



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

Board Members present:

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

Board Member(s) absent:

Dorrell Mainer.

Alternate Members absent:

Janice Smith-Hughes

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 9:00 am.

1. Minutes

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

A Motion was made by Mike Schlegel (VP), second by Jose Ramps (S), to approve the Regular Meeting Minutes of 2/17/24 as amended. All in favor. Motion passed.

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

The report for 1/1/2024 thru 2/29/2024 was presented by Mr. Zito.

The written Profit and Loss Statement for PFEA for the period ending 2/29/2024 was presented.

The following financial summary was given:

- 586 properties were paid in full as of 2/29/2024.
- Operating cash flow was \$37,440.30 as of 2/29/2024.
- Total cash assets as of 2/29/2024, \$346,269.67.

A motion was made by Susan Anderson-Krieg (P), Mike Schlegel (VP), second it, to purchase a 40k and a 75k NBT CERTIFICATE/TREASURY BILLS, after the current CDS are finished (matured). All in favor. Motion passed.

A Motion was made by Mike Schlegel (VP), and second by Dan Broxmier, to receive the Financial Report as presented. All in favor (7). Motion passed.

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:

- 4 Trees
- 0 New Home
- 0 Fence
- 0 Dumpster

A Motion was made by Mike Schlegel (VP) to receive the Permit Report, second by Susan Anderson-Krieg (P). 6 in favor. 1 abstained. Motion passed.

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 February there were 40 warnings issued, 4 new citations issued.

A Motion was made by Mike Schlegel (VP), to receive the Compliance Report, seconded by Susan Anderson-Krieg (P). 6 in favor. 1 abstained. 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 Mike Schlegel (VP), to receive the Maintenance Report, seconded by Marion Kelly (T). All in favor (7). Motion passed

6. B and H Construction LLC Report-

No report given at this time.

7. Committee Reports:

• Social Committee:

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 Dan Broxmeier, to adjourn the meeting at 10:02 am, second by Michelle Player. Motion passed unanimously.

NEXT REGULAR BOARD MEETING: May 18th, 2024 @ 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 February 17th, 2024, as amended.
2. Resolved to receive the Financial Reports. Motions for purchase of Treasury Bills.
3. Resolved to receive the Permit Report.
4. Resolved to receive the Compliance Report.
5. Resolved to receive the Maintenance Report.
6. Resolved to receive the B&H Construction Report.
7. Resolved to receive the Facilities Committee Report.
8. Resolved to receive the Social Committee Report.
9. Resolved to adjourn the regular meeting at 10:02 am.