

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
Saturday, June 20, 2020

Call to Order – The meeting was called to order at 10:00AM 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** –

- **May 19, 2020 Business Meeting Minutes - On a motion made by Gale Smith-Gosser, seconded by John Alexander, all were in favor of approving the May 19, 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 taking place once a week. The Club will begin slowly opening the facilities and will open the Clubhouse at 50% occupancy as per the state regulations. The to go service will be moved to the Timber Trails Clubhouse to help with traffic coming and going from Club Beach and the Clubhouse. The Club will announce today that the Community Center will open for the fitness center and the pool at reduced occupancy. As this is uncharted territory a learning curve and some glitches are expected however the Club remains committed to the safety of the Membership while utilizing the amenities as much as possible.

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 June 17, 2020 and will continue to monitor closely as the payments come in. Considering the COVID-19 situation and slower than historical yearly, the Board also reviewed individual collection accounts as of June 17, 2020 and directed Management to send reminder letters to all those owning 2019 and 2020, and all other delinquent accounts

will be sent to the PPCA Attorney for collection efforts. The data reports that there are currently 190 PPCA Member out of the 1749 billed unpaid at this time. 131 of those owe only for 2020, 14 owe for 2019 and 2020, 11 owe for 3 years, 8 owe for 4 years and 12 owe for 5 plus years. The PPCA holds judgements against the 12 most seriously delinquent accounts and will met with council to determine the next steps. Wendi will process these accounts for collections as soon as possible.

- **Resale Certificates** - The Board reviewed the resale certificate list as of June 19, 2020. AS of that date, there were 62 resale Certificates prepared. 23 of those sales had closed, and 3 deals fell through and 36 sales were pending closing. Resale number have taken a very sharp increase since the beginning of the Covid-19 pandemic and we expect that trend to continue as people seek property location outside of the large metropolitan areas.
- **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.

IV. **New Business**

- **2019 Audit** – Due to the COVID-19 shut down the 2019 has begun remotely and will certainly be delayed slightly until the accounting staff can get back into the office to supply the auditors the necessary data.
- **PPCA Annual Meeting 2020** – the Board again discussed the 2020 PPCA Annual meeting in reference to a venue, topics and a speaker. This will be discussed further as the meeting date approaches and the Annual Meeting will be announced to the membership featuring a Zoom webinar format.
- **Effects of COVID-19** – The board spoke with the Lake Naomi Club’s General Manager about the plans for the summer operating schedule, expenses vs revenues and other budgeting issues.
- **Other discussion items** – The Board also discussed the code of Conduct and the loose dogs being reported, along with blue tarps, unkept properties and escalating speed issues along with challenges with those walking and biking. The new educational signs that direct those walking and biking to the correct sides of the roads have arrived and the township has given the PPCA approval to remove the Drive Like Your Kids Live Here signs and replace with the State Law signs. Installation will begin shortly.

- V. **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 Saturday, July 25, 2020 at 8:30AM and the Annual Meeting of the Membership will follow at 10:00AM.

Respectfully Submitted,

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