

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
JANUARY 21, 2023
MINUTES

Board Members present:

Susan Anderson-Krieg (P), Mike Schlegel (VP), Marion Kelly (T), Jose Ramos, Jaida McClain, Debbie Ballew, Michelle Player, and Dorrell Mainer.

Board Members absent:

Leonard McClain (S)

Alternate Members present:

Janice Smith-Hughes
Nanette Piccirillo
Dolores Chandler

Staff present:

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

The meeting was called to order by Susan Anderson-Krieg (VP), at the PFE Administration Office at 9:02 am. Jose Ramos came in at 9:12 am.

1. **Minutes**

The draft minutes from the November 19, 2022 Regular Meeting, (no minutes for December 17, 2022 meeting as there was no quorum) were presented and considered for approval.

A motion was made by Marion Kelly, seconded by Debbie Ballew to approve the November 19, 2022 Regular Meeting as corrected. Five (5) in favor, two (2) abstained. Motion passed.

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

The maintenance report was presented thru December 31, 2022 by Ms. Smith-Hughes.

A motion was made by Jose Ramos, seconded by Debbie Ballew, to approve the Maintenance Report as presented. All in favor. 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:

- 55 Trees
- 2 New Home
- 3 Fence
- 5 Dumpster

A motion was made by Jose Ramos and seconded by Mike Schlegel (VP), 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 thru 12/31/22 was compiled and presented by Mr. Newman.

The report stated that there were 30 warnings issued, 5 new citations issued, 43 violations remaining open and 55 violations closed out.

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

5. **Committee Reports:**

- **Rules & Regulations:**
 - Add code 6.7 Tenant Policy to Rules and Regulations.
 - This will be held the second Saturday of each month, @9 am.

A motion was made by Ms. Marion Kelly (T), second by Mr. Mike Schlegel to send back to the committee. All in favor. Motion passed.

- **Citation Appeals:**
 - 0 Citation Appeals
 - This will be held the second Saturday of each month, @9 am
- **Facilities:**
 - Michelle Vanwhy, Office Manger is handling this matter.
 - This will be held the second Saturday of each month, @8:30 am

- **Social Committee:**
 - No meeting to report at this time.
 - This will be held the second Saturday of each month, @8 am
 - 4/15/23 from 1-3 pm Easter Bunny photos.
 - 4/22/23 from 12-2 Earth Day cleanup.
- **Finance:**
 - No meeting to report at this time.
 - This meeting will be held as needed.

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

The report for 1/1/2022 thru 12/31/2022 was presented by Mr. Zito

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

The following financial summary was given:

- 832 properties were paid in full as of 12/2022.
- Operating cash flow was \$3, 176.03 as of 12/2022
- Total cash assets as of 9/2022, \$349, 811.09

A motion was made by Jose Ramos, seconded by Debbie Ballew to approve the Financial Report as presented. All in favor. Motion passed.

A motion was made by Ms. Anderson-Krieg (P), seconded by Marion Kelly (T) to approve the Engagement of Zavada and Associates 2022 Operational Audit. All in favor. Motion passed.

A motion was made by Marion Kelly (T), seconded by Debbie Ballew to approve the Approval of Budget 2023. Seven (7) in favor. Two (2) abstained. Motion passed

7. **Secretary's Report-**

8. **Old Business:**

- **A motion was made by Marion Kelly (T) and seconded by Debbie Ballew to invite Brad Vanwhy, B and H construction and his crew in for a meeting to discuss the design and presentation for the spring time landscape project they will be doing. Seven (7) in favor. Two (abstained). Motion passed.**

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

10. **New Business:**

- A motion was made by Michelle Player and seconded by Dorrell Mainer to have heat and water assessed by Janice.
- A motion was made by Debbie Ballew and seconded by Jada McClain to reimburse the MOORE family for there troubles while having no water during the rental of the room. All in favor. Motion passed.
- A motion was made by Susan Anderson-Krieg (P) and seconded by Michael Schlegel (VP) to have Brad Vanwhy of B and H Construction and Excavation LCC as PFEA HOA General Contractor. Eight (8) in favor. One (1) abstained. Motion passed.

11. **Correspondence:**

12. **Public Input: None**

There being no further business, a motion was made by Ms. Anderson-Krieg (P), seconded by Marion Kelly (T) to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 1:14 pm.

NEXT REGULAR BOARD MEETING February 18, 2022 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Leonard McClain, Secretary

Date: _____