

**Pocono Pines Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**October 25, 2021**  
**Approved 12/18/2021 via email**

**Call to Order** – The meeting was called to order at 6:00 PM by PPCA President Steve Harker via Zoom. 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, Lake Naomi Club General Manager Robert Jones and Lake Naomi Club Controller Laurie Germino.

I. **Approval of Minutes** –

- **July 31, 2021, Business Meeting Minutes - On a motion made by Tom Hasselmann, seconded by Clark Chandler, all were in favor of approving the July 31, 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 September 30, 2021 Financial information as part of the Operating Budget Review. The Revenues as of 9/30/21 were 1,416,023 on a budget of 1,337,305. Expenses as of 9/31/21 were 1,247,523 on a budget of 1,363,777.
- **Collection Report** – The PPCA Board reviewed the collection data as of 9/30/2021. The data reports that there are currently 65 PPCA Member out of the 1751 billed unpaid at this time. 21 of those owe only for 2021, 3 owe for 2020 and 2021, 1 owes for 3 years, 5 owe for 4 years and 15 owe for 5 plus years. Past due accounts will be sent to the collection agency or attorney for further collection effort.

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 October 25, 2021. As of that date, there were 141 resale Certificates prepared for PPCA properties, and 29 for TTCA properties. As the resales prepared for 2020 totaled 321, adding the 170 for total new homeowners since the beginning of 2021, there is approximately 491 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** – The Board discussed the finalizing of the revised Code of Conduct as approved by counsel. The Board approved the revised Code of Conduct, the accompanying forms for rental registration and rental guest along with the cover letter. The revised code of conduct will become effective January 1, 2022 and will be sent to the Membership in December.

- **STR Survey Update** – The Survey has been sent to the Membership. Management will update the Board throughout the process.
- **ARC Standards & Requirements Re-Write/Update of Document** – The Boards will begin reviewing the ARC RE-Write Document shortly. The Board asked for a Google Document to be prepared and sent to the PPCA Members on the Re-write committee so one document can be used by both Boards for comments to be sent back to the ARC for consideration.
- **PPCA Member Portal** – The PPCA Board has requested that a separate portal/forum area for PPCA issues be created separate from the Lake Naomi Club. The LNC is currently preparing a new website version to be implemented in 2022. Management will investigate the Boards request.

**IV. New Business**

- **PPCA 2022 Operating Budget** – The PPCA Board approved the 2022 Operating Budget as adjusted via email between November 16 – 18, 2021. The approval was unanimous. The Board also voted unanimously to do the following:
  1. Move \$26,472 of the remaining audited 2019 surplus to 2021.
  2. Move \$19,163 of the audited 2020 surplus to 2021
  3. Move \$27,400 of the 2020 audited surplus to the Contingency Fund
  4. Move \$27,403 of the remaining audited 2020 surplus to 2022.

The below chart was presented to the Board.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
Audited surplus	51,461	73,977		125,438
Projected deficit			-45,635	-45,635
Moved to contingency fund	-25,000			-25,000
Use for 2021 projected deficit	-26,472		26,472	0
Use for 2021 projected deficit		-19,163	19,163	0
Balance	-11	54,814	0	<u>54,803</u>
	27,400 to Contingency Fund			
	27,403 to 2022			

- **Review of Board Applications & Interview Schedule** – The Board reviewed the applications received to date. The Board requested that a reminder eblast be sent to all PPCA Members requesting anyone interested in serving on the PPCA Board should submit an application. Management will send the eblast to the PPCA Members.

**Adjournment** – With there being no further business at this time, the meeting was adjourned at 7:20 PM. The next meeting of the PPCA Board of Directors is scheduled for Saturday December 11, 2021, at 9:30AM.

**Executive Session** – The Board met in executive session to discuss legal issues.

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