



**POCONO FARMS EAST ASSOCIATION, INC.  
BOARD OF DIRECTORS REGULAR MEETING  
JANUARY 20, 2024  
MINUTES**

**Board Members present:**

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

**Board Member(s) absent:**

None

**Alternate Members present:**

Janice Smith-Hughes

**A Motion was made by Susan Anderson Krieg to move Janice Smith-Hughes up to Board Member for this meeting, Seconded by Jose Ramos (S). 8 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 9:04 am.

**1. Minutes**

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

**A Motion was made by Mike Schlegel to approve the Regular Meeting Minutes of 1/20/24 as amended, Seconded by Jose Ramos. 8 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.**

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

The report for 1/1/2023 thru 12/31/2023 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:

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

**A Motion was made by Daniel Broxmeier to receive the Financial Report as presented, Seconded by Marion Kelly. Motion passed unanimously.**

**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:

- 35 Trees
- 6 New Home
- 2 Fence
- 2 Dumpster

**A Motion was made by Susan Anderson Krieg to receive the Permit Report, Seconded by Marion Kelly. Motion passed unanimously.**

**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 December there were 27 warnings issued, 4 new citations issued, 68 violations remaining open and 43 violations closed out.

**A Motion was made by Debbie Ballew to receive the Compliance Report, Seconded by Daniel Broxmeier. Motion passed unanimously.**

**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 to receive the Maintenance Report, Seconded by Dorell Mainer. 8 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.**

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

The maintenance report for was presented by Brad Vanwhy.

**A Motion was made by Mike Schlegel to accept the Maintenance Report as presented. Seconded by Jose Ramos. 8 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.**

**A Motion was made by Susan Anderson Krieg to approve B and H Construction, to replace the lights in the building (energy efficient/LED), to be taken out of the Reserves account, Seconded by Michelle Player. 8 in favor. 1 abstained Janice Smith-Hughes, Motion passed.**

7. **Committee Reports:**

- **Facilities** – Discussion regarding Blink Cameras took place.

A motion was made by Michelle Player to approve the renewal fee for Blink Cameras in the amount not to exceed \$120.00, Second by Mike Schlegel. Motion passed unanimously.

- **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 Susan Anderson-Krieg to adjourn the meeting at 12:07 pm, Seconded 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 January 20, 2024, as amended.
3. Resolved to receive the Financial Reports.
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. Resolved to adjourn the regular meeting at 12:07pm.