

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
Saturday, December 16, 2017

- I. **Call to Order** – The meeting was called to order at 9:30AM by PPCA President Dominic Parisi. Board Members present were John Alexander, Mike Christian, Nancy Dressel, Gale Smith-Gosser, Steve Harker, Jim Hyatt and Dominic Parisi. Also present were Community Manager, Wendi Freeman and LNC General Manager Robert Jones.
- II. **Approval of Minutes** - **On a motion made by Mike Christian, seconded by John Alexander, the minutes of the October 8, 2017 business meeting were approved with no corrections. All were in favor.**
- III. **President's Report** – Dominic updated the Board on the last Trustee meeting, and noted that the Trustees have requested that the PPCA Beach Membership be discontinued. As the Club makes improvements to the beaches by adding bathrooms and other enhancements, all persons using the beaches and the lake should be Members of the Lake Naomi Club. The Trustees agreed to allow the PPCA to decide how to handle the 31 PPCA Members that currently utilize the beach membership. This will be discussed later in the meeting. The Club is also currently reviewing new audit firms for the 2017 audit. The PPCA will be notified when the process is complete.

IV. **Old Business**

- **Financial Reports** – PPCA Treasurer Jim Hyatt reviewed the November 30, 2017 Operating and Contingency Financial Statements with the Board at length and the statements were accepted by the Board.
- **Collections Update** - The Board reviewed the Associations collection status as of November 30, 2017. Of the 1740 billed properties, 1671 (96%) have paid the 2017 fees. Of the 69 properties that have not yet paid, 47 are improved and 22 are unimproved. 31 of the 69 owing, owe for only 2017. 11 of the 69 owe for 2016 and 2017. 8 of the 69 owe for 2015, 2016 & 2017, and 19 of the 69 owe for 4 plus years. The 19 seriously past due accounts have been submitted to either the collection agency or the PPCA's attorney for collection. 18 Default judgements have been obtained and the Board approved and directed management to order title searches on all to determine the next steps for collection to be taken. The Board discussed the two and three year past due, the PPCA has a super priority lien in place as per the Pennsylvania Planned Communities Act. These accounts will be sent to collection agency for collection and extra fees will be incurred.
- **Resale Certificates** - The Board reviewed the resale certificate list as of December 1, 2017. As of December 1, 2017, there were 95 resale Certificates prepared. 83 of those sales had closed, 9 closing pending and 3 deals fell through.
- **Septic Maintenance Program** – No update at this time.
- **Code of Conduct Violation Update** – None to report at this time.

- **Community Garbage** – No update at this time.
- **Sign Ordinance & Other Local Government Matters** – The Tobyhanna Township sign ordinance has currently been tabled by the Township Supervisors pending further review and revision. Updates will continue to be given.

V. **New Business**

- **Operating Service Agreement LNC/PPCA, exhibit C** – Jim Hyatt presented language and proposed that an exhibit “C” be added to the Services Agreement between the Club and the PPCA. The Board discussed the new addition and some edits were agreed upon. Jim will supply a new document after the meeting and Wendi will present the updated document in its entirety (including exhibit “C” which defines an accounting schedule for reporting) to the Trustees at their next meeting.
- **PPCA Beach Membership** - The PPCA Board reviewed the existing Beach Membership parameters and by unanimous vote agreed with the Trustees to discontinue the PPCA Beach Membership. The PPCA as per the directive of the Trustees will request that the 31 PPCA Members that are currently utilizing the PPCA Beach Membership be grandfathered and allowed to continue the Membership at \$300 per year and 4 guest maximum. Wendi will notify the staff and the Trustees.
- **Review of Director Applications for 2018** – The PPCA Board interviewed two candidates that submitted applications to join the PPCA Board. After a Board vote, the PPCA will welcome Member Fred Tomlinson to replace Mike Christian on the PPCA Board of Directors for a three year term.
- **2018 PPCA Board Meeting Dates** – The Board reviewed and accepted the 2018 PPCA Meeting dates as presented. The next meeting of the PPCA Board of Directors will be held on Saturday, February 3, 2018 at 9:30AM.
- **Adjournment** - With there being no further business to discuss, the meeting was adjourned at 11:10AM.

Respectfully Submitted,

Wendi Freeman, CMCA, PCAM
 Association Manager
 Pocono Pines Community Association