

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
MAY 16, 2020
MINUTES

Board Members present:

Daniel Broxmeier (P), Susan Anderson-Krieg (VP), Tykleyen Moore (T), Josefina Garcia (S), Ann Delaney, Michael Schlegel, Marion Kelly, Debra Youngfelt, Jose Ramos.

Board Members absent:

None.

Alternate Members present:

Janice Smith-Hughes (joined meeting at 10:10am).

Alternate Members absent:

None.

Staff present:

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

Members present:

McClain (7-4127), Masker (6-0413).

The meeting was called to order by President Dan Broxmeier via Zoom teleconference at 9:20. It was noted that upon the recommendation of Attorney Greg Malsaka, audio and video recording of this meeting would not take place.

As the meeting began, Mr. Broxmeier informed Mr. McClain that since the issues he had emailed the Board about previously (his financial account and personnel matters) were both confidential in nature they could not be discussed in an open session. Mr. Broxmeier told Mr. McClain that the Board would be meeting in an executive session regarding these matters, and would inform Mr. McClain of any decisions, as appropriate.

1. **Minutes**

The draft minutes from the April 18, 2020 Regular Meeting were presented and considered for approval. No changes were forthcoming.

A motion was made by Ms. Anderson-Krieg, seconded by Ms. Youngfelt to approve the April 18, 2020 Regular Meeting minutes as presented. All in favor. Motion passed.

2. **Maintenance Report – as presented by Dan Broxmeier**

A brief verbal report was given by Mr. Broxmeier for the month of April 2020.

He mentioned that eight bags of trash were picked up on Rob Roy Drive, along with two bags on Kings Way. These bags were picked up by KTD Lawn Service.

No motion was forthcoming.

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

A written permit for the period through May 8, 2020 was submitted by Ms. Delaney. 17 total permits have been issued for the year.

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

4. **Compliance Report – as presented by Dan Broxmeier and Robert M. Zito**

A written permit report for April 2020 was compiled and submitted by Mr. Zito. The report was based on notes provided to the office by Mr. Broxmeier, who was acting as Compliance Officer in April. 36 warning / citations were issued during the month.

A motion was made by Ms. Youngfelt, seconded by Ms. Anderson-Krieg to approve the Compliance Report as presented. All in favor. Motion passed.

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

Mr. Zito discussed the written report for the period ending April 30, 2020. He stated that there were 630 properties paid in full through the date of this report.

There were three resale certificates issued during the month of April, and no dues were written off during the month.

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

6. **Committee Reports: No reports**

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

The written financial report for the period April 30, 2020 was presented.

The following financial summary was given:

- Cash disbursements for April totaled \$11,736.
- Operating surplus as of 4/30 totaled \$79K.
- Total cash assets as of 4/30 were \$317K.
- Collection percentage (budget v. actual) as of 4/30 was 71.51%.

A motion was made by Mr. Moore, seconded by Ms. Kelly to accept the Financial Report as presented. All in favor. Motion carried.

Mr. Moore suggested at this point that Public Input be moved up to 10:00am.

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

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

The following items were discussed:

- The PPL area light by the Community Center has been installed.
- The relocating of the office computer system is on hold due to the pandemic. Mr. Broxmeier asked if the Board would like to consider adding a security buzzer to the front office door at this time.
- Trail cams were purchased to hopefully aid in finding out who is dumping trash on property.
- Pocono Spraypatch is scheduled to sealcoat the office parking lot and mailbox pavilion.

Due to COVID-19 it was suggested that sneeze guards be purchased for the office so that when the office opens back up to the public we will be prepared.

A motion was made by Ms. Youngfelt, seconded by Mr. Schlegel to engage CVI to install a security buzzer to the office front door. All in favor. Motion carried.

At this point, Public Input was heard.

Mr. Leonard McClain (7-4127) addressed the Board on the manner of collections the Association has taken, specifically regarding reporting delinquencies to the three major credit bureaus and the imposition of late fees that total 15% annually.

Mr. Zito and Mr. Moore commented, with specific emphasis showing that PFE's practices are in line with the PA Legislature's passing of the Uniform Planned Communities Act of PA, which governs planned communities. Additional comments were heard by Ms. Kelly and Mr. Broxmeier.

Ms. Erin Masker (6-0413) thanked the Board for allowing membership access to this Zoom teleconference Board meeting.

Ms. Smith-Hughes joined the meeting sat this juncture (10:10am).

10. **Old Business:** None.

11. **New Business:**

- **2019 Operational Audit:** The draft 2019 audit, compiled by Zavada & Associates, was presented for discussion and approval.

A motion was made by Mr. Moore, seconded by Ms. Youngfelt to accept the 2019 operational audit, as compiled by Zavada & Associates, CPA. All in favor. Motion carried.

- **Barriers for the end of Titania Road:** The problems of illegal parking and dumping at the end of Titania Road was discussed. It was the consensus of those present that boulders should be placed in that location to discourage parking and dumping.
- **Executive Session:** The Board set a date of May 23, 2020 at 9:00am to meet in Executive Session, by phone, to discuss confidential matters.

Ms. Garcia had to leave the meeting at this point (10:55am).

Mr. Zito thanked Mr. Ramos for his help in trying to locate a noisy neighbor on Dorchester Drive.

12. **Correspondence:** None.

13. **Public Input:** Previously done.

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

The meeting adjourned at 11:01pm.

NEXT REGULAR BOARD MEETING: June 20, 2020 @ 9:00am.

Submitted by: _____
Robert M. Zito, Recording Secretary

Witnessed by: _____
Josefina Garcia, Secretary

Date: _____