

**POCONO FARMS EAST ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**DECEMBER 16<sup>TH</sup>, 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 17<sup>th</sup>, 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