



**POCONO FARMS EAST ASSOCIATION, INC.  
BOARD OF DIRECTORS REGULAR MEETING  
MARCH 16<sup>TH</sup>, 2024  
MINUTES**

**Board Members present:**

Susan Anderson-Krieg (P), Mike Schlegel (VP), Daniel Broxmeier, Michelle Player, Deborah Ballew

**Board Member(s) absent:**

Marion Kelly (T), Jose Ramos(S) and Dorrell Mainer.

**Alternate Members present:**

Janice Smith-Hughes

**A Motion was made by Susan Anderson Krieg (P) and second by Mike Schlegel (VP) to move Janice Smith-Hughes up to Board Member for this meeting. 5 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.**

**Staff present:**

Robert M. Zito, CMCA, AMS, Business/Financial Manager, Kelly A. DiPaolo, CMCA, AMS, General 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 9:07 am.

**1. Minutes**

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

**A Motion was made by Mike Schlegel (VP), and second by Debbie Bellew, to approve the Regular Meeting Minutes of 1/20/24 as amended, 5 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.**

**A Motion was made by Susan Anderson Krieg (P), second by Daniel Broxmeier to give Michelle Vanwhy, Office Manager access to statements and ability to update homeowner accounts. All in favor. Motion passed.**

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

The report for 1/1/2024 thru 1/31/2024 was presented by Mr. Zito.

The written Profit and Loss Statement for PFEA for the period ending 1/31/2024 was presented.

The following financial summary was given:

- 468 properties were paid in full as of 1/31/2024.
- Operating cash flow was \$67,661.00 as of 2/5/2024.
- Total cash assets as of 1/31/2024, \$341,852.12.

**A Motion was made by Debbie Bellew and second by Daniel Broxmeier, to amend the motion of January 20<sup>th</sup>, 2024, to authorize transfers to reimburse Capital Improvement, from Operating, in the amount of \$33,812.92, not \$36,812.92 as previously requested. 6 in favor. Motion passed.**

**A Motion was made by Susan Anderson Kreig (P) and second by Mike Schlegel (VP), to authorize 50% of the budgeted \$6,000.00 amount for collection activities, (\$3,000.00) to send 200 delinquent accounts for credit bureau reporting and collection action. In addition, Kelly A. DiPaolo, CMCA, AMS, General Manager, will spend up to \$3,000.00 on collection matters over \$1,000.00. 6 in favor. Motion passed.**

**A Motion was made by Daniel Broxmeier to receive the Financial Report as presented, second by Michelle Player. 5 in favor 1 abstained. Janice Smith Hughes. Motion passed.**

**3. Permit Report – as presented by Permit Officer**

A written permit report was submitted by Mr. Newman. The following permits have been issued for the year to date:

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

**A Motion was made by Mike Schlegel (VP) to receive the Permit Report, second by Debbie Bellew. 4 in favor. 2 abstained. Motion passed.**

**4. Compliance Report – as presented by Compliance Officer**

A written report showing activity for the month of January was presented by Mr. Newman. The report stated that in January there were 39 warnings issued, 5 new citations issued.

**A Motion was made by Mike Schlegel (VP), to receive the Compliance Report, seconded by Debbie Bellew. 4 in favor. 2 abstained. 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 Mike Schlegel (VP), to receive the Maintenance Report, seconded by Debbie Bellew. 4 in favor. 2 abstained. Motion passed.**

**6. B and H Construction LLC Report-**

The maintenance report for was presented by Brad Vanwhy.

**A Motion was made by Susan Anderson Krieg to approve B and H Construction, to pay the completed invoice from B and H with the increased amount, from \$2,200.00 to \$3,119.92, second by Daniel Broxmeier. 4 in favor. 3 abstained. Motion passed.**

**7. Committee Reports:**

• **Social Committee:**

March- Pictures with the Easter Bunny/Egg hunt 3/16 after Board Meeting (1-3pm)

April - Earth Day- trash cleanup around the community

May- Memorial Day Yard Sale 5/25/24 -5/26/24

August/September- Labor Day Yard sale 8/31/24-9/1/24

October- 10/19/24 630-8pm Home Decorating contest 10/31/24 Trick or Treat 5-7pm

December- 12/21/24 1-3pm Santa Community Shop and Home Decorating contest 630-8pm

**There being no further business, a Motion was made by Mike Schlegel (VP), to adjourn the meeting at 10:40 am, second by Debbie Ballew. Motion passed unanimously.**

**NEXT REGULAR BOARD MEETING: March 16<sup>th</sup>, 2023 @ 9:00am.**

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

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

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

## **MOTIONS / RESOLUTIONS PASSED**

1. Resolved to move Janice Smith-Hughes to board member for this meeting.
2. Resolved to approve the regular meeting minutes from February 17<sup>th</sup>, 2024, as amended.
3. Resolved to receive the Financial Reports. Motions for authorized transfers and collection activities.
4. Resolved to receive the Permit Report.
5. Resolved to receive the Compliance Report.
6. Resolved to receive the Maintenance Report.
7. Resolved to receive the B&H Construction Report.
8. Resolved to receive the Facilities Committee Report.
9. Resolved to receive the Social Committee Report.
10. Motion to give permission to office manager to access and update home owner accounts as needed.
11. Resolved to adjourn the regular meeting at 10:40 am.