

POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
NOVEMBER 16TH, 2024
MINUTES

Board Members present:

Susan Anderson-Krieg (P), Mike Schlegel (VP), Marion Kelly (T), Jose Ramos(S), Deborah Bellew, Michelle Player and Janice Smith-Hughes.

Board Member(s) absent:

Dorrell Mainer

Alternate Members present:

Kassandra Adams and Ann Delaney
Nancy Castro (via phone)

Alternate Members absent:

Staff present:

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

Staff absent: Robert M. Zito, CMCA, AMS, Business/Financial Manager

The meeting was called to order by Susan Anderson-Krieg, at the PFE Administration Office at 9:02 am.

Susan Anderson-Krieg (P) made a motion to move up Kassandra Adams, from alternate to Board Member, seconded by Janice Smith-Hughes. Motion passed unanimously.

1. Minutes

The draft minutes from the Regular Meeting of 10/21/24, were received and considered for approval.

A motion was made by Mike Schlegel (VP), seconded by Debbie Bellew to approve the Regular Meeting Minutes as corrected. 8 in favor. 1 abstained. Motion passed.

2. Financial Report - as received by Robert M. Zito

The report for 1/1/2024 through 10/31/24 was presented by Mr. Zito.

The written Profit and Loss Statement for PFEA for the period ending 2024 was received.

The following financial summary was received:

- 847 properties were paid in full as of 10/31/2024.
- Operating cash flow was \$37,405.00 as of 10/31/2024.
- Total cash assets as of 10/31/24 were \$329, 216.33

A motion was made by Debbie Bellew and seconded by Michael Schlegel (VP), to approve the Financial Report as received. Motion passed unanimously.

3. General Manager Report- as received by Kelly DiPaolo

A written report was received by Kelly DiPaolo.

- 9 resales for the month of October.
- B&H Winter Maintenance approved during October Meeting. Minutes were revised.
- Estimate was received from JBS for a new copier as the lease is almost up and it is not working right.
- Stain for meeting room has been purchased and given to Brad.
- Insurance was renewed for the term 10/29/24-10/29/25.
- Annual Meeting Minutes need to be reviewed and revisions to be done while they are still fresh in our minds.
- Request for a Special Meeting to be held due to the Bylaw change error during the Annual Meeting.
- Invoice Number 4393 in the amount of \$5k was paid to Fischer Brothers.

Kelly advised that technical support for TOPS Professional ends on 12/31/24. For the new software there would be a one-time fee of \$1500.00 to EUnify to set up data, followed by \$500 per month. The per month fee will lower once PCS enters more associations into the software.

A motion was made by Mike Schlegel, (VP), and seconded by Susan Anderson-Krieg (P), to approve a software change from TOPS Pro to E-Unify. Motion passed unanimously.

A motion was made by Mike Schlegel, (VP), and seconded by Susan Anderson-Krieg (P), to receive the General Manager Report. Motion passed unanimously.

4. Permit Report - as received by Permit Officer, George Newman

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

- 55 Trees
- 0 New Home
- 2 Fence
- 10 Dumpster
- 5 Shed
- 3 Deck

A motion was made by Susan Anderson-Krieg (P), and seconded by Mike Schlegel (VP), to approve the Permit Report as received. All in favor (7). Motion passed.

5. Compliance Report – as received by Compliance Officer-George Newman

A written report showing activity for the month of October was received by Mr. Newman. The report stated that in October there were 36 warnings issued, 12 new citations issued.

A motion was made by Mike Schlegel (VP), and seconded by Marion Kelly (T), to approve the Compliance Report as received. 9 in favor. Motion passed.

6. Maintenance Report as received by Site Coordinator/Manager- Janice Smith Hughes

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

A motion was made by Marion Kelly (T), and second by Cassandra Adams, to accept the Maintenance Report as received. Motion passed unanimously.

7. Committee Reports:

- **Rules & Regulations Committee:**
Meets the second (2) Saturday of each month @9:00 am.
- **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:

- Halloween Contest Winners were awarded and recognized.

9. NEW BUSINESS:

- A motion was made by Mike Schlegel (VP), and seconded by Bridget Barnhill, to authorize Robert M. Zito, CMCA, AMS, Business/Financial Manager, to transfer \$15,000.00 from Reserve to Operating to cover Fischer Brothers ditch cleaning for 2024. 8 in favor. 1 abstained. Motion passed.

- A motion was made by Debbie Bellew and seconded by Marion Kelly to authorize Robert M. Zito, CMCA, AMS, Business/Financial Manager, to purchase a 1-year Treasury Bill (Reserve) in the amount of \$60,000.00. Motion passed unanimously.
- A motion was made by Debbie Bellew and seconded by Mike Schlegel (VP), to authorize Robert M. Zito, CMCA, AMS, Business/Financial Manager, to purchase a 1-year Treasury Bill (Capital Improvement) in the amount of \$60,000.00. Motion passed unanimously.

10. Correspondence: nothing reported at this time.

There being no further business, a motion was made by Mike Schlegel (VP), seconded by Jose Ramos (S), to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 9:39 am.

NEXT REGULAR BOARD MEETING: January 18th, 2025 @ 9:00am.

Submitted by: _____
Michelle Vanwhy, Recording Secretary

Witnessed by: _____
Jose Ramos, Secretary

Date: _____

MOTIONS / RESOLUTIONS PASSED

1. Resolved to approve the regular meeting minutes from 10/21/24 meeting, as corrected.
2. Resolved to receive the Financial Reports.
3. Resolved to approve a software change from TOPS Pro to E-Unify.
4. Resolved to receive the General Manager Report.
5. Resolved to receive the Permit Report.
6. Resolved to receive Compliance Report.
7. Resolved to receive Maintenance Report.
8. Resolved to approve to transfer \$15,000.00 from Reserve to Operating to cover Fischer Brothers ditch cleaning for 2024.
9. Resolved to authorize Robert M. Zito, CMCA, AMS, Business/Financial Manager, to purchase a 1-year Treasury Bill (Reserve) in the amount of \$60,000.00.
10. Resolved to authorize Robert M. Zito, CMCA, AMS, Business/Financial Manager, to purchase a 1-year Treasury Bill (Capital Improvement) in the amount of \$60,000.00.
11. Resolved to adjourn the regular meeting at 10:45 am.