

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**NOVEMBER 18<sup>TH</sup>, 2023**  
**MINUTES**

**Board Members present:**

Susan Anderson-Krieg (P), Mike Schlegel (VP), Marion Kelly (T), Jose Ramos (S), Daniel Broxmeier, Michelle Player, Dorrell Mainer, and 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, at the PFE Administration Office at 9:04 am.

1. **Minutes**

The draft minutes from the October Regular Meeting were presented and considered for approval.

**A motion was made by Susan Anderson-Krieg, seconded by Debbie Ballew, to approve the October 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 Debbie Ballew, and second by Mike Schlegel (VP), to accept 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:

- 32 Trees
- 1 Fence
- 2 Dumpster
- 6 new Home

**A motion was made by Susan Anderson-Krieg (P), and seconded by Jose Ramos (S), 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 there were 35 warnings issued, 7 new citations issued, 68 violations remaining open and 43 violations closed out.

**A motion was made by Debbie Ballew, and seconded by Dorrell Mainer, to approve the Compliance Report as presented. All in favor. Motion passed**

### 5. **B&H Construction, LLC – September-November updates**

#### 6. **Committee Reports:**

- **Rules & Regulations:** Debbie Ballew made a motion and Mike Schlegel (VP), seconded it to approve the changes made to the rules and regulations documentation. A new fine schedule to be issued. All in favor. 1 abstained (DB).
- **Citation Appeals:** November: Trash dumping at the mail box.
- **Facilities-** Emergency tables in process.
- **Social Committee:**
  - Winners of the Halloween Decorating Contest were presented their prize and congratulated.
  - Christmas Holiday Shop and Pictures with Santa will be held after the December 16<sup>th</sup>, 2023 meeting.

- **Finance:**
- Financial Meeting December 11<sup>th</sup>, 2023 @9:00 am.
- **Susan Anderson-Krieg, (P), made a motion, Mike Schlegel (VP) seconded it, to accept using Zavada and Associates under the new name change of JH Williams. This will be for the 2023-2024 audit. Price of \$4,800.00 stays the same, just the name changes. All in favor. Motion passed.**

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

The report for 1/1/2023 thru 10/31/2023 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:

- 800 properties were paid in full as of 10/31/2023.
- Operating cash flow was -\$17,512.00 as of 10/31/2023.
- Total cash assets as of 10/31/2023, \$341,848.19.

**Janice Smith-Hughes made a motion. Debbie Ballew seconded it, to have the financial report to be moved from Number 6 to Number 2 on the agenda. All in favor. Motion passed.**

**A motion was made by Daniel Broxmeier, 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: ADT DONE OUT SIDE, BLINK DONE INSIDE.**

10. **President's Report: none**

11. **New Business: none**

12. **Correspondence:**

- **Susan Anderson-Krieg, (P), made a motion, Debbie Ballew seconded it, approve the 12x16 shed which overrules the rule of 11x16 we have in place for 222 Viceroy Circle. All in favor. Motion passed.**

13. **Public Input:** none

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

The meeting adjourned at 12:02 pm.

**NEXT REGULAR BOARD MEETING: January 6, 2024 @ 9:00am.**

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

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

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

- NEW FINE SCHEDULE
- AGENDA: MOVE FINANCIAL TO NUMBER 2
- SHED SIZE ACCOMODATION
- ZEVADA AUDIT NAME CHANGE: JH WILLIAMS