

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
OCTOBER 16, 2021
MINUTES

Board Members present:

Debra Youngfelt (P), Susan Anderson-Krieg (VP), Jose Ramos (S), Tykkeyen 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 Manager and George Newman, Compliance and Permit Officer.

Staff absent:

None

Members present:

Nancy Castro – Via Zoom at 9:33 am

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. Kelly, 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 September 18, 2021 Regular Meeting were presented and considered for approval. The following changes were made:

Page 3 – Citation Appeals: second paragraph, add a last sentence to read “Therefore, a fine was not issued.”

A motion was made by Ms. Kelly, seconded by Mr. Schlegel to approve the September 18, 2021 Regular Meeting minutes with the above referenced changes. All in favor. Motion passed.

2. **Maintenance Report as presented by Site Coordinator/Manager**

The Site Coordinator/Manager gave an oral report. She reported that Capstone Landscaping is ready to begin the tree trimming on Carriage Lane. She indicated that Capstone is requesting Fifty (50%) percent payment up front and the remaining fifty (50%) percent upon completion of the work. Discussion took place and it was decided that Capstone would be paid as requested.

The Site Coordinator/Manager also mentioned that the cameras at the mailbox pavilion went off line for a period of time. She spoke to ADT who would be scheduling a time to do an update; however, the issue could have been with Blue Ridge Internet.

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

- 34 Tree
- 4 Fence
- 2 New Homes
- 2 Deck
- 9 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 September 5, 2021 – October 4, 2021 was compiled and presented by the Compliance Officer.

The report stated that there were 38 open violations, while 132 violations had been corrected and closed.

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

Mr. Leonard McClain joined the meeting in person at 9:42 am

5. Committee Reports:

- **Rules & Regulations:**
 - The Rules & Regulations Committee had their regularly scheduled monthly meeting on Saturday, October 9, 2021 at 9:00 am. The Committee reviewed the previous updates and changes to the Rules and Regulations made at the last meeting.

- Next Rules & Regulations Meeting scheduled for Saturday, November 13, 2021 at 9:00 a.m.
- **Citation Appeals:**
 - The Citations Committee had their regularly scheduled monthly meeting on Saturday, October 9, 2021 at 10:00 am.
 - One Appeal was heard at that time. Unregistered vehicle citations were issued to Lot 7-2116 and the owners appeared to appeal the citations and at that time showed evidence in favor of a dismissal of the fines.
 - Next Citation Appeals Meeting scheduled for Saturday, November 13, 2021 at 10:00 a.m.
- **Facilities:**
 - The regularly scheduled facilities meeting was held prior to the regular monthly meeting.
 - The Facilities Committee discussed looking into the option of some amenities for the children in the community with the assistance of a possible grant. It was the consensus of the Board to table the matter for a later date until a formal proposal is ready.
 - Next Facilities Committee Meeting scheduled for Saturday, November 20, 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, October 16, 2021.
 - The Social Committee finalized planning the upcoming Halloween Trick or Treat Event (10/31/21). A short discussion took place regarding the use of the social committee petty cash funds to purchase the candy and some decorations for the event.

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Kelly to utilize the Social Committee petty cash fund in the amount up to One Hundred (\$100.00) Dollars to purchase candy and decorations for the PFEA Halloween Trick or Treat Event. Six in favor, one abstained (Mrs. Smith-Hughes) and one opposed (Mr. McClain).

- Next Social Committee Meeting scheduled for Saturday, November 20, 2021 at 8:00 a.m.

Ms. Nancy Castro left the meeting (via Zoom) at 10:17 am

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

The Business Manager discussed the written report for the period ending September 30, 2021. He reported that there were 804 properties paid in full through the date of this report.

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

The following financial summary was given:

- Cash disbursements for September totaled \$12,024.62.
- Operating cash flow was \$60,636.76 as of 9/30
- Total cash assets were \$348,826.92 as of 9/30
- Collection percentage (budget v. actual) as of 9/30 was 102.25%

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/Manager reported to the Board CSI Asphalt's recommendations to crack seal and fill in the potholes at the parking lots at the mailbox pavilion and the office building/community center before the Winter season. After discussion, it was decided to table this work until next year.

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

10. **New Business:**

- Discussion took place regarding whether the upcoming Annual Meeting being hosted via Zoom would be appropriate. The consensus was to contact the Association Attorney for his advice. The Business manager would do so.

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 11:14 am.

NEXT BOARD MEETING: October 30, 2021 @ 10:00am. (Annual Meeting)

Submitted by: _____
Michele Damato-Anton, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____