

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
SEPTEMBER 17, 2022
MINUTES

Board Members present:

Susan Anderson-Krieg (VP), Marion Kelly (T), Jose Ramos(S), Leonard McClain, Mike Schlegel, and Jaida McClain.

Board Members absent:

Debra Youngfelt (P), Josefina Garcia

Alternate Members present:

Janice Smith-Hughes-moved up.

Staff present:

Robert M. Zito, CMCA, AMS, Business/Financial Manager, Michelle Vanwhy, Office Manager and George Newman, Permit/Compliance Officer.

Members present:

The meeting was called to order by Susan Anderson-Krieg (VP), at the PFE Administration Office at 9:07 am.

A motion was made by Ms. Marion Kelly (T), seconded by Mr. Mike Schlegel to move Ms. Janice Smith-Hughes up to the position of alternate for this meeting only. Four in favor. One opposed (Mr. McClain). One abstained (Ms. McClain) Motion passed.

1. **Minutes**

The draft minutes from the June and July Regular Meeting were presented and considered for approval. There were no changes forthcoming. **There were no minutes presented for August 2022, as there was a lack of quorum and a meeting was not held.**

A motion was made by Ms. Anderson-Krieg, seconded by MR. Mike Schlegel to approve the June 18 and July 16, 2022 Regular Meeting. All in favor. Motion passed.

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

The maintenance report for July and August 2022 was presented by Ms. Smith-Hughes.

A motion was made by Ms. Anderson-Krieg, seconded by Mr. Schlegel to approve the Maintenance Report as presented. Four in favor, two abstained (Mrs. Smith-Hughes and Ms. McClain). One opposed (Mr. McClain). Motion passed.

3. Permit Report – as presented by Permit Officer

A written permit report was compiled and submitted by Mr. Newman. The following permits have been issued for the year to date:

- 38 Trees
- 2 New Home
- 3 Fence
- 2 Dumpster

A motion was made by Mr. Mike Schlegel and seconded by Ms. Anderson-Krieg to approve the Permit Report as presented. All in favor. Motion passed.

4. Compliance Report – as presented by Compliance Officer

A written report showing activity for the months of 8/1/2022 thru 8/31/2022 and 7/1/2022 thru 7/31/20222 was compiled and presented by Mr. Newman.

The report stated that there in July, there were 46 warnings issued, 26 new citations issued, 78 violations remaining open and 64 violations closed out.

The report stated that there in August there were 34 warnings issued, 16 new citations issued, 63 violations remaining open and 92 violations closed out.

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

5. Committee Reports:

- Rules & Regulations:
 - No report
- Citation Appeals:
 - No report.
- Facilities:

No report

- **Social Committee:**
 - The Social Committee has advised they agreed to postpone any future meetings until September 2022.
- **Finance:**
 - No meeting to report at this time.

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

The report for 1/1/2022 thru 8/31/2022 was presented by Mr. Zito

The written Profit and Loss Statement for PFEA for the period ending August 31, 2022 was presented.

The following financial summary was given:

- 799 properties were paid in full as of 8/31/2022.
- Operating cash flow was \$41, 697.56 as of 8/31/2022
- Total cash assets as of 8/31/2022, \$385,118.24.

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

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

8. **Old Business:**

- Greg Malaskas email to answer Lennies question.

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

10. **New Business:**

A motion was made by, Mr. Mike Schlegel, seconded by Mr. Lennie McClain to accept, payment plan for 4149 Romeo Road. All in favor. Motion passed.

A motion was made by, Ms. Marion Kelly, seconded by Mr. Mike Schlegel to accept, payment plan for 146 Dorchester Road. All in favor. Mrs. Susan Anderson-Kreig abstained. Motion passed.

A motion was made by, Mr. Mike Schlegel, seconded by Mr. McClain to accept, payment plan for 4132 Devon Drive. All in favor. Motion passed.

A motion was made by, Ms. Marion Kelly, seconded by Ms. Jada McClain to accept, paying \$3,500.00 a month to KTD Lawn for his snow plow contract. If need be, we can go up to \$4,000.00 but no more. All in favor. Ms. Janice Smith-Hughes abstained. Motion passed.

A motion was made by, Ms. Anderson-Krieg, seconded by Mr. Mike Schlegel to accept, use of the PFEA HOA Community Room kitchen so that Lyn Stewart of can bake her cheesecakes. She will be able to use the kitchen, once a week for 4 hours, as requested. She would need to provide liability insurance and understand she is responsible for any damages associated with this. All in favor. Motion passed.

A motion was made by, Ms. Marion Kelly, seconded by Mr. Mike Schlegel, to accept a new cleaning company, Squeaky Klean's. Insurance provided on file. All in favor. Motion passed.

11. Correspondence:

12. Public Input: None

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

The meeting adjourned at 11: 47 am.

NEXT REGULAR BOARD MEETING: October 15, 2022 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____