

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
Saturday, October 8, 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 Steve Harker, the minutes of the Jul 22, 2017 business meeting were approved with two corrections. All were in favor.**
- III. **President's Report** – Dominic updated the Board on the last Trustee meeting, and noted that the Trustees will be considering a new type of Gold boat rental membership to alleviate some of the overcrowding at the marinas. \$300 will cover unlimited boat rentals at Club Beach. Management is still working on the administrative and operational side. The Trustees are also discussing a prepaid guest pass for older children of full family members at \$50 for a weekend. They are also considering the contribution of funds for a walking path in Timber Trails. Signs that indicate which side of the road to walk and ride will be purchased and installed prior to the 2018 season.

IV. **Old Business**

- **Financial Reports** – PPCA Treasurer Jim Hyatt reviewed the August 31, 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 August 31, 2017. Of the 1740 billed properties, 1651 (95%) have paid the 2017 fees. Of the 89 properties that have not yet paid, 67 are improved and 22 are unimproved. 13 of the 89 owing, owe for only 2017. 8 of the 89 owe for 2016 and 2017. 4 of the 89 owe for 2015, 2016 & 2017, and 16 of the 89 owe for 4 plus years. The 16 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 October 1, 2017. As of October 1, 2017, there were 67 resale Certificates prepared. 48 of those sales had closed, 17 closing pending and 2 deals fell through.
- **First Quarter Transfers** – The Board reviewed the list of the Third Quarter Transfers to be done based on the second 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 second Quarter Transfers.**

- **Septic Maintenance Program** – No update at this time.
- **Code of Conduct Violation Update** – None to report at this time.
- **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 has currently been tabled by the Township Supervisors pending further review and revision. Updates will continue to be given.
- **Review of Director Applications for 2018** – The Board reviewed three applications submitted for consideration.
- **2018 Operating Budget Review and Approval** – The Board reviewed 2 budget scenarios submitted by Management. After review and extensive discussion, a motion was made by Jim Hyatt, seconded by Steve Harker to approve the 2018 Operating Budget. The fees for 2018 will begin to increase the unimproved fee to be 60% of the Improved fee at \$436 per year and \$825 respectively.
- **Adjournment**

With there being no further business to discuss, the meeting was adjourned at 11:30AM.

Respectfully Submitted,

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