

**Pocono Pines Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Saturday, October 17, 2020**  
**As Corrected**

**Call to Order** – The meeting was called to order at 11:00AM by PPCA President Steve Harker. Board Members present were John Alexander, Nancy Dressel, Steve Harker, Tom Hasselmann, Dominic Parisi and Fred Tomlinson. Also present was Community Manager, Wendi Freeman and Lake Naomi Club General Manager Robert Jones. Director Gale Smith-Gosser was unable to attend the meeting.

I. **Approval of Minutes** –

- **July 25, 2020 Business Meeting Minutes - On a motion made by Dominic Parisi, seconded by John Alexander, all were in favor of approving the July 25, 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 continue to take place once a week. The BOT discussed keeping the no guest policy through Thanksgiving and decided it was in the best interest of the Club and Communities to do so.

III. **Old Business**

- **Financial Reports/Collection Report** – The Board reviewed the August 30, 2020 Financial Statements. As of 8/30/2020 The PPCA had assets of \$503,478 including cash balances, accounts receivable less allowance for bad debt and prepaid insurance. The PPCA 8/30/20 liabilities totaled \$137,727 including monies due to LNC for contracted services and Capital Reserve, less the allowance for those unpaid. The 8/30/20 P&L included revenues totaling \$1,335,597 including assessment revenue, resale certificate revenue and income from fines. The expenses totaled \$1,093,639 (in line with budget) and the PPCA currently has revenues over expense of \$241,958 to pay the operating expenses through the end of the year.

The Operating Contingency Fund has assets (cash account) in the amount of \$166,892 and no liabilities or expenses at this time.

- **Collection Report** – The PPCA Board reviewed the collection data as of October 15, 2020 and will continue to monitor closely as the payments come in. The data reports that there are currently 82 PPCA Member out of the 1749 billed unpaid at this time. 41 of those owe only for 2020, 7 owe for 2019 and 2020, 11 owe for 3 years, 6 owe for 4 years and 17 owe for 5 plus years. 95.3% of all PPCA Members have paid their assessments

- **Resale Certificates** - The Board reviewed the resale certificate list as of October 16, 2020. AS of that date, there were 212 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.

#### IV. **New Business**

- **Review & Approval of the 2021 PPCA Operating Budget** – Management presented the draft PPCA Operating Budget to the Board. After heavy discussion and line-item questions were answered, the 2021 PPCA Operating Budget was approved in the amount of \$1,363,767. **Motion to accept made by Dominic Parisi, seconded by Fred Tomlinson, all were in favor. The improved fee for 2021 will be \$815, unimproved \$595.**
- **Review of 2021 Board Applications** – The Board reviewed the applications received to date and the terms expiring at the end of 2020. The terms of John Alexander, Nancy Dressel and Fred Tomlinson will expire at the end of the year. All three incumbents expressed desire to serve another term.
- **Short Term Rental Discussion** –The Board discussed the short-term rental management in PPCA and will continue to discuss management of the rentals in conjunction with the Lake Naomi Club. The PPCA would require a deed restriction amendment which would require a 67% vote **of those eligible to vote**, or 1200 PPCA Members to vote in favor. Deed Restriction amendments can be very time consuming and costly and the Board decided to consider a revision to the PPCA Code of Conduct to increase fines for bad rental homes and to develop a tracking method to check rental guests against the Megan’s Law Listing to ensure Deed Restriction compliance. The Board will continue to work on this issue and further discussion will resume at the next meeting.
- **Discussion** – With the Board applicant interviews being scheduled for the next PPCA Business Meeting, Steve asked the Members of the Board to come up with some uniform interview questions.

**Adjournment** – With there being no further business at this time, the meeting was adjourned at 12:30pm. The next meeting of the PPCA Board of Directors is scheduled for Saturday 12/12/20 at 9:30AM. (The meeting was later postponed due to a scheduling conflict with the LNC Board of Governors to Saturday, 12/19/20 at 9:30am.)

Respectfully Submitted,

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