



# The Pines



VOL. XVI ISSUE 1

Newsletter of the Pocono Pines Community Association, Inc.

JANUARY 2021

## A Message From Your Board

We want to first wish all of you a Happy and Healthy New Year for 2021! While we can all agree that we are glad to see 2020 in the rearview mirror, the year brought many changes for Lake Naomi - Timber Trails. Between April 2020 and December 31, 2020, the Community welcomed 350+ new property owners. Within this newsletter we will provide some necessary information for those new homeowners and reminders for the veterans!

Recently the PPCA Board of Directors announced a revised Code of Conduct and a letter explaining the revisions. The revisions include a new Section K - Rentals to ensure that the PPCA is aware of all occupants of homes in our Community. This will allow us to monitor that there are no Tier III sex offenders occupying our homes, in accordance with our deed restrictions. It also requires that tenants, visitors and guests know and comply with the PPCA Code of Conduct, Bylaws and Deed Restrictions. The Board has received welcomed feedback regarding the new policies and has been meeting regularly to work out some of the bumps. A new revision and the necessary forms will be sent shortly. The PPCA Board of Directors is confident that if all our occupants adhere to the Code of Conduct our Community will remain safe and continue to thrive.

The PPCA Board welcomes questions and encourages input from the Membership. Please direct any questions or concerns to PPCA Manager Wendi Freeman, [wfreeman@lakenaomiclub.com](mailto:wfreeman@lakenaomiclub.com).

## 2021 Budget and Billing Information

Enclosed you will find your 2021 PPCA Assessment Invoice. The assessment is \$815 for improved properties and \$595 for unimproved properties.

As Management prepared the budget, an in-depth analysis of the three Contracted Services (Security, Administrative and Maintenance) that are provided and billed to the PPCA by the Lake Naomi Club were made using payroll reports, work logs and actual time spent for each entity that the Lake Naomi Club services, (the PPCA, the TTCA and the 940 Sewage Association). The respective Boards reviewed the proposed budgets along with the analysis and approved the operating budgets for 2021. As part of this analysis Management was asked to prepare a list of the services that each category provides to the PPCA.


Contracted Services: Maintenance includes litter patrol, and some roadside work that is needed above and beyond what the township provides. An example of this is when a tree comes down across a township road. The Township will come and cut the tree, removing it from the road surface to the side. In order to maintain a better aesthetic, the Maintenance Department will remove those trees.

Contracted Services: Security includes, 24/7 community patrols, call response, medical assistance, alarm calls, yearly property inspections, etc. (see also page 4 for a full list).

Contracted Services: Administrative. The Administrative staff individually tracked their hours so a more detailed and accurate cost for each entity could be determined. A list was compiled of the duties of the Admin Staff. The staffing includes 15 employees with the office opened 7 days a week in season and 6 days a week off season. Included are the Club's General Manager, the Club's Assistant Manager, the Community Association Manager, the Chief Financial Officer, and the Manager of IT, all of who play a supervisory role to support staff and are the liaisons to several Boards and Committees. The Administrative Support Staff handle all day-to-day business for the Lake Naomi Club, the Pocono Pines Community Association, the Timber Trails Community Association, and the 940 Sewer Association. Day to day business includes receptionist duties for the Admin office, all Architectural issues, new construction, permitting and neighbor disputes, etc.

The Operating Budgets also contain other costs such as insurance, audit fees, printing and mailing, speed control, wildlife management, utilities, etc. While the services listed do not cover everything, the PPCA is hopeful that this gives you some insight into how your PPCA assessment is used.

If you have any questions regarding the PPCA Budget or the services provided, please always feel free to contact the PPCA Manager Wendi Freeman at any time, [wfreeman@lakenaomiclub.com](mailto:wfreeman@lakenaomiclub.com)!

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**Enclosures:** PPCA Invoice, 2021 PPCA Operating Budget, Superior Plus Flyer

# The Pines

Address:

PO Box T, 122 Route 423

Pocono Pines, PA 18350

Phone: (570) 646-9191

Fax: (570) 646-5796

## PPCA, Inc.

### BOARD MEMBERS:

John Alexander

Clark Chandler

Mike Christian

Nancy Dressel

Steve Harker

Tom Hasselmann

Fred Tomlinson

### Annual Meeting

July 31, 2021

Venue to be Announced

10:00 am Meeting

### Association Manager:

Wendi Freeman, CMCA, PCAM

Email:

[wfreeman@lakenaomiclub.com](mailto:wfreeman@lakenaomiclub.com)

## PPCA Board Sets Delinquent Assessment Policy

As per the PPCA Deed Restrictions and By-Laws, all property owners are responsible for the expenses of the PPCA. These expenses, as explained in the article on Page 1, are billed to each owner and each owner is expected to remit their assessment. Compared to the national averages for HOA collections the PPCA along with its legal counsel does very well collecting these assessments.

There are however approximately 3% of PPCA property owner's delinquent in their responsibility at this time. The PPCA Board along with its legal counsel have approved a collection policy that is effective immediately:

### PPCA Collection Procedure Policy For Annual Assessments

January/February - Billing of annual PPCA assessments, due upon receipt. Must be paid in full prior to Club Membership Activation.

