

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
Saturday, June 3, 2017
As corrected

- I. **Call to Order – The** meeting was called to order at 9:30AM by PPCA President Dominic Parisi. Board Members present were John Alexander, Nancy Dressel, Gale Smith-Gosser, Steve Harker, Jim Hyatt and Dominic Parisi. Also present were BOT Member Kathy Hyatt and LNC General Manager Robert Jones, and Community Manager Wendi Freeman. Director Mike Christian was unable to attend the meeting.
- II. **Approval of Minutes - On a motion made by Steve Harker, seconded by Gale Smith-Gosser, the minutes of the February 25, 2017 business meeting were approved with one correction. All were in favor.**
- III. **Approval of Minutes, 2016 Annual Meeting – Tabled**
- IV. **President’s Report** – Dominic updated the Board on the last Trustee meeting. The Club is conducting a forensic audit of its financial statements that will be concluded by June 24 as a meeting is scheduled with LNC Members to discuss the Club’s financial situation and the plans for the Club to move forward. The Club has hired a new business manager, Kevin Lavelle who will also be working with the PPCA on business matters.
- V. **Old Business**
 - **Financial Reports** – PPCA Treasurer Jim Hyatt reviewed the first quarter financial statements with the Board at length and the statements were accepted by the Board. The Board will be working with Wendi and Kevin on the presentation of the statements as time goes on. Kathy Hyatt is continuing to work with the auditors in finalizing the PPCA 2016 audited statements. The final draft will be ready for the Boards review by the end of June. 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 March 30, 2017, first quarter. Of the 1745 billed properties, 1126 (65%) have paid the 2017 fees. Of the 619 properties that have not yet paid, 546 are improved and 73 are unimproved. 563 of the 619 owing, owe for only 2017. 18 of the 619 owe for 2016 and 2017. 8 of the 619 owe for 2015, 2016 & 2017, and 30 of the 619 owe for 4 plus years. The 30 seriously past due accounts have been submitted to either the collection agency or the PPCA’s attorney for collection. 14 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 March 31, 2017. As of March 31, 2017, there were 33 resale Certificates prepared. 22 of those sales had closed, 11 closing pending and 0 deals fell through.
- **First Quarter Transfers** – The Board reviewed the list of the First Quarter Transfers to be done based on the first quarter financial statements. A copy of the transfers is attached. **On a motion made by Gale Smith-Gosser, seconded by Steve Harker, all were in favor of approving the first Quarter Transfers.**
- **Septic Maintenance Program** – At this time 76% of PPCA improved Properties are compliant with their septic maintenance requirements. Those not in have been sent a letter of reminder and given 30 days to comply. Those not in compliance after that date will receive a fine of \$50. Due to the importance of septic management the Board discussed the increase of the fine for non-compliance. **On a motion made by Steve Harker, seconded by Gale Smith-Gosser, the PPCA Board voted all in favor of raising the septic maintenance program non-compliance fine to \$150, effective immediately.** There are 633 properties that will come due for Septic Maintenance in 2017. Letters will go out to these PPCA Members at the end of the summer.
- **Code of Conduct Violation Update** – One inappropriate conduct to staff members and one underage drinking/excessive noise.
- **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.
- **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.
- **Doggie Stations** - The Board discussed the need for additional doggie stations throughout the Community at their last meeting. Due to other time constraints, Wendi has not had the opportunity to compile a list of beneficial locations. This will be tabled until the next meeting.

VI. Adjournment

With there being no further business to discuss, the meeting was adjourned at 11:45AM. The next meeting of the PPCA Board of Directors will be held on Saturday, July 23, 2017 at 8:00AM. This meeting will be held at the Lake Naomi Clubhouse and will be followed by the Annual Meeting of the Membership at 9:00AM.

Respectfully Submitted,

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