

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**SEPTEMBER 19, 2023**  
**MINUTES**

**Board Members present:**

Susan Anderson-Krieg (P) \_\_\_\_\_  
Mike Schlegel (VP) \_\_\_\_\_  
Marion Kelly (T) \_\_\_\_\_  
Michelle Player \_\_\_\_\_  
Dorrell Mainer \_\_\_\_\_  
Deborah Ballew \_\_\_\_\_

**Board Members absent:**

Jose Ramos (S),  
Jada McClain (9:54 am present)

**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.

**A motion was made by Susan Anderson-Krieg (P) and seconded by Marion Kelly (T), to move up Janice Smith-Hughes as board of directors for this meeting. All in favor (6). Motion passed.**

**Executive Session called @9:15 am until 9:45 am then Board Meeting resumed.**

**1. Minutes**

**The draft minutes from August 19, 2023 Regular Meeting were presented and considered for approval as corrected. All in favor. Motion passed.**

**A motion was made by Susan Anderson-Krieg (P), seconded by Mike Schlegel (VP), to approve the July 15, 2023 Regular Meeting minutes as corrected. 6 in favor. 2 abstained. (JSH) (JM)  
Motion passed.**

Susan Anderson-Kreig (P), made a motion, Mike Schlegel (VP) seconded it, to open up bids for a general manager to be hired following the guidelines required. 6 in favor. 1 abstained. (JSH)

Dorrell Mainer, made a motion, Debbie Ballew seconded it, effective immediately, to remove Board of Directors member Dolores Chandler from the board until her circumstances change. 5 in favor. 2 abstained. (JSH) (MP) 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 Susan Anderson-Kreig(P), and second by Mike Schlegel (VP), to accept the Maintenance Report as presented. 6 in favor. 2 abstained. (JSH) (JM) Motion passed.

Susan Anderson-Kreig (P), made a motion, Marion Kelly (T), seconded it, to take care of the mail box pavilion properly now. 5 in favor. 1 opposed. (JM) 1 abstained. (JSH) Motion passed.

A motion was made by Marion Kelly (T), and seconded by Dorrell Mainer, to cut down trees at the mail box pavilion that are dangerous. Approved for up to \$3k for the ten (10) trees advised. 6 in favor. 1 opposed (JM). 1 abstained. (JSH) Motion passed.

A motion was made by Michelle Player, and seconded by Debbie Ballew, to accept the bid made by BH Construction, for \$19,800.00, paid out in 5 months of \$3,960.00 for Snow Removal/Salt 23-24 season starting November 2023 through March 2024. A requirement added to the contract will be: clears, plows, and shovels with the safety of resident in mind. Also, send a text or email to Janice when he is on site. 5 in favor. 3 abstained. (MS) (JM) (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:

- 26 Trees
- 5 New Home
- 1 Fence
- 2 Dumpster

A motion was made by Debbie Ballew, and seconded by Mike Schlegel (VP), to approve the Permit Report as presented. (8) 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 August there were 38 warnings issued, 7 new citations issued, 35 violations remaining open and 83 violations closed out.

**A motion was made by Mike Schlegel (VP), and seconded by Michelle Player to approve the Compliance Report as presented. (8) All in favor. Motion passed**

5. **Committee Reports:**

- **Rules & Regulations: will revise current fine schedule.**
- **Citation Appeals:**
- **Facilities**
- **Social Committee: Halloween Decorating Contest**
- **Finance:**

6. **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 2023 was presented.

The following financial summary was given:

- 790 properties were paid in full as of 9/30/2023.
- Operating cash flow was \$50,437.15 as of 9/30/2023
- Total cash assets as of /2023, \$348, 040.87.

**A motion was made by Susan Anderson-Kreig, and seconded by Debbie Ballew, to approve the Financial Report as presented. All in favor. Motion passed.**

**Marion Kelly (T), made a motion, Mike Schlegel (VP) seconded it, for Robert Zito to remain business manager for one (1) more year, ending in 12/31/2024. With an approximate cost of \$21,600.00. 6 in favor. 1 abstained. (JSH) Motion passed.**

**Janice Smith-Hughes made a motion, Marion Kelly (T) seconded it, to have rules and regs evaluate and revise the current fine scheduled. (8) All in favor. Motion passed.**

A motion was made by Susan Anderson-Kreig (P), seconded by Debbie Ballew, to raise the room rental fee to \$375.00 with \$125.00 refunded back. Raise resale certificates from \$200-\$300 and expedited from \$300-\$400. Raise STR from \$200-\$400 annually and LTR from \$50-\$100 annually. 6 in favor. 2 abstained. (JM) (JSH) Motion passed.

7. Secretary's Report-none

8. Old Business: none

9. President's Report: none

10. New Business: none

11. Correspondence:

Susan Anderson-Kreig made a motion, Michelle Player seconded it, for this special circumstance, to grant the 6-foot fence for the homeowner due to the issue with her animals and his disability. All in favor. Motion passed.

12. Public Input: none

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

The meeting adjourned at 1:25 pm.

NEXT REGULAR BOARD MEETING: 2023 @ 9:00am.

Submitted by: \_\_\_\_\_  
Michelle Vanwhy, Recording Secretary

Witnessed by: \_\_\_\_\_  
Jose Ramos, Secretary

Date: \_\_\_\_\_