



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

Board Members present:

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

Board Member(s) absent:

Jose Ramos(S) and Dorrell Malner.

Alternate Members present:

Janice Smith-Hughes

A Motion was made by Susan Anderson Krieg(P) to move Janice Smith-Hughes up to Board Member for this meeting, seconded by Deborah Ballew. 6 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.

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 9:01 am.

EXECUTIVE SESSION called to order by Susan Anderson Krieg (P) at 9:05 am- 9:25 am;

A Motion was made by Susan Anderson Krieg(P), second by Mike Schlegel (VP), to execute on the Judgment entered in on account number: CB18-84204, be assigned to the General Manager for collections/REAL PROPERTY EXECUTION. All in favor. Motion passed.

1. Minutes

The draft minutes from the 2/17/2024, Regular Meeting were considered for approval as received.

A Motion was made by Mike Schlegel to approve the Regular Meeting Minutes as received, of 2/17/24 as amended, second by Deborah Ballew. All in favor. Motion passed.

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

The report for 1/1/2024 thru 3/31/2023 was presented by Mr. Zito.

The written Profit and Loss Statement for PFEA for 3/1/24-3/31/24 was presented.

The following financial summary was given:

- 709 properties were paid in full as of 3/31/24.
- Operating cash flow was \$63,866.93 as of 3/31/24.
- Total cash assets as of 3/31/24, \$374,743.02.

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

3. General Manger- as received by Kelly DiPaolo

A motion was made by Janice Smith-Hughes, second by Michelle Player, to have Civil Cross Roads present an estimate for a concept plan and a stake out to be presented by the facilities committee for the mailbox pavilion. All in favor. Motion passed.

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

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

- 11 Trees
- 0 New Home
- 0 Fence
- 2 Dumpster

A Motion was made by Susan Anderson Krieg to receive the Permit Report, second by Mike Schlegel, (VP). All in favor. Motion passed.

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

A written report showing activity for the month of March was presented by Mr. Newman. The report stated that in March there were 42 warnings issued, 4 new citations issued.

A Motion was made by Michelle Player to receive the Compliance Report, second by Daniel Broxmeier. All in favor. Motion passed.

6. Maintenance Report as received by Site Coordinator/Manager

The maintenance report for was presented by Ms. Smith-Hughes.

A Motion was made by Susan Anderson-Kreig (P), to receive the Maintenance Report, second by Daniel Broxmeier. 6 in favor. 1 abstained, Janice Smith-Hughes. Motion passed.

7. B and H Construction LLC Report- nothing received at this time.

8. Committee Reports:

- Facilities
- Social Committee:

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

November- 11/16/24 Veterans Day Celebration

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 10:55 am, second by Mike Schlegel (VP). Motion passed unanimously.

NEXT REGULAR BOARD MEETING: June 15th, 2024 @ 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 execute on the Judgment entered in on account number: CB18-84204, be assigned to the General Manager for collections/REAL PROPERTY EXECUTION.
3. Resolved to approve the regular meeting minutes from 2/17/24, as amended.
4. Resolved to receive the Financial Reports.
5. Resolved to have Civil Cross Roads present an estimate for a concept plan and a stake out to be presented by the facilities committee for the mailbox pavilion.
6. Resolved to receive the Permit Report.
7. Resolved to receive the Compliance Report.
8. Resolved to receive the Maintenance Report.
9. Resolved to receive the B&H Construction Report.
10. Resolved to receive the Facilities Committee Report.
11. Resolved to receive the Social Committee Report.
12. Resolved to adjourn the regular meeting at 10:55 am.