March 1 - Reminder Statements to Unpaid Accounts

June 1 – Delinquent notice to Owner. A one time late fee of \$50.00 will be imposed at this time and the account will begin to accrue interest at a rate of 1.25% monthly (15% annually).

July 1 – Reminder notice/statement to Owner

August 1 –PPCA submits the case to a collection agency. The PPCA is charged about 1/3 of the total delinquency collected by the agency. These additional charges will be added to the delinquent unit owner's account.

November 1 - PPCA commences collection activity through its counsel, with delinquent owner responsible for all attorneys' fees and court costs. PPCA, upon the entry of a judgment, reserves the right to engage any collection remedy, including:

- o Real property execution;
- o Personal property execution
- o Garnish bank accounts
- o Sequester rents
- o Transfer judgment to other jurisdiction for enforcement

The PPCA takes collecting its assessments very seriously. It is not fair to all our Members who pay on time to be penalized by the few who do not comply.

### It is prudent to pay on time!!

Please contact Wendi Freeman, [wfreeman@lakenaomiclub.com](mailto:wfreeman@lakenaomiclub.com), if you need assistance.

## Please! We Need Your EMAIL Address!!

The PPCA sends out important information to its Membership via E-Blast on a regular basis. If you are not receiving email from the PPCA it is because we do not have your email address on file. The PPCA e blasted this newsletter prior to its arrival to you via US Mail. If you did not receive that e blast, please email Community Manager Wendi Freeman at [wfreeman@lakenaomiclub.com](mailto:wfreeman@lakenaomiclub.com) and she will update or add your email address information!



## Thank You for your Service!

The PPCA would like to thank retiring Board Members Gale Smith-Gosser and Dominic Parisi for many years of service as Directors to the PPCA Board. Your dedicated efforts and many contributions are greatly appreciated and your happy Zoom faces will be missed! The PPCA received 5 applications to fill the seats of Gale and Dominic. All applicants were interviewed, and each had many qualities that would serve the PPCA well. After much consideration, the PPCA Board of Directors is pleased to welcome Clark Chandler and Mike Christian for a three-year term. The PPCA accepts Board Nominee applications through November 1, 2021 and starts the interview process in late November. If you are interested in obtaining an application, please contact Wendi Freeman @ [wfreeman@lakenaomiclub.com](mailto:wfreeman@lakenaomiclub.com).

## PPCA SEPTIC

As you are aware the PPCA has a **5 year** Septic Maintenance program (for non lake/non stream front properties) and a **3 year** septic program (for all lake front and stream front properties) to maintain clean drinking water, ground water and lake quality. Lake Naomi Lots have on-site septic systems. This means that everything that goes down your drains goes in your yard. Solid wastes go into a tank on your property and sink to the bottom where hopefully they are biodegrading naturally. The liquid wastes are pumped from that tank into a septic bed on your property, (or for 153 home owners, it is pumped into the 940 septic bed) where they filter through the system and become ground water. In order to insure that the filtered product is healthy for our environment, and our lakes and streams you must have your tank inspected periodically. An inspection is done to check the level of solid waste (sludge) in your tank. If the level is too high, the solid waste will get pumped out into your septic bed and it will become clogged & will malfunction. Currently a new septic bed can cost in the vicinity of \$25,000 or more. A simple inspection is under cost of \$100. What a great insurance policy! Reminder letters will be sent to those who have exceeded their inspection period. Lake Naomi Preferred Septage Inspectors and Haulers are Gotta Go Septics at 570-839-9228 and All State Septic at 610-498-3111, however any Monroe County Approved Septage Hauler of your choice can be used. Please mention that you are from Lake Naomi to receive the preferred rate and both companies have the forms required by the PPCA. **Please send a copy of the invoice for the PPCA records.**

Also, as families now congregate more at home, and the rental groups coming to our community are increasing significantly, please be aware of the occupancy limitations of your septic system. It is only designed to hold so much! Occupancy limitations are based on the number of bedrooms your home was approved for by the Township. A septic design & permit exists for your home. If you are unsure of your septic capabilities, please contact Tobyhanna Township and find out!

Over taxing your septic system puts everyone at risk of contaminated ground water, affecting our drinking water and the quality of our lakes. So important!

## Road Maintenance

Tobyhanna Township has asked that we pass along this reminder regarding road maintenance and snow plowing on Lake Naomi Roads. As you are aware, the roads in Lake Naomi are owned and maintained by Tobyhanna Township. Not only does the Township own the paved area of the road they also own the shoulder area, referring to it as the Township Right-of-Way. In most cases your property line is anywhere from 5 to 15 feet back from the paved area of the road. The township would like to remind all property owners not to place any type of private property including landscaping, signs, bear bins, light posts, etc. in the right of way area. Also included in this category is your new address sign! During road maintenance and snow plowing these items may become damaged. The township is not liable for damage to personal property in the Township Right-of-Way. Residents are also reminded not to park cars in the Right-of-Way during the months when snowstorms are possible. If you are not sure of what the Right-of-Way is for your road, please contact the Township Office.

