

Pocono Pines Community Association, Inc.
Board of Directors Meeting Minutes
October 28, 2023
9:30AM Administrative Office
Approved with revision 12/8/2023

Call to Order – The meeting was called to order at 9:30AM by PPCA President Nancy Dressel. Board Members present were Clark Chandler, Nancy Dressel, Todd Gelb, Carol Ann Parisi, Jason Sickle and Fred Tomlinson. Also present was Community Manager, Wendi Freeman and Lake Naomi Club General Manager Jeff West.

1. Approval of Minutes –

A. Minutes from July 29, 2023, PPCA Business Board Meeting: **On a motion made by Clark Chandler, seconded by Todd Gelb, all were in favor of approving the minutes of July 29, 2023, with no corrections.**

2. Presidents Report – PPCA President Nancy Dressel reported on items from the most recent Trustee Meeting.

3. Old Business

- **PPCA Financial Report** – The PPCA Board reviewed the financial statements for the Operating and Contingency funds as of August 30, 2023. The PPCA Operating Account currently has assets in the amount of \$649,282, including cash in the bank and the receivable. Liabilities totaled \$199,207, due to Lake Naomi Club for Contracted Services, for a total Equity of \$449,675. The P&L showed income in the amount of \$1,433,209 including PPCA Member Assessments, Late Fees, Fines Billed and Interest Income. Expenses as of August 30, 2023 totaled \$1,165,471 on a budget of \$1,168,000. The PPCA is currently running under budget in the amount of \$2,529. The contingency fund has had no activity in 2023 and the balance is currently \$217,012. The PPCA Board accepted the August 30, 2023 financial statements unanimously.
- **Collection Report** – The PPCA Board reviewed the collection data as of September 30, 2023. The data showed that as of 9/30/2023, 1702 of the 1754 PPCA members had paid their 2023 PPCA Assessment. Of the 52 PPCA Members unpaid as of 9/30/2023, 38 are improved properties and 14 are unimproved properties. Of the 52 unpaid, 23 owe only 2023 fees. The remainder are considered delinquent and collection actions are being taken.
- **PPCA Sales Data** – The PPCA Board reviewed the recent resale report. The report showed that as of this date, PPCA had provided 81 Resale Certificates. 6 of those sales fell through, 3 are pending and 72 are closed.
- **PPCA Septic Program Update** – The 2023 PPCA Septic reminder letters are being prepared and will go out as soon as possible.

4. New Business

- **2024 PPCA Operating Budget Review & Approval** – Management presented the 2024 PPCA Operating Budget. The Board reviewed each line item and made some minor adjustments. The Board also discussed the projected surplus for 2023 and agreed to move the 2023 surplus to the contingency fund after it is verified by the 2023 audit. In continuing to build the contingency fund, the Board also approved \$35,000 to be budgeted for 2024, equating to approximately \$20 per PPCA Member. The final adjustments were added, and the budget was resent via email to the PPCA Board on Monday October 30, 2023 for final review and approval. **On a motion made by Fred Tomlinson, seconded by Clark Chandler, the PPCA approved the 2024 PPCA fees at \$905 for improved properties and \$690 for unimproved properties. All PPCA Board Members were in favor and the 2024 PPCA Operating Budget was approved.** The PPCA assessment will increase approximately 7%. The Board also discussed the equalization of the PPCA fee and will begin to close that gap in the 2025 budget.
- **December Meeting Date** – The PPCA Board meeting set for December 9, 2023 was rescheduled by the Board to December 6, 2023.
- **PPCA Board Terms and Appointment of the 2024 PPCA Board** – At the end of 2023 the terms of PPCA Directors Nancy Dressel, Carol Ann Parisi and Fred Tomlinson will expire. All three incumbents are seeking another term. Along with the three incumbents, the PPCA has also received applications from 2 PPCA Members. The interviews with the new applicants will be scheduled.
- **2024 Board Goals** – The Board discussed some intended goals for 2024, including a by-law revision and management of STR Properties.

Adjournment – With there being no further business at this time, the meeting was adjourned at 12:13 PM. The next business meeting of the PPCA Board of Directors is scheduled for Wednesday, December 6, 2023, via Zoom.

Respectfully Submitted,

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