

Pocono Pines Community Association, Inc.  
Board of Directors Meeting Minutes  
Saturday, February 25, 2017

- I. **Call to Order – The** meeting was called to order at 9:30AM by PPCA Community Manager Wendi Freeman. Board Members present were John Alexander, Nancy Dressel, Gale Smith-Gosser, Jim Hyatt, Dominick Parisi. Wendi welcomed new PPCA Board Member Steve Harker. Also present were PPCA President Emeritus Robert Baechtold and PPCA Member Kathy Hyatt, LNC General Manager Robert Jones and LNC Business Manager Tim Wolsieffer. Director Mike Christian was unable to attend the meeting.
- II. **Election of 2017 PPCA Officers –** Mike Christian submitted a written motion for officers. **Mike made the nomination to elect Dominic Parisi as President, Nancy Dressel as Vice-President, Jim Hyatt as Treasurer and Gale Smith-Gosser as Secretary. Gale Smith-Gosser seconded the motion and all were in favor.**
- III. **Approval of Minutes - On a motion made by Steve Harker, seconded by Jim Hyatt, the minutes of the December 10, 2016 business meeting were approved with no corrections. All were in favor.**
- IV. **Approval of Minutes, 2016 Annual Meeting – Tabled**
- V. **President’s Report –** LNC General Manager Robert Jones updated the Board on the progression of the Club’s Phase II project at the Community Center stating the project is now complete. Nancy Dressel stated that the renovations to the Community Center are fabulous and many great comments have been made by the Membership.
- VI. **Old Business**
  - **Financial Reports –** PPCA Member Kathy Hyatt reviewed the year end statements with the Board at length. The statements have been submitted to the auditor’s for their review.
  - **Collections Update -** The Board reviewed the Associations collection status as of December 31, 2016. Of the 1740 billed properties, 1672 (96%) have paid the 2016 fees. Of the 68 properties that have not yet paid, 53 are improved and 15 are unimproved. 25 of the 68 owing, owe for only 2016. 11 of the 68 owe for 2015 and 2016. 5 of the 68 owe for 2014, 2015 & 2016, and 27 of the 68 owe for 4 plus years. Wendi will be submitting all accounts over 1year past due to the collection agency and/or the attorney (as per the Board) as soon as time permits.
  - **Resale Certificates -** The Board reviewed the resale certificate list as of December 31, 2016. As of year-end, there were 86 resale Certificates prepared. 80 of those sales had closed, 1 closing pending and 5 deals fell through. Also provided was the resale Certificates prepared as of February 25, 2017. The list contained 7 resale certificates, of those, 2 have closed and 5 are pending closing.

- **Consent Calendar** – The Board reviewed the February 25, 2017 Consent Calendar that contained 1 motion to be approved, the transfer of \$4,950.00 to LNC for the preparation and distribution of 33 resale certificates for the months of September – December 2016. A copy of the consent calendar is attached. **On a motion made by Gale Smith-Gosser, seconded by Nancy Dressel, all were in favor of the Consent Calendar approval as presented.**
- **Septic Maintenance Program** – At this time 74% of PPCA improved Properties are compliant with their septic maintenance requirements. Those not in compliance will be sent a letter in the next few weeks warning of a fine for not complying with the septic management guidelines. There are 633 properties that will come due for Septic Maintenance in 2017. Letters will go out to these PPCA Members over the summer.
- **Code of Conduct Violation Update** – 1 Dog off leash complaint and 1 reckless driving.
- **Community Garbage** – No update at this time.
- **Sign Ordinance & Other Local Government Matters** – The Tobyhanna Township sign ordinance committee headed by Mike Christian is still in the process of reviewing and updating the ordinance. Updates will continue to be given.
- **Code of Conduct Revision** - Wendi discussed the revision done by the TTCA Board of Directors to their Code of Conduct that will change the dog on leash section of the Code to require dogs be on leashes at all times, year round. **On a motion made by Gale Smith Gosser, seconded by John Alexander, all were in favor of making this revision to the PPCA Code of Conduct as well.** The new Code of Conduct will be sent to all owners with the summer newsletter.
- The Board discussed the need for additional doggie stations throughout the Community. Locations will be identified and presented to the Board for review and purchase of doggie sanitation stations.
- The Board discussed the possibility of having cards printed listing the correct way to walk and bike on the roads in the PPCA. The Board agreed that education of walker's and biker's is necessary along with the speeding education that is currently provided. Wendi will look into getting these cards printed and to the Rangers prior to the summer season.

## VII. Adjournment

With there being no further business to discuss, the meeting was adjourned at 11:30AM. The next meeting of the PPCA Board of Directors will be held on Saturday, June 3, 2017 at 9:30 AM.

Respectfully Submitted,

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