## ARC Permit Reminder

Since the outbreak of Covid-19 the resales and permit requests have skyrocketed. We thank those who follow the permit process and appreciate your ongoing commitment to the Lake Naomi-Timber Trails Community. Unfortunately, there are many property owners doing exterior work without a permit. Many residents are planning projects and renovating their spaces to accommodate stay-at-home lives since they are making LN-TT their primary residence or spending more time here.

Please remember that all exterior projects, painting, roofing, siding, landscape, tree removal, additions, garages, decks, driveway stone, etc. require ARC approval and a permit. Everyone receives the ARC Standards and Requirements at closing. You can also find a copy listed on the public side of the website under Association News. The application for the permits can be found here too. Please refer to the S&R's and present permit application prior to any exterior work!

If you have questions regarding what can and cannot be done, please email Wendi Freeman at [wfreeman@lakenaomiclub.com](mailto:wfreeman@lakenaomiclub.com). Please do not schedule a contractor prior to submission of permit application. With the increased submissions, permits are taking minimum of 14 days for review and permit posting if approved. It isn't fair to those waiting to be asked for an instant permit because the contractor is coming tomorrow. This does not pertain to emergency repairs or work. Certainly, if you have a hole in the roof or a tree hit the house, Wendi will do everything she can to expedite your requests.

The Architectural Standards and Requirements are in place to maintain the beautiful community that we all treasure. You are expected to abide by them as is your neighbor. If you see work being done without a permit or something that you believe is not right, either call the Administrative Office or send Wendi an email. If everyone works together the tranquility of the community will be preserved.

## Safety Services.....A Year End Review!

The Safety services Department continues to be an asset to the Lake Naomi-Timber Trails Community by providing 24-hour Community patrols (76,071 miles in total), crime prevention, random property checks and property owner assistance. The Patrol Rangers are all medically trained and are always first on scene when a medical or ambulance call comes in. They are highly respected by not only the local ambulance personnel but also by the Regional Police Department and the Fire Departments. The Patrol Ranger Program consists of 15 employees, including Chief Ranger John Lamberton, full time Rangers Brett Altemose, Andrew Bird, Kevin Clark, Patrick Ednie, Bob Goin, and Tom Jaeger along with 6 to 8 part time Rangers depending on the season. Ranger Pat Ednie will be back again to work the Kids Club Program for the summer season at the Community Center. The Patrol Rangers completed 1944 random property checks in 2020. During these foot patrols, properties are checked randomly for things such as open doors and windows, suspicious activity and architectural violations. The Rangers also completed 4757 paid house checks for those choosing to contract for different levels of service such as interior house checks, heat adjustment, etc. at an additional cost. Along with these scheduled activities, the Patrol Rangers are also on 24-hour call to Pocono Pines homeowners. The activity of the Patrol Ranger Program for 2020 was as follows:

Automatic Alarms	224 calls	Suspicious Vehicle or Individuals	144 calls
Burglaries	0 calls	Code of Conduct Related ( <i>Renter/Owner</i> )	236 calls
Vandalism	5 calls	Theft	5 calls
Trespassing	389 calls	Traffic Accidents	23 calls
Game Law Violation	0 calls	Ambulance/Fire Calls/First Aid	247 calls
Property Owner Assistance	1454 calls	Dog/Animal Problems	136 calls
Gatehouse/Dispatching Assistance	309 calls	Boat Issues	32 calls
Police Assists	124 calls	ARC Inspections	196 calls
Contractor Related Complaints	42 calls	Assist LNC Departments	1315 calls
		<b>Totals</b>	<b>4881 calls</b>

### Contractor Hours

Contractor hours have been established in Lake & Timber Trails as a means of attempting to Reach a happy medium between the needs of various Contractors to get their work completed and the needs of existing residents to enjoy their homes. The following are the hours when the Contractors are currently permitted in the Communities:

\*CONTRACTORS ARE NOT PERMITTED IN LAKE NAOMI-TIMBER TRAILS  
ON SATURDAYS BETWEEN JUNE 26, 2021 AND LABOR DAY,  
OR ON ANY OF THE FOLLOWING DESIGNATED HOLIDAYS:

New Year's Day	- Friday, January 1 <sup>st</sup>
Martin Luther King Day	- Monday, January 18 <sup>th</sup>
Saturday of President's Weekend	- Saturday, February 13 <sup>th</sup>
President's Day	- Monday, February 15 <sup>th</sup>
Saturday of Easter Weekend	- Saturday, April 3 <sup>rd</sup>
Saturday of Memorial Day Weekend	- Saturday, May 29 <sup>th</sup>
Memorial Day	- Monday, May 31 <sup>st</sup>
Labor Day	- Monday, September 6 <sup>th</sup>
Saturday of Columbus Day Weekend	- Saturday, October 9 <sup>th</sup>
Columbus Day	- Monday, October 11 <sup>th</sup>
Thanksgiving Day	- Thursday, November 25 <sup>th</sup>
Christmas Eve	- Thursday, December 2 <sup>nd</sup>
Christmas Day	- Friday, December 25 <sup>th</sup>
New Year's Eve	- Friday, December 31 <sup>st</sup>