

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
SATURDAY, JANUARY 25, 2020
MINUTES

Board Members present:

Daniel Broxmeier (P), Susan Anderson-Krieg (VP), Tykleyen Moore (T), Josefina Garcia (S) (arrived 9:07am), Ann Delaney, Michael Schlegel, Marion Kelly, Debra Youngfelt.

Board Members absent:

Jose Ramos.

Alternate Members present:

Janice Smith-Hughes.

Alternate Members absent:

None.

Staff present:

Robert M. Zito, CMCA, AMS, General Manager.

Members present:

None.

The meeting was called to order by President Dan Broxmeier at 9:00am in the Community Room of Pocono Farms East Association, 3170 Hamlet Drive, Tobyhanna, PA.

Board of Directors:

A full complement of Directors not being present, the following motion was made:

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

1. **Minutes**

The draft minutes from the December 21, 2019 Regular Meeting was presented and considered for approval. No changes were forthcoming.

A motion was made by Mr. Broxmeier, seconded by Mr. Schlegel to approve the December 21, 2019 Regular Meeting minutes as presented. All in favor. Motion passed.

2. **Maintenance Report – as presented by Robert M. Zito**

A written report was presented by Mr. Zito. He stated that there were 10 plowing and/or salting incidents during the month of December. Additionally, the gutters on the office building were cleared of ice in early December. Outside of the snow and ice events several bags of trash and debris were picked up along the roads.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to accept the Maintenance Report as presented. All in favor. Motion passed.

3. **Permit Report – as presented by Ann Delaney**

Ms. Delaney presented the written permit report for the period through December 31, 2019.

She stated that for the month of December, two tree permits were issued. She said that in January she would be sending out letters to permit holders with outstanding permits asking them to either produce a Certificate of Occupancy or renew their permit.

A motion was made by Ms. Youngfelt, seconded by Ms. Kelly to approve the Permit Report as presented. Eight in favor. One abstained (Ms. Delaney). Motion passed.

4. **Compliance Report – as presented by Ann Delaney**

Ms. Delaney presented the Compliance Report through December 31, 2019.

The list of violations for the year, both active and closed, was presented. She said that compliance was good, as most of the homeowners cited with warnings corrected them prior to fines being issued.

A motion was made by Ms. Youngfelt, seconded by Ms. Smith-Hughes to approve the Compliance Report as presented. Eight in favor. One abstained (Ms. Delaney). Motion passed.

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

Mr. Zito discussed the written report for the year ending December 31, 2019. He stated that there were 781 properties paid in full through the date of this report. Collections improved greatly during the second half of the year and finished on

par with 2017. Collections still lagged slightly behind 2018 but it was noted that 2018 was a record year in that department.

There were no write-offs again in December.

The short term rental ordinance meeting, to be held by the Coolbaugh Township Supervisors on February 22nd, was discussed. Mr. Broxmeier asked if PFE should have Attorney Greg Malaska represent the association at this meeting. It was the consensus of those present that Mr. Malaska's attendance was not necessary.

A motion was made by Ms. Smith-Hughes, seconded by Mr. Moore to accept the Management Report as presented. All in favor. Motion carried.

6. Committee Reports

- **Rules & Regulations:** No report.
- **Citation Appeals:** No report.
- **Social Activities / Facilities:** There was consensus that the annual "Brunch with the Easter Bunny" should be held on Saturday, April 11th. Ways of improving communication to the residents, such as an enhanced newsletter and electronic signage at the mailbox pavilion, were discussed.
- **Finance:** The Committee will meet after the February 15, 2020 Board meeting to discuss the Reserve account, among other issues.

7. Financial Report – as presented by Robert M. Zito

The written financial report for the year ending December 31, 2019 was presented.

The November cash disbursements list, totaling \$8,692.60, was presented and discussed. No questions were forthcoming.

Mr. Zito stated that the anticipated borrowing of funds from the Reserve account to cover the last bit of 2019 operating expenses was not needed, as late year collections were enough to cover all 2019 expenses. That being the case, the figure approved for 2020 Reserve contributions in the 2020 budget was now higher than what would be necessary in 2020, and that adjustments to these contributions would be made after meeting with the Finance Committee on February 15th.

For the year, overall operating profit and positive cash flow was less than \$1K. He also stated that collections finished at 86.72% of dues billed, which was higher than 2017 but slightly lower than 2018, and that cash balances totaled \$235,034.62.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to accept the Financial Report as presented. All in favor. Motion carried.

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

At this point (10:20am) Ms. Kelly.

9. **President's Report – Dan Broxmeier**

Mr. Broxmeier presented a verbal report. He discussed snowplowing and salting for the winter thus far, stating he was satisfied with KTD Lawn Care's efforts to date. The towing of an additional vehicle, left for over a week in the overflow parking lot on Hamlet Drive, was mentioned.

Mr. Broxmeier's idea of moving the Board's meeting room into the Manager's office was also discussed in detail. The purpose of this move would be to minimize interruptions during Board meetings, Mr. Broxmeier stated. Mr. Broxmeier and Mr. Zito presented the costs associated with this proposed move, specifically the costs involved with moving the computer server and wiring to the opposite side of the office, and the installation of an additional security monitor for the front office.

There were several divergent comments on this idea. Several members suggested that the meeting table be reoriented to allow for more space between the Board and the reception desk.

10. **Old Business:** The E-911 warming station was again discussed.

- **Violations (7-1103):** The following motion was made, pursuant to the discussion at the December Board meeting:

A motion was made by Ms. Youngfelt, seconded by Mr. Broxmeier to remove \$4,000.00 in violations for lot 7-1103, and add \$50.00 to this account for a fence permit. Seven in favor. One abstained (Ms. Delaney). Motion carried.

11. **New Business:**

- **Reconfiguring Office Space –** The earlier discussion regarding the reconfiguring of the space in the office continued for a lengthy period. Comments were heard by many of the Board members present. Many different ideas and possible solutions were discussed. When no consensus was reached, it was decided that this issue would be taken up at a later date.

- **Area Light for Community Center –** Mr. Broxmeier suggested that PFE contract with PPL to install an additional area light on the Horatio Road side of the building. This would be replacing a parking lot light that has shorted out and will cost, according to estimates, over \$2,000.00 to repair.

A motion was made by Mr. Moore, seconded by Mr. Broxmeier to contract with PPL for an additional area light to be installed on the Horatio Road side of the Community Center property. All in favor. Motion carried.

- **Trees behind Community Center** - Mr. Broxmeier pointed out several trees that are dead, surrounding the Community Center, that should come down. He asked the Board members to look at the trees for possible future action.
- **Mailbox Pavilion School Bus Congestion** - Mr. Broxmeier suggested removing some trees to try to expand parking to improve safety near the mailbox pavilion school bus drop-off / pickup site. Ms. Garcia suggested that the Township open space property parking lot might be used to improve the situation.
- **Request for Dues Settlement – (6-0413 and 6-2817)**

A motion was made by Mr. Moore to offer settlement as payment in full to lots 6-0413 and 6-2817 in the amount of \$2,012.50, to be paid in full within 60 days. Although no second was recorded or formal vote taken, the consensus of those present was that this was acceptable.

12. **Correspondence:** None.

13. **Public Input:** None.

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

The meeting adjourned at 11:45am.

NEXT REGULAR BOARD MEETING: FEBRUARY 15, 2020 @ 9:00am.

Submitted by: _____
Robert M. Zito, Recording Secretary

Witnessed by: _____
Josefina Garcia, Secretary

Date: _____

APPROVED