

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
Saturday, February 13, 2021

APPROVED May 1, 2021 with 1 correction: Insert the number "1", Old Business, Line 8.

Call to Order – The meeting was called to order at 9:30AM by PPCA Community Manager Wendi Freeman. Board Members present were John Alexander, Clark Chandler, Mike Christian, Nancy Dressel, Steve Harker, Tom Hasselmann, and Fred Tomlinson. Also present was Community Manager, Wendi Freeman and Lake Naomi Club General Manager Robert Jones.

Election of 2021 PPCA Officers - On a motion made by John Alexander, seconded by Mike Christian, the PPCA unanimously approved the following 2021 Officer to the PPCA Board:

Steve Harker – President

Nancy Dressel – Vice President/Treasurer

Fred Tomlinson – Secretary

The board also welcome new PPCA Board Members Clark Chandler and Mike Christian.

I. **Approval of Minutes** –

- December 17, 2020 Business Meeting Minutes - On a motion made by Nancy Dressel, seconded by Steve Harker, all were in favor of approving the December 17, 2020 Business Meeting minutes with no corrections.**

II. **President’s Report** – No report at this time.

III. **Old Business**

- Financial Reports/Collection Report** – The Board reviewed the December 31, 2020 Financial Statements. As of 12/31/2020 The PPCA had assets of \$228,766 including cash balances, accounts receivable less allowance for bad debt and prepaid insurance. The PPCA 12/31/20 liabilities totaled \$76,921 including monies due to LNC for Capital Reserve, less the allowance for those unpaid. The 12/31/20 P&L included revenues totaling \$1,343,848 including assessment revenue, resale certificate revenue and income from fines. The expenses totaled \$1,315,797 (in line with budget) and the PPCA ended the year with revenues over expense in the amount of **\$28,051**. The Year End Financials will be submitted to the Auditors for review.
- Collection Report** – The PPCA Board reviewed the collection data as of December 31, 2020 and continue to monitor closely. The data reports that there are currently 53 PPCA Member out of the 1749 billed unpaid at this time. 16 of those owe only for 2020, 4 owe for 2019 and 2020, 11 owe for 3 years, 6 owe for 4 years and 16 owe for 5 plus years. 97% of all PPCA Members have paid their assessments
- Resale Certificates** - The Board reviewed the resale certificate list as of December 31, 2020. AS of that date, there were 267 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.

- **Mail Service – At the last meeting** Wendi updated the PPCA Board on the challenges the community is facing regarding mail delivery. The local Pocono Pines Post Office has announced that all “no charge” po boxes will be discontinued stating the reason being that mail service is available in Lake Naomi, but the Club will not allow it. This is completely incorrect information. The history of this issue began when the community was formed and with only very few year-round residents at that time the US Post Service and the Developer agreed that no cost post office boxes would be more cost effective than having a carrier deliver to the few year-round homes. This has evolved over the years, especially in the past year, and there are many more full-time residents that desire mailboxes at their properties and daily delivery by the US Postal Service. Wendi has contacted the US Postal Service Office in Harrisburg and has found that as of 2018, an amendment to the US Postal Code changed the requirements for rural delivery and delivery to HOA’s and planned Communities would be to Cluster Box Units only, and the cost of purchasing those boxes is the responsibility of the HOA. They do not provide mail carrier services to HOA’s. The Board discussed the issue and as PPCA does not own land, the Club would need to be approached for a location for the Boxes. The US Postal Service also advised that the community purchase enough of the boxes and plan for any expansion. The Board again discussed the Cluster Box possibility and unanimously agreed that the purchase of land, the purchase of the actual boxes, the cover and electric service needed plus the ongoing maintenance costs was not a project that Board felt should be taken on by the Association. The information as discussed by the PPCA will be sent to the PPCA Membership in the coming week.

IV. **New Business**

- **2021 LNC Leisure Service Guide** – The Board discussed the possibility of placing an Association related page in the Club’s Leisure Service Guide for 2021 as another tool in getting important information to new and old homeowners alike. Nancy Dressel will prepare a one-page document to be submitted to the Trustees for publication in the LSG.
- **Deed Restriction Amendment Committee** – The Board discussed the possibility of amending the PPCA Deed Restrictions to place controls on short term rentals. The PPCA Board appointed Mike Christian, Nancy Dressel and Clark Chandler to meet with three representative of the TCA Board of Directors to discuss the possibility of both Communities working together on this project. A meeting date will be facilitated by Management to begin discussions.

Adjournment – With there being no further business at this time, the meeting was adjourned at 11:20 am. The next meeting of the PPCA Board of Directors is scheduled for Saturday May 1, 2021 at 9:30am.

Executive Session – The Board met in executive session for approximately 30 minutes to discuss ongoing Association litigation.

Respectfully Submitted,

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