

**Pocono Pines Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Saturday, December 19, 2020**

**Call to Order** – The meeting was called to order at 9:30AM by PPCA President Steve Harker. Board Members present were John Alexander, Nancy Dressel, Steve Harker, Tom Hasselmann, Dominic Parisi, Gale Smith-Gosser and Fred Tomlinson. Also present was Community Manager, Wendi Freeman and Lake Naomi Club General Manager Robert Jones.

I. **Approval of Minutes** –

- **October 17, 2020 Business Meeting Minutes - On a motion made by Steve Harker, seconded by Nancy Dressel, all were in favor of approving the October 17, 2020 Business Meeting minutes with three corrections.**

II. **President's Report** – The Board was updated on the Trustee meetings and the Club's new temporary membership policies. The Club will permit temporary memberships 6 times per year with 4 of those being in season for each member. The club is comfortable with their decision although there has been some push back and will continue to monitor and adjust if needed. The Tobyhanna Township Supervisors continue to work on the Townships short term rental ordinance and all those interested in this issue should be encouraged to attend the Supervisor Meetings.

III. **Old Business**

- **Financial Reports/Collection Report** – The Board reviewed the October 31, 2020 Financial Statements. As of 10/31/2020 The PPCA had assets of \$399,945 including cash balances, accounts receivable less allowance for bad debt and prepaid insurance. The PPCA 10/31/20 liabilities totaled \$131,358 including monies due to LNC for contracted services and Capital Reserve, less the allowance for those unpaid. The 10/31/20 P&L included revenues totaling \$1,341,103 including assessment revenue, resale certificate revenue and income from fines. The expenses totaled \$1,196,311 (in line with budget) and the PPCA currently has revenues over expense of \$144,793 to pay the operating expenses through the end of the year.

The Operating Contingency Fund has assets (cash account) in the amount of \$166,949 and no liabilities or expenses at this time.

The Board also discussed the approved 2021 PPCA Operating Budget and the final 2019 Draft Statements. During the 2021 Budget review and approval, the PPCA Board anticipated a \$51,000 surplus for 2020, and also agreed that \$25,000 should be transferred to the PPCA Contingency account. **On a motion made by Nancy Dressel, seconded by Steve Harker, all were in favor of transferring \$25,000 from the PPCA Operating account to the PPCA Contingency Account.** (This transfer occurred in February 2021)

- **Collection Report** – The PPCA Board reviewed the collection data as of December 12, 2020 and will continue to monitor closely as the payments come in. The data reports that there are currently 63 PPCA Member out of the 1749 billed unpaid at this time. 25 of those owe only for 2020, 5 owe for 2019 and 2020, 11 owe for 3 years, 6 owe for 4 years and 16 owe for 5 plus years. 96.4% of all PPCA Members have paid their assessments
- **Resale Certificates** - The Board reviewed the resale certificate list as of December 12, 2020. AS of that date, there were 251 resale Certificates prepared. Resale number have taken a very sharp increase since the beginning of the Covid-19 pandemic and it appears that trend will continue.
- **Septic Maintenance Program** – No report at this time.
- **Code of Conduct Violation Update** – As there are higher that ever occupancy numbers in the Community, there are also many rental homes and issues do arise when rental homes become over-crowded and over noisy. Most calls to the Ranger staff end after a reminder of the Code of Conduct.
- **Review of 2021 Board Applications** – The terms of John Alexander, Nancy Dressel and Fred Tomlinson will expire at the end of 2020. All three incumbents have expressed their desire to serve another term. The Board must also fill the terms of retiring PPCA Board Members Gale Smith Gosser and Dominic Parisi. **On a motion made by Dominic Parisi, seconded by Steve Harker, all were in favor of appointing the three incumbents to another 3-year term on the PPCA Board.** In order to fill the two retiring seats, the Board reviewed the 5 Board applications received and interviewed all 5 candidates. After discussion and review the Board voted to appoint Clark Chandler and Mike Christian to the PPCA Board and extended their thanks and best wishes to retire PPCA Board Members Gale Smith-Gosser and Dominic Parisi.
- **Short Term Rental & Code of Conduct Discussion** –The Board discussed the short-term rental management in PPCA and the need to check tenants against the National and State Sex Offender Data Bases to ensure compliance with the PPCA Deed Restrictions. The Board unanimously agreed that a change to the Code of Conduct to include language regarding rental guests. The Board discussed the potential language, and a motion was made to approve the new document. **On a motion made by Nancy Dressel, seconded by John Alexander, all were in favor of the revised Code of Conduct to become effective January 2021.**
- **PPCA Collection Policy** – With the assistance of the PPCA attorneys, the Board reviewed a collection policy for all PPCA Members that will be followed for each delinquent account. **On a motion made by Gale Smith Gosser, seconded by Tom Hasselmann, all were in favor of the PPCA Collection policy.** The policy will be distributed to the PPCA Membership with the January newsletter.

#### IV. New Business

- **2021 PPCA Meeting Dates** – The PPCA 2021 Meeting dates were distributed for review.

- **Mail Service Challenges** – Wendi updated the PPCA Board on the challenges the community is facing regarding mail delivery. The local Pocono Pines Post Office has announced that all “no charge” po boxes will be discontinued stating the reason being that mail service is available in Lake Naomi, but the Club will not allow it. This is completely incorrect information. The history of this issue began when the community was formed and with only very few year-round residents at that time the US Post Service and the Developer agreed that no cost post office boxes would be more cost effective than having a carrier deliver to the few year-round homes. This has evolved over the years, especially in the past year, and there are many more full-time residents that desire mailboxes at their properties and daily delivery by the US Postal Service. Wendi has contacted the US Postal Service Office in Harrisburg and has found that as of 2018, an amendment to the US Postal Code changed the requirements for rural delivery and delivery to HOA’s and planned Communities would be to Cluster Box Units only, and the cost of purchasing those boxes is the responsibility of the HOA. They do not provide mail carrier services to HOA’s. The Board discussed the issue and as PPCA does not own land, the Club would need to be approached for a location for the Boxes. The US Postal Service also advised that the community purchase enough of the boxes and plan for any expansion. The Board tabled this issue and will discuss again at their next meeting.

**Adjournment** – With there being no further business at this time, the meeting was adjourned at 11:30pm. The next meeting of the PPCA Board of Directors is scheduled for Saturday February 13, 2021 at 9:30am.

Respectfully Submitted,

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