

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
Saturday, July 25, 2020

Call to Order – The meeting was called to order at 8:30AM by PPCA President Steve Harker. Board Members present were, John Alexander, Nancy Dressel, Gale Smith-Gosser, Steve Harker, Tom Hasselmann, Dominic Parisi and Fred Tomlinson. Also present was Community Manager, Wendi Freeman and Lake Naomi Club General Manager Robert Jones.

I. **Approval of Minutes** –

- **June 20, 2020 Business Meeting Minutes - On a motion made by Gale Smith-Gosser, seconded by Nancy Dressel, all were in favor of approving the June 20, 2020 Business Meeting minutes with no corrections.**

II. **President's Report** – The Board was updated on the Trustee meetings and the LNC COVID-19 Task Force meetings that are still taking place once a week. The BOT discussed keeping the no guest policy through Labor Day and decided it was in the best interest of the Club and Communities to do so. They also reviewed the financials through June, confirming that due to the COVID-19 shutdowns, anticipated Revenues were down, but Golf was doing well as was Tennis, and there were savings on payroll and labor. Resale Permit numbers and ARC permits at all time high and not appearing to slow down. Many new people coming into the community and increased construction through the end of the year and into 2021 is anticipated.

III. **Old Business**

- **Financial Reports/Collection Report** – The Board reviewed the May 31, 2020 Financial Statements. As of 5/31/2020 The PPCA had assets of \$723,852 including cash balances, accounts receivable less allowance for bad debt and prepaid insurance. The PPCA 5/31/20 liabilities totaled \$208,126 including monies due to LNC for contracted services and Capital Reserve, less the allowance for those unpaid. The 5/31/20 P&L included revenues totaling \$1,329,140 including assessment revenue, resale certificate revenue and income from fines. The expenses totaled \$937,209 (in line with budget) and the PPCA currently has revenues over expense of \$391,931 to pay the operating expenses through the end of the year.

The Operating Contingency Fund has assets (cash account) in the amount of \$166,850 and no liabilities or expenses at this time.

- **Collection Report** – The PPCA Board reviewed the collection data as of July 23, 2020 and will continue to monitor closely as the payments come in. The data reports that there are currently 128 PPCA Member out of the 1749 billed unpaid at this time. 78 of

those owe only for 2020, 14 owe for 2019 and 2020, 11 owe for 3 years, 8 owe for 4 years and 17 owe for 5 plus years.

- **Resale Certificates** - The Board reviewed the resale certificate list as of July 16, 2020. AS of that date, there were 93 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 than 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.

IV. **New Business**

- **2019 Audit** – It was reported that the Management has just received the Draft Statements and will disperse to the Boards upon review of the audit committee.
- **Review and Approval of the Annual Consent Calendar**- The Board reviewed the annual consent calendar. On a motion made by Fred Tomlinson, seconded by Dominic Parisi, all were in favor.
- **PPCA Annual Meeting 2020** – In preparation for the Annual Meeting of the Membership that followed this business meeting, the Board reviewed the Annual Data Sheet, the 2019 Annual Meeting Minutes and the questions received from the membership. Questions received included:
 - Short Term Rental Issues
 - Property Violations
 - Code of Conduct
 - Noise & Relaxation
 - Paving and Street Signage
 - Milage Rates
 - Request to allow free standing sheds

Adjournment - The meeting was adjourned at 9:30am. The Annual Meeting of the Membership commenced via Zoom at 10:00AM. The next meeting of the PPCA Board of Directors is currently scheduled for Saturday, October 10, 2020 and the agenda will include review of the 2021 Operating Budget (this meeting was later rescheduled to October 17, 2020 at 11:00AM).

Respectfully Submitted,

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