

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

Board Members present:

Susan Anderson-Krieg (P) _____
Mike Schlegel (VP) _____
Marion Kelly (T) ABSENT
Jose Ramos, (S) _____
Michelle Player _____
Dorrell Mainer _____
Deborah Ballew _____
Daniel Broxmeier _____

Alternate Members present:

Janice Smith-Hughes

A motion was made by Jose Ramos(S), second by Mike Schlegel (VP), to move Janice Smith Huges up from alternate to Board Member. All in favor. Motion passed.

Staff present:

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

The meeting was called to order by Susan Anderson-Krieg, at the PFE Administration Office at 9:10 am.

1. Minutes

The draft minutes from the October 21st, 2023 Regular Meeting were presented and considered for approval.

A motion was made by Mike Schlegel (VP), seconded by Debbie Ballew to approve the 10/21/23 Regular Meeting minutes as corrected. 8 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 Debbie Ballew, to accept the Maintenance Report as presented. 6 in favor. 1 abstained (JSH) 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:

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

A motion was made by Michelle Player, and seconded by Debbie Ballew. 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 September there were 33 warnings issued, 10 new citations issued, 68 violations remaining open and 43 violations closed out.

A motion was made by Susan Anderson-Krieg (P), and seconded by Dorell Manier, to approve the Compliance Report as presented. All in favor. Motion passed

5. BH Construction: Presented Report for October

A motion was made by Michelle Player, and second by Dorrell Mainer, to have BH maintain and monitor all of Pocono Farms East property grounds lighting, at hourly rate. All in favor. Motion passed.

Debbie Ballew, made a motion, Dorrell Mainer second it, to accept BH Report for October. 6 in favor. 1 abstained. (JSH) Motion passed.

6. Committee Reports:

- **Rules & Regulations: n/a**
- **Citation Appeals: n/a**

- **Facilities:**

A motion was made by Janice Smith Hughes and second by Susan Anderson Krieg (P), to have Janice Smith Huges, purchase the Blink/Amazon cameras for the office, and shall not exceed \$500.00 in total. All in favor. Motion passed.

A motion was made by Janice Smith Hughes and second by Michelle Player, to approve, up to \$4,000.00 be spent to purchase immediately new tables for the community center due to the ones be have being deemed dangerous. All in favor. Motion passed.

- Social Committee: Volunteers needed.
- Finance: n/a

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

The report for 1/1/2023 thru 9/30/2023 was presented by Mr. Zito

The written Profit and Loss Statement for PFEA for the period ending 9/30/2023 was presented.

The following financial summary was given:

- 790 properties were paid in full as of 9/30/2023.
- Operating cash flow was \$6,596.00 as of 9/30/2023
- Total cash assets as of 9/30/2023, \$344,558.95.

A motion was made by Susan Anderson Krieg (P), and seconded by Mike Schlegel (VP), to purchase, per Robert Zitos recommendation, from NBT BANK, a five (5) month CD, rate 5% or above, using \$75,000.00 from the RESERVES, \$40,000.00 from the Capital Improvement. All in favor. Motion passed.

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.

8. Secretary's Report- none

9. Old Business:

Susan Anderson-Krieg (P) made a motion, Mike Schlegel (VP), second it, to have a \$100 year book donation and a 1k scholarship scheduled in the budget line item to be provided on a yearly basis to a Pocono Mountain school district student. All in favor. Motion passed.

Mike Schlegel (VP) made a motion, Susan Anderson-Krieg (P), second it, to approve the payment for the carriage estate sign to Stroud Sign for invoice number PFE101623 in the amount of \$318.00 in total. All in favor. Motion passed.

Mike Schlegel (VP) made a motion, Michelle Player second it, to approve the \$300.00 donation, to Constable Marston Blanch, for his attendance at three (3) of our board meetings. All in favor. Motion passed.

Susan Anderson-Krieg (P), made a motion and Dorrell Mainer second it, to have BH invoice 757 in the amount of \$1,650.00 paid in two installments for the carriage estate sign labor. All in favor. Motion passed.

10. **President's Report:** All Board Members are expected to be present for the Annual Meeting, 10/28/23.

11. **New Business:**

Judges of Election were appointed for the Annual Meeting, 10/28/23. Debbie Ballew, Michelle Vanwhy, and Robert Zito.

12. **Correspondence:** n/a

13. **Public Input:** None

There being no further business, a motion was made by Mike Schlegel, seconded by Michelle Player, to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 1:30 pm.

NEXT REGULAR BOARD MEETING: 12/16/2023 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

Motion Summary:

Blink Cameras PFE HOA Inside Office
Immediate purchase of tables for Civic Center
Purchase CD from NBT Bank
1k scholarship and \$100 year book donation PMSD HS student each year
Donation to Constable Marston Blanch
Carriage Estate sign and BH Invoice 757 approval
Judges of Election appointed for Annual meeting