

**Pocono Pines Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**July 27, 2024**  
**Logan Steele Community Center**  
**Approved 11/21/2024**

**Call to Order** – The meeting was called to order at 10:08 AM by PPCA President Nancy Dressel. Board Members present were Ben Bender, Clark Chandler, Nancy Dressel, Anne Lazarus, Carol Ann Parisi, Enola Royce and Jason Sickle. Also present was Community Manager, Wendi Freeman and Lake Naomi Club General Manager Jeff West.

**1. Approval of Minutes –**

**A.** Minutes from April 20, 2024, PPCA Business Board Meeting: The Board reviewed the minutes of April 20, 2024. **On a motion made by Jason Sickle, seconded by Ben Bender, all were in favor of approving the Minutes with no corrections.**

**2. Presidents Report** – PPCA President Nancy Dressel reported on items from the most recent Trustee Meeting and discussed with the Board the challenges facing the Board that she would discuss at the Annual Meeting, including speeding, tree disease, flags issues.

**3. Review of 2023 PPCA Audited Financial Statements** – The Board reviewed and discussed the 2023 Audited Financial Statements. **On a motion made by Clark Chandler, seconded by Nancy Dressel, the 2023 PPCA Audited Statements were accepted by the Board and will be presented to the PPCA Membership at the Annual Meeting following this business meeting.** The Audited Financial Statements did confirm that the PPCA had a surplus in 2023 of \$53,000. The board discussed the surplus, **and on a motion made by Jason Sickle, seconded by Enola Royce, all were in favor of transferring \$50,000 from the Operating Account to the Contingency Reserve Account.**

**4. Old Business**

- **PPCA Financial Report** – The PPCA Board reviewed the financial statements for the Operating and Contingency funds as of June 30, 2024. The PPCA Operating Account currently has assets in the amount of \$722,050, including cash in the bank and the receivable. Liabilities totaled \$65,238, due to Lake Naomi Club for Contracted Services, The P&L showed income in the amount of \$1,551,245 including PPCA Member Assessments, Late Fees, Fines Billed and Interest Income. Expenses totaled \$1,079,722 on a budget of \$1,145,243. The contingency fund balance is currently \$217,448, a transfer of \$35,000 per the 2024 PPCA Budget will be transferred shortly. There is currently no expenses expected to the Contingency fund. The PPCA Board accepted the June 30, 2024, financial statements unanimously.
- **Collection Report** – The PPCA Board reviewed the collection data as of June 31, 2024. The data showed that as of 6/30/2024, 87 Members were unpaid for 2024. Of the 87 PPCA Members unpaid as of 6/30/2024, 65 are improved properties and 22 are unimproved properties. Of the 87 unpaid, 58 owe only 2024 fees.
- **PPCA Sales Data** – The PPCA Board reviewed the recent resale report. The report showed that as of this date, PPCA had provided 55 Resale Certificates.

- **Septic Maintenance Program** – The PPCA discussed the Septic Maintenance Program, a second reminder letters will go out for those due for inspection in 2024 as soon as possible.
- **Update Transfer of ARC/Covenants Enforcement** – Management updated the Board on the progress with the ARC project. Management will continue to work with Attorney Sugarman to complete this project.
- **2024 Service Agreement** – The Board reviewed the final draft of the Services agreement between the HOA and the Lake Naomi Club that spells out the services provided to the PPCA by the Lake Naomi Club. The Services Agreement was updated as per Board and Trustee specifications and the approval of the 2024 Budget. On a motion made by Clark Chandler, seconded by Carol Ann Parisi, all were in favor of the 2024 Services Agreement. This document will be updated and presented to the Board immediately after the approval of the 2025 Operating Budget and will continue on a yearly basis.
- **Tri-Party Agreement** – The Tri Party Agreement was approved by the PPCA previously. The Club's attorney is currently reviewing on behalf of the Club. An update will be provided when available.

## 5. New Business

- **Board Review of PPCA Code of Conduct** – The Board discussed the need for further guidance in the PPCA Code of Conduct regarding garbage policies, signs and displays, and flag policies. The Board will be working together to make these adjustments, and further information will be forthcoming.
- **Annual Meeting Preparation** – The Board reviewed the Annual Meeting Agenda, the Financial Presentation and the Questions received prior. The Annual Meeting of the PPCA Membership will commence at 12:00PM this date.

**Adjournment** – With there being no further business at this time, the meeting was adjourned at 11:45 AM. The next business meeting of the PPCA Board of Directors is scheduled for Saturday, November 9, 2024, 2024.

Respectfully Submitted,

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