

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
July 31, 2021
Approved by the PPCA BOD 8/19/21

Call to Order – The meeting was called to order at 8:03AM by PPCA President Steve Harker via Zoom. Board Members present were John Alexander, Nancy Dressel, Steve Harker, Tom Hasselmann, and Fred Tomlinson. Also present was Community Manager, Wendi Freeman and Lake Naomi Club General Manager Robert Jones. Directors Clark Chandler and Mike Christian were unable to attend.

I. **Approval of Minutes** –

- **May 1, 2021, Business Meeting Minutes** - On a motion made by John Alexander, seconded by Fred Thomlinson, all were in favor of approving the May 1, 2021, Business Meeting minutes with no corrections.

II. **President's Report** – President's comments were made during discussion of Agenda Items.

III. **Old Business**

- **Financial Reports/Collection Report** – The Board reviewed the June 30, 2021 Financial Statements. As of 6/30/2021 The PPCA had total assets of \$743k. and total liabilities of \$51k including monies due to LNC for Capital Reserve, less the allowance for those unpaid and monies due to LNC for Contractual Services. The 6/30/2021 P&L included revenues totaling \$1,406,583. including assessment revenue, resale certificate revenue and income from fines. The expenses totaled \$1,071,315, which is currently over budget by \$56,763 attributed primarily to legal fees. The PPCA Contingency Fund had a balance of \$166,892 as of 6/30/21. It is the Board's goal to fund the Contingency Reserve to \$500,000 based on the cost to clean up the ice storm in 2005. Steve requested that management provide a history of the Contingency Fund contributions over the last several years as per the approved budgets. Wendi will request that information from accounting and provide to the Board at their next meeting.

- **Collection Report** – The PPCA Board reviewed the collection data as of 6/30/2021. The data reports that there are currently 100 PPCA Member out of the 1751 billed unpaid at this time. 63 of those owe only for 2021, 9 owe for 2020 and 2021, 2 owe for 3 years, 7 owe for 4 years and 19 owe for 5 plus years.

The Board, having previously approved a Collection Process Policy, was given a report that as per the Policy, all unpaid PPCA Members had been assessed a one-time yearly collection fee of \$50, and a 1.25% late fee monthly on the balance due. Late fees will continue to accrue on these accounts until paid.

- **Resale Certificates** - The Board reviewed the resale certificate list as of July 29, 2021. As of that date, there were 99 resale Certificates prepared for PPCA properties, and 16 for TTCA properties. As the resales prepared for 2020 totaled 321, adding the 115 for total new homeowners since the beginning of 2021, there is approximately 436 new homeowners in the LN-TT Community since the beginning of the COVID-19 pandemic. The Board asked Management how many of those have joined the Club. Management will provide the Board the information.

- **Septic Maintenance Program** – Due to other demands on the staff, the septic report needs to be updated and the inspection reports from the last few months entered. Wendi reported that a ballpark for compliance rate is around 83% but will continue to get the files updated and a report to the Board. All new Members are notified in the Resale Certificate prior to

closing if the septic on the property they are purchasing has not been pumped or inspected as per the PPCA plan to monitor septic health.

- **Code of Conduct Violation Update** – Wendi reported that the rental homes on Trout Court and Sweet Briar continue to be an issue. Both properties have received fines for their conduct issues.

Wendi also reported that the Club has hired Barbara Nichols to the newly created Covenants Enforcement Coordinator position. Barbara came on board approximately 3 weeks ago and has begun to inspect properties, respond to neighbor concerns and has been sending letters to folks introducing herself and letting them know they have property violations. Urgent items for Barb include trash cans, excessive lighting, unkempt properties, abandon/unregistered cars, and several other various violations.

The Board discussed the finalizing of the revised Code of Conduct as approved by counsel. The remaining item to complete the document is a Tiered fine schedule applied to each category, making fines higher for hazardous behavior such as fireworks.

- **STR Committee Meeting Update** – The PPCA STR Committee, comprised of Mike Christian, Nancy Dressel and Clark Chandler along with the TTCA STR Rental Committee have engaged an outside firm to survey the PPCA and TTCA Membership regarding their property usage, their thoughts regarding short term rental usage and based on that data to consider the possibility of amending the PPCA and TTCA deed covenants to regulate short term rentals in the communities. The Board unanimously agreed to fund 1/3 of the cost of this project, not to exceed 10,000. The TTCA and the Lake Naomi Club will also each fund 1/3 of this project to get the Members opinions. **On a motion by Mike Christian, seconded by Nancy Dressel, all were in favor of an allowance of up to \$10,000 for this project.**

ARC Standards & Requirements Re-Write/Update of Document – The ARC has finished a draft of the new ARC S&R's and will be providing to the Association Boards and the Trustees for review in the next week or so. The ARC S&R's have not been updated since 2007 and many things have changed since that revision and need to be addressed. The Boards are asked to read the revised document and provide their comments and suggestions to the ARC.

IV. New Business

- **Annual Meeting Preparation** - The Board discussed the Annual Meeting Agenda, the data sheets and the questions that had come to the Board prior to the meeting.

Adjournment – With there being no further business at this time, the meeting was adjourned at 9:40am. The next meeting of the PPCA Board of Directors is scheduled for Saturday October 9, 2021, the time will be announced at a later date. The Board will reconvene for the Annual Meeting of the Membership at 10:00AM this date.

Executive Session – The Board met in executive session

Respectfully Submitted,

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

Code of Conduct Revision Committee:

John Alexander

Tom Hasselman

Steve Harker

STR Committee:

Clark Chandler

Mike Christian

Nancy Dressel

Fred Tomlinson

LNC/PPCA Service Agreement Committee:

Mike Christian

Nancy Dressel

Steve Harker