

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
Saturday, May 16, 2020

Call to Order – The meeting was called to order at 10:00AM by PPCA President Steve Harker. Board Members present were, 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** –

- **January 11, 2020 Business Meeting Minutes - On a motion made by Nancy Dressel, seconded by Fred Tomlinson, all were in favor of approving the January 11, 2020 Business Meeting minutes with one correction.**
- **July 20, 2019 Annual Meeting Minutes – On a motion made by Gale Smith-Gosser, seconded by Tom Hasselmann, all were in favor of approving the July 20, 2019 Annual 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. Considering all the unknowns about how the Club will operate this season due to COVID-19, all international staffing has been cancelled. Short term rental will be permitted according to Government regulations; however, the Club has decided that it will only allow temporary membership at a minimum of 30 days. Currently unknown is how the Club will staff the Community Center and the pools once permitted to open, with staff safety being a concern. The tennis building is approximately 2 months behind due to the work stoppage.

III. **Old Business**

- **Financial Reports/Collection Report** – The Board reviewed the year end 2019 Financial Statements as presented. As of 12/31/2019 The PPCA had assets of \$172,272 including cash balances, accounts receivable less allowance for bad debt and prepaid insurance. The PPCA 12/31/19 liabilities totaled \$48,477 including monies due to LNC for contracted services and Capital Reserve, less the allowance for those unpaid. The 12/31/19 P&L included revenues totaling \$1,284,611 including assessment revenue, resale certificate revenue and income from fines. The expenses totaled \$1,233,149, and the PPCA ended the year slightly under budget.

The Board also reviewed the financial statements for the first quarter ending March 31, 2020. Assets totaling \$1,487,985 included cash accounts, Accounts Receivable less allowance for bad debt and prepaid insurance. Liabilities totaled \$852,356, including monies owed to the Lake Naomi Club for Contractual Services and Capital Reserve. The 3/31/20 P&L recorded revenues of \$1,327,490 including assessments, resale certificate income and fine income. The Expenses totaled \$814,655, and as of March 31, 2020 the PPCA expenses are slightly under the projected budget.

- **Collection Report** – The PPCA Board reviewed the collection data as of March 31, 2020 and will continue to monitor closely as the payments come in. Considering the COVID-19 situation, the Board also reviewed individual collection accounts as of May 15, 2020. The data reports that there are currently 472 PPCA Member out of the 1749 billed unpaid at this time. 356 of those owe only for 2020, 15 owe for 2019 and 2020, 11 owe for 3 years, 8 owe for 4 years and 11 owe for 5 plus years. The PPCA has submitted many to the attorney for collection and approved a letter to be sent with the May statements. **A motion was made by Nancy Dressel, seconded by Fred Tomlinson, all in favor, to send any accounts unpaid for 3 plus years to the attorney for collection.** Wendi will process these accounts for collections as soon as possible. The Board requested that the PPCA's attorney be invited to the July meeting to discuss possible collection remedies with the Board.
- **Resale Certificates** - The Board reviewed the resale certificate list as of May 1, 2020. AS of that date, there were 29 resale Certificates prepared. 14 of those sales had closed, and 2 deals fell through and 13 sales were pending closing.
- **Septic Maintenance Program** – Data is still being compiled but the Board reviewed what has been entered at this time.
- **Code of Conduct Violation Update** – None to report at this time.
- **Governance** - The Governance Structure program has been tabled at this time as TTCA is not in favor of moving forward with the proposed structure of combining all three entities as one.

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 discussed the 2020 PPCA Annual meeting in reference to a venue, topics and a speaker. This will be discussed further at the next meeting as hopefully the Board will know more about the COVID-19 reopening schedules.
- **Board Terms** – At the end of 2020 the terms of John Alexander, Nancy Dressel and Fred Tomlinson will expire. All three of those Directors have expressed interest in serving another term.
- **Effects of COVID-19** – The board spoke with the Lake Naomi Club's General Manager about the plans for a 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.

- V. **Adjournment** - With there being no further business to discuss, the meeting was adjourned at 11:32AM. The next meeting of the PPCA Board of Directors will be scheduled for June and the date once agreed upon will be announced.

Respectfully Submitted,

Wendi Freeman, CMCA, PCAM
Association Manager

