

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
JULY 15, 2023
MINUTES

Board Members present:

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

Board Members absent:

Deborah Ballew

Alternate Members present:

Janice Smith-Hughes

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(P), at the PFE Administration Office at 9:00 AM.

1. **Minutes**

The draft minutes from the June 17, 2023 Regular Meeting were presented and considered for approval, along with all the Reconstructed minutes from February 2023 through April.

A motion was made by Susan Anderson-Krieg (P), seconded by Mike Schlegel (VP), to approve the June 17, 2023, Regular Meeting minutes as corrected. 7 in favor. 1 abstained. Motion passed.

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

The maintenance report for was presented by Ms. Smith-Hughes.

A motion was made by Mike Schlegel (VP), and second by Dorrell Mainer, to accept the Maintenance Report as presented. 6 in favor. 2 abstained. Motion passed.

A motion was made by Susan Anderson-Krieg (P), seconded by Marion Kelly (T), to have Sylvester's do the floor in the community room. 6 in favor. 1 abstained. 1 opposed.

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:

- 3 Trees
- 1 New Home
- 0 Fence
- 0 Dumpster

A motion was made by Jose Ramos (S), and seconded by Jaida McClain, 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 month of was compiled and presented by Mr. Newman.

The report stated that in November there were 30 warnings issued, 18 new citations issued, 35 violations remaining open and 57 violations closed out.

A motion was made by Mike Schlegel (VP), and seconded by Marion Kelly (T), to approve the Compliance Report as presented. All in favor. Motion passed

5. Committee Reports: NON PRESENTED

- **Rules & Regulations:**
- **Citation Appeals:**
- **Facilities:**
- **Social Committee:**
- **Finance:**

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

The report for 1/1/2023 thru 6/30/2023 was presented by Mr. Zito

The written Profit and Loss Statement for PFEA for the period ending 2023 was presented.

The following financial summary was given:

- 748 properties were paid in full as of 6/30/2023.
- Operating cash flow was \$66,434.88 as of 6/30/2023
- Total cash assets as of 6/30/2023, \$361,679.93.

A motion was made by Susan Anderson-Krieg (P), and seconded by Mike Schlegel (VP), to approve the Financial Report as presented. All in favor. Motion passed.

A motion was made by Susan Anderson-Krieg (P), and seconded by Marion Kelly (T), to approve having two (2) signatories assigned, (Susan and Marion) per the banks request, NBT, to take out the monies from the reserve and capital improvements account to the operations account. All in favor. Motion passed.

A motion was made by Susan Anderson-Krieg, seconded by Marion Kelly (T), to authorize the President Susan Anderson-Krieg and the Treasurer Marion Kelly to act as authorized signers at NBT Bank, with two signatures required for withdrawals. All in favor. Motion passed.

A motion was made by Susan Anderson-Krieg (P), seconded by Marion Kelly (T), to authorize the purchase of a one (1) year Treasury Bill from Treasury Direct, in the amount of \$125,000.00, with monies from the NBT Reserve account. All in favor. Motion passed.

7. Secretary's Report-

8. Old Business:

9. President's Report:

10. New Business:

- **A motion was made by Michelle Player and seconded by Mike Schlegel (VP), to approve the opening of bids to cut down/trim trees by the mail box pavilion. 5 in favor. 2 opposed. Motion passed.**
- **A motion was made by Michelle Player and seconded by Mike Schlegel (VP), to approve having Janice Smith-Hughes get bids to have the community room floor totally repaired for next year. 7 in favor. 1 abstained. Motion passed.**

11. Correspondence:

12. Public Input: None

There being no further business, a motion was made by Mike Schlegel (VP), seconded by, Dorrell Mainer to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 12:51 pm.

NEXT REGULAR BOARD MEETING: August 19, 2023 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

APPROVED