

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
Saturday, July 22, 2017

- I. **Call to Order – The** meeting was called to order at 8:00AM by PPCA President Dominic Parisi. Board Members present were John Alexander, Mike Christian, Gale Smith-Gosser, 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 Gale Smith-Gosser, seconded by John Alexander, the minutes of the June 3, 2017 business meeting were approved with three corrections: BOT Member Kathy Hyatt, Mike Christian was absent, and correct the spelling of Dominic. All were in favor.**

- III. **Approval of Minutes, 2016 Annual Meeting – On a motion made by Mike Christian, seconded by Gale Smith-Gosser, all were in favor of approving the July 23, 2016 Annual Meeting Minutes with no corrections.**

- IV. **President’s Report** – Dominic updated the Board on the last Trustee meeting, and noted that the Trustees will be forming an audit committee to work with the auditors and review the final audited statements. One member of the PPCA will be on this committee.

- V. **Old Business**
 - **Financial Reports** – PPCA Treasurer Jim Hyatt reviewed the second Quarter end financial statements with the Board at length and the statements were accepted by the Board. The Lake Naomi Club Capital Reserve will be reviewed prior to the 2018 budget preparation by a Reserve Review Committee to be made up of 2 PPCA Board Members, 2 TTCA Board Members, 2 BOT Members and Management. A date will be set later in the summer.

 - **Collections Update** - The Board reviewed the Associations collection status as of June 30, 2017, end of second quarter. Of the 1740 billed properties, 1614 (93%) have paid the 2017 fees. Of the 126 properties that have not yet paid, 95 are improved and 31 are unimproved. 76 of the 126 owing, owe for only 2017. 15 of the 126 owe for 2016 and 2017. 5 of the 126 owe for 2015, 2016 & 2017, and 25 of the 126 owe for 4 plus years. The 25 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. Any 2017 fees not paid by the end of June will receive a letter that submission to the collection agency and added costs are pending if fees are not received within 30 days.

 - **Resale Certificates** - The Board reviewed the resale certificate list as of June 30, 2017. As of June 30, 2017, there were 41 resale Certificates prepared. 32 of those sales had closed, 8 closing pending and 1 deal fell through.

- **First Quarter Transfers** – The Board reviewed the list of the Second Quarter Transfers to be done based on the second quarter financial statements. A copy of the transfers is attached. **On a motion made by Mike Christian, seconded by Gale Smith - Gosser, all were in favor of approving the second Quarter Transfers. Annual Consent Calendar**
- The Annual Consent Calendar contained 6 items to be ratified as one motion. A copy of the consent calendar is attached. **On a motion made by Mike Christian, seconded by John Alexander, all were in favor of the Annual Consent Calendar approval as presented.**
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- **Septic Maintenance Program** – No update at this time.
- **Code of Conduct Violation Update** – The Code of Conduct continues to be a great tool for the Rangers and Management. The summer Code of Conduct warnings have been issued for the normal items, fireworks, barking dogs, noise, etc. There have been no repeat offenders.
- **Community Garbage** – The contract with County Waste will expire on July 1, 2017. Management met with County Waste and they have requested an increase of \$3,000 per month (26%) is needed due to the labor it takes to pick up garbage 60 feet back the driveway. County Waste is willing to forego an increase if the PPCA agrees to require all cans/bins be moved out to within 20 feet of the road. The PPCA directed management to request that the contract be continued until the end of 2017 so the request can be considered as part of the 2018 budget process and County Waste agreed to extend.
- **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.
- **Preparation for the Annual Meeting** – The Board reviewed the letters received from PPCA Members. Only two letters were received, both concerning township road issues. These issues will be referred to the township and Wendi will follow up.

The Board reviewed the annual data sheet and reviewed the PPCA 2016 Audited Statement in draft form. The PPCA had no issues with the draft and it will now be issued in final form.

- **Adjournment**

With there being no further business to discuss, the meeting was adjourned at 9:00AM. This meeting was followed by the Annual Meeting of the Membership at 9:00AM.

Respectfully Submitted,

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