m.

- **Social Committee:**

- The Social Committee met immediately prior to the Regular Monthly meeting at 8:00 a.m. on Saturday, September 11, 2021. The following Fall/Winter Events were discussed.

- Pictures with Santa – The time for this event was set and is scheduled for December 18th from 1:00 pm – 3:00 pm

- The Administrative Assistant will send letter to the Coolbaugh Township Volunteer Fire Department inviting them to the PFEA Trick or Treat.

- Next Social Committee Meeting scheduled for Saturday, October 16, 2021 at 8:00 a.m.

- **Finance:**

- The Finance Committee held their meeting on Saturday, September 11, 2021 wherein they discussed and began preparation of the 2022 proposed budget.

Mr. Leonard McClain left the meeting at 9:40 a.m.

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

The Business Manager discussed the written report for the period ending August 31, 2021. He reported that there were 791 properties paid in full through the date of this report.

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

The following financial summary was given:

- Cash disbursements for August totaled \$8,812.45.
- Operating cash flow was \$65,005.00 as of 8/31
- Total cash assets were \$352,080.07 as of 8/31
- Collection percentage (budget v. actual) as of 8/31 was 99.54%

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 – No report.**

10. **New Business:**

- The Financial Manager presented the first draft of the 2022 proposed budget. Discussion took place regarding same. There were no major concerns from the Board.
- The Business Manager presented the Annual Meeting Packet for the Board's review and approval. Pocono Farms East Association's Attorney requested the meeting time be changed from 12:00 p.m. to 10:00 a.m.

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Smith-Hughes, to change the time of the Annual Meeting from 12:00 p.m. to 10:00 a.m. All in favor. Motion passed.

- Determination of Proxy Ballot Casting Order at the Annual Meeting – Discussion took place regarding the order of in which proxy ballots are handled. The order is as follows: President, Vice President, Treasurer, Secretary and thereafter Directors in alphabetical order.
- Emergency Ditch Repair Lot H-0226 – the Site Coordinator reported that the issue with the ditch located at Lot H-0226 was corrected in a safe and timely manner. The work was performed by KTD Lawn and Landscape, Co.
- The Human Resources Center – The Site Coordinator gave a brief overview of HRC and how she would like to start a relationship with the organization. She suggested having HRC come to do a presentation so that in the future PFEA can possibly

move forward with helping individuals with disabilities find work that suit their abilities.

- PFEA Office Closures – The PFEA Office will be closed on the following dates: October 19th, 21st and 22nd, November 25th, 26th and 27th Thanksgiving Holiday, December 24th and 25th Christmas Holiday and January 1st New Year's Day.
- Discussion took place regarding the time for the Reorganizational Meeting. The consensus was to hold the meeting at 8:45 a.m. on November 20, 2021 immediately prior to the regularly scheduled monthly meeting.
- The Site Coordinator informed the Board that she invited the Pocono Mountain Regional Police to the Annual Meeting to address any questions or concerns of any Board Members or residents.

11. **Correspondence:** None

12. **Public Input (Non-Agenda Items)** 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 10:47 am.

NEXT REGULAR BOARD MEETING: October 16, 2021 @ 9:00am.

Submitted by: _____
Michele Damato-Anton, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____