

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
JANUARY 18, 2025
MINUTES

Board Members in Attendance:

Susan Anderson-Krieg (P), Mike Schlegel (VP), Jose Ramos (S), Deborah Bellew, Michelle Player, Janice Smith-Hughes, Bridgette Barnhill and Dorrell Mainer.

Board Member(s) absent:

Marion Kelly (T)

Alternate Members in Attendance:

Nancy Castro, Ann Delaney

Alternate Member(s) absent:

Kassandra Adams

Management/Staff in Attendance:

Kelly A. DiPaolo, General Manager; Michelle Vanwhy, Office Manager; and George Newman, Permit/Compliance Officer

Guest(s) in Attendance: n/a

Call to Order

The meeting was called to order by Susan Anderson-Krieg, (P) at the PFE Community Center at 9:01 am.

Susan made a Motion to move Nancy Castro up from Alternate to Board Member. Seconded by Debbie Bellew. All in favor. Motion passed unanimously. (8)

1. **Minutes** – The draft minutes from the 12/21/24 Board Meeting were received and considered for approval.

A Motion was made by Mike Schlegel (VP), Seconded by Debbie Bellew, to approve the Regular Meeting Minutes. All in favor. Motion passed unanimously. (8)

2. **Financial Report – Robert M. Zito** – The report for 1/1/2024 through 12/31/2024 was presented by Mr. Zito. The written Profit and Loss Statement for PFEA for the period ending December 2024 was received.

The following financial summary was received:

- 842 properties were paid in full as of 12/31/2024
- Operating cash flow was \$31,832.00 as of 12/31/24
- Total cash assets as of 12/31/2024 were \$308, 295.41.

A Motion was made by Michael Schlegel (VP) to receive the Financial Report. Seconded by Janice Smith-Hughes. All in favor. Motion passed unanimously. (8)

3. General Manager Report – Kelly DiPaolo

A written report was submitted by Kelly DiPaolo.

- 7 resales for the month of December.
- Rules and Regulations committee met on Saturday 1/11/25.
- Adopting a social media policy.
- Lease for new copier machine signed.
- Meeting room renovations completed. Leak was patched.
- Migrating data from TOPS to E-Unify.
- A newsletter will go out with revised rules and regulations along with a notification to be able to pay on line moving forward.
- People's Security Bank is still switching everything over and updating signers.
- Financial documents and minutes are being compiled to send to the accountant for the 2024 audit.

A Motion was made by Mike Schlegel (VP) to receive the General Manager's Report. Seconded by Deborah Bellew. All in favor. Motion passed unanimously.

4. Permit Report – George Newman

A written report was submitted by Mr. Newman. The following permits have been issued in 2024 to date:

- 62 Trees
- 2 New Home
- 2 Fence
- 13 Dumpster
- 7 Shed
- 3 Deck

A Motion was made by Mike Schlegel (VP) to approve the Permit Report as received. Seconded by Susan Anderson-Krieg (P). All in favor. Motion passed unanimously.

5. Compliance Report – George Newman, Compliance Officer

A written report showing activity for the month of December was received by Mr. Newman.

The report stated that in December there were 23 warnings issued, 4 new citations issued.

A motion was made by Deborah Bellew to receive the compliance report as written, Seconded by Dorrell Mainer. All in favor. Motion passed unanimously.

6. Maintenance Report – Janice Smith-Hughes, Site Coordinator

The maintenance report for December was received by Ms. Smith-Hughes.

A Motion was made by Mike Schlegel (VP) to receive the Maintenance Report. Seconded by Susan Anderson-Krieg (P). All in favor. Motion passed unanimously.

7. Committee Reports:

- Rules & Regulations Committee:

Meets the second (2) Saturday of each month @9:00 am.

Janice Smith-Hughes made a motion, seconded by Debbie Bellew, to replace the old rules and regulations with the new ones. Along with a short-term rental change; to be increased to \$800.00 and long-term rental be increased to \$ 250.00 annually. All in favor. Motion passed unanimously.

- Social Committee:

Meets the third (3) Saturday of each month from 8:00 am until 8:30 am.

- Facilities Committee:

Meets the third (3) Saturday of each month from 8:30 am until 9:00 am.

- Finance Committee:

No report received at this time.

- Citation Appeals:

Appeals are scheduled for the second (2) Saturday of each month @10:00 am.

8. Old Business:

9. New Business:

10. Correspondence: None.

11. Adjournment

There being no further business, a Motion was made Janice Smith-Hughes, Seconded by Bridgette Barnhill, to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 10:02 am.

NEXT REGULAR BOARD MEETING: February 15th, 2025.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

MOTIONS / RESOLUTIONS PASSED

1. Resolved to move up Nancy Castro from Alternate to Board Member
2. Resolved to approve the regular meeting minutes from 12/21/24 meeting.
3. Resolved to receive the Financial Reports.
4. Resolved to receive the General Manager Report.
5. Resolved to receive the Permit Report.
6. Resolved to receive the Compliance Report.
7. Resolved to receive the Maintenance Report.
8. Resolved to approve replacing old rules and regulations with new ones; increasing STR and LTR annual fee.
9. Resolved to adjourn the regular board meeting at 10:02 am.