

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
July 30, 2022
Approved October 29, 2022

Call to Order – The meeting was called to order at 8:30AM by PPCA President Nancy Dressel. Board Members present were John Alexander, Clark Chandler, Mike Christian, Nancy Dressel, Todd Gelb, Anne Lazarus and Fred Tomlinson. Also present was Community Manager, Wendi Freeman and Lake Naomi Club General Manager Robert Jones.

- I. **Approval of Minutes – April 30, 2022, Business Meeting Minutes – On a motion made by Clark Chandler, seconded by Anne Lazarus, all were in favor of approving the minutes as presented.**

- II. **Presidents Report** – PPCA President Nancy Dressel reported on items from the most recent Trustee Meeting including Membership numbers, updates on pool repairs, golf course irrigation issues, kid's camp updates and the re-writing of the Club's Code of Conduct.

- III. **Old Business**
 - **PPCA Financial Report** – The PPCA Board reviewed the presented financial statements as of June 30, 2022. The PPCA Operating Balance sheet indicated assets in total of \$952,713. This included \$843,500 cash in the bank and receivable net of allowance in the amount of \$109,293. PPCA Operating Liabilities totaled \$447,265, including fees do to LNC as per the 2022 Operating Budget. The PPCA Operating P&L indicated Revenues through 6/30/22 in the amount of \$1,445,769, and expenses as of 6/30/2011 in the amount of \$1,023,560, which is in line with the PPCA 2022 Operating Budget. A summary copy of the Balance Sheet and the P&L were presented to the Board, and **on a motion by Ann Lazarus, seconded by Todd Gelb, the summary will be posted to the web site as part of these minutes.**

 - **Collection Report** – The PPCA Board reviewed the collection data as of 06/30/2022. The Data showed that as of 6/30/2022, 1664 PPCA members had paid their 2022 PPCA Assessment. Of the 90 PPCA Members unpaid as of 6/30/2022, 66 are improved properties and 24 are unimproved properties. Of the 90 unpaid, 58 owe for only 2022 fees. The remainder are considered delinquent and collection actions are being taken.

 - **Resale Certificates** - The Board reviewed the resale certificate list as of July 25, 2022. As of that date, there were 55 resale Certificates prepared for PPCA properties. Resale requests are down significantly from 2020 and 2021 as it appears home inventory is in Lake Naomi is exceptionally low.

 - **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 86% 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. Management is hopeful the PPCA Septic program will be updated completely during the fall and winter months and reminder letters will be sent to those not in compliance in late winter, early spring.

 - **Code of Conduct Violation Update** – No update at this time.

 - **STR Survey Committee Update** – No update at this time.

- **PPCA Revised Code of Conduct 2022** – The Code of Conduct Revision Committee met in the spring to discuss releasing a final updated document that will revise Section 7 of the code of Conduct. The committee discussed language regarding stricter noise regulation language. The committee had asked that Ranger Chief John Lamberton and Covenants Enforcement Coordinator Barbara Nichols also review the document for any comments or suggestions. The document is still in preparation for Board review and will be an agenda item at the October meeting.
- **LNC-PPCA Service Agreement** – No update at this time.

IV. New Business

- **Other Board Discussion** - The Board discussed the Club's web site and the availability of HOA information for the PPCA. While there is not currently a way for PPCA owners to address the PPCA Board directly, questions received on the Lake Naoi Club forum are sent to the Association Manager and the General Manager for review and the answers are published. Management will continue to work to get a private forum area for the PPCA and in the meantime will create and publish a PPCA Information email address that will be listed and available to PPCA Members. The emails sent to this address will automatically forward to the Association Manager and the PPCA Board President.
- **Annual Meeting Review & Preparation** – The PPCA Annual Meeting of the Membership will follow this date at 10:30am. The Board reviewed the agenda and the questions received by PPCA Members. The questions will be read and answered at the Annual Meeting which will be presented via Zoom at 10:30am.

Adjournment – With there being no further business at this time, the meeting was adjourned at 9:43am. The next business meeting of the PPCA Board of Directors is scheduled for October 2022 for the review and approval of the 2023 Operating Budget and other business items.

Respectfully Submitted,

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

Code of Conduct Revision Committee:

John Alexander
 Nancy Dressel
 Clark Chandler

STR Committee: (revised Monday, January 17, 2022 at Joint STRS Review Meeting)

Mike Christian
 Nancy Dressel
 Anne Lazarus

LNC/PPCA Service Agreement Committee:

Mike Christian
 Nancy Dressel
 Anne Lazarus

ARC S&R Re-Write Review Committee (Need to appoint replacement for TH)

Nancy Dressel
 (Need to replace TH)

Summary of June 30, 2022 PPCA Financial Statements
 Unaudited and subject to change

BALANCE SHEET 6/30/2022

Assets:			
Cash in Bank	\$	843,420.00	
Receivable	\$	178,610.00	\$ 109,293.00
Pre-paid Expenses	\$	-	
Allowance for Doubtful Payment	\$	(69,317.00)	
Total	\$	952,713.00	
Liabilities:			
Bills Due	\$	447,265.00	
Total	\$	447,265.00	
Assets Remaining:	\$	505,448.00	

INCOME STATEMENT 6/30/2022

Income:	
Member Assessments	\$ 1,430,706.00
Late Fees	\$ 7,645.00
Resale Certificate Income	\$ 1,650.00
Fines Billed	\$ 5,350.00
Interest Income	\$ 417.00
Total	\$ 1,445,768.00

Expenses		Budget to Date	
Contracted Exp - Security	\$ 157,973.00	\$ 157,973.00	
Contracted Exp - Maintenance	\$ 15,761.00	\$ 15,761.00	
Contracted Exp - Administrative	\$ 121,092.00	\$ 121,092.00	
Reserve Contribution - Lake Naomi Club	\$ 687,494.00	\$ 687,494.00	
Allowance	\$ (27,500.00)	\$ (27,500.00)	
Gatehouse - call dispatching			(October Expense)
Legal	\$ 14,499.00	\$ 14,499.00	
Audit	\$ 7,900.00	\$ 7,200.00	
Insurance	\$ 22,242.00	\$ 22,242.00	
Deer Management	\$ 17,951.00	\$ 18,000.00	
Signage (number signs)	\$ 2,178.00	\$ 500.00	
Administrative	\$ 3,970.00	\$ 4,650.00	
			under/over budget
	\$ 1,023,560.00	\$ 1,021,911.00	\$ (1,649.00)
Budget Expense Remaining for 2022			
	Total Budget for 2022	\$ 1,396,110.00	
Budget Expense Remaining for 2022	\$ (374,199.00)		
Assets Remaining	\$ 396,155.00		
	\$ 109,293.00	(plus net receivable)	
Projected Cash Balance at y/e 2022	\$ 131,249.00		