

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
DECEMBER 16TH, 2023
MINUTES

Board Members present:

Susan Anderson-Krieg (P), Mike Schlegel (VP), Marion Kelly (T), Jose Ramos(S), Daniel Broxmeier, Michelle Player and Deborah Ballew.

Board Member(s) absent:

Dorrell Mainer

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.

Special Session for Personnel was in session from 9am -9:43am.

The meeting was called to order by Susan Anderson-Krieg, at the PFE Administration Office at 9:43 am.

1. **Minutes**

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

A motion was made by Mike Schlegel (VP), seconded by Deborah Ballew to approve the Regular Meeting. 8 in favor. Motion passed.

Our contractors will remain George Newman, Compliance and Permits; Janice Smith-Hughes, Property Management; Robert Zito, Finance Manager for one (1) more year, and Michelle Vanwhy will now be employed by Pocono Consultants, Kelly DiPaolo, Robert's replacement.

Susan Anderson-Krieg (P), made a motion, Mike Schlegel (VP), second it, effective 1/1/2024, Kelly DiPaolo of Pocono Consultants, will be on employed by PFEA HOA to take Robert Zito's place. (\$42,000.00 a year) 6 in favor. 2 abstained. Motion passed.

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

The report for 1/1/2023 thru 11/30/2023 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:

- 809 properties were paid in full as of 11/30/2023.
- Operating cash flow was NEGATIVE \$55,982.47 through 12 /7/2023
- Total cash assets as of /2023, \$349,811.09

A motion was made by Susan Anderson-Krieg (P), second by Deborah Ballew to approve the Financial 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:

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

A motion was made by Susan Anderson-Krieg (P), second by Deborah 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 November there were 27 warnings issued, 9 new citations issued.

A motion was made by Susan Anderson-Krieg (P), second by Deborah Ballew approve the Compliance Report as presented. 7 in favor. MS stepped away. Motion passed

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

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

A motion was made by Deborah Ballew, and second by Marion Kelly (T), to accept the Maintenance Report as presented. 7 in favor. 1 abstained. Motion passed.

A motion was made by Daniel Broxmeier, second by Mike Schlegel (VP), to purchase a stop sign, as long as it is under \$60.00, for the mail box pavilion. 7 in favor. 1 abstained. Motion passed.

6. **B & H Construction, LLC -WRITTEN REPORT (THROUGH 1/20/24)**

A motion was made by Daniel Broxmeier, second by Mike Schlegel (VP), as long as it does not exceed \$2,000.00, B & H Construction is to trim the trees on Carriage Lane, Ponte Road, Lewis Crown, and the mailbox pavilion. 7 in favor. 1 abstained. Motion passed.

7. **Committee Reports:**

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

8. **Secretary's Report-**

9. **Old Business:**

10. **President's Report:**

11. **New Business:** **A motion was made Deborah Ballew, and second by Marion Kelly (T), to approve Budget 2024, Third Draft, as presented. 7 in favor. 1 abstained.**

12. **Correspondence:**

13. **Public Input:** None

There being no further business, a motion was made by Mike Schlegel (VP), second by Susan Anderson-Krieg (P), to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 12:38 pm.

NEXT REGULAR BOARD MEETING: February 17th, 2023 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

- Pocono Consultants hire date: 1/1/24 (\$42k ytd) and take on Michelle Vanwhy, office manager.
- Stop Sign purchase approval
- B AND H Construction approval to trim trees around community
- Approval budget 2024-third draft