

**Pocono Pines Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**April 20, 2024**  
**9:30AM Administrative Office**  
**Approved July 27, 2024**

**Call to Order** – The meeting was called to order at 9:30AM by PPCA President Nancy Dressel. Board Members present were Ben Bender, Clark Chandler, Nancy Dressel, Anne Lazarus, Carol Ann Parisi, 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 February 10, 2024, PPCA Business Board Meeting: The Board reviewed the minutes of February 10, 2024. **On a motion made by Anne Lazarus, seconded by Clark Chandler, 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 the resignation of PPCA Board Member Todd Gelb. The PPCA Board will review the applications and interviews from 2023 and seek to appoint a replacement for the remainder of Mr. Gelb's term, which will expire at the end of 2025, in the coming weeks. At the end of 2024, the terms of Clark Chandler and Anne Lazarus will expire. Mr. Chandler and Ms. Lazarus along with any applications received will be considered for the 2025-2027 terms.

**3. Old Business**

- **PPCA Financial Report** – The PPCA Board reviewed the financial statements for the Operating and Contingency funds as of March 31, 2024. The PPCA Operating Account currently has assets in the amount of \$1,717,989, including cash in the bank and the receivable. Liabilities totaled \$870,681, due to Lake Naomi Club for Contracted Services, for a total Equity of \$131,819. The P&L showed income in the amount of \$1,545,273 including PPCA Member Assessments, Late Fees, Fines Billed and Interest Income. Expenses totaled \$883,254 on a budget of \$955,554. The contingency fund balance is currently \$217,317, 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 March 31, 2024, financial statements unanimously.
- **Collection Report** – The PPCA Board reviewed the collection data as of March 31, 2024. The data showed that as of 3/31/2024, 581 Members were unpaid for 2024. Of the 581 PPCA Members unpaid as of 3/31/2024, 511 are improved properties and 70 are unimproved properties. Of the 581 unpaid, 547 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 34 Resale Certificates.
- **Septic Maintenance Program** – The PPCA discussed the Septic Maintenance Program, 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.

#### 4. New Business

- **2024 Annual Meeting Reminder** – The Annual Meeting of the PPCA Membership is scheduled for Saturday, July 27, 2024, at the Community Center. Further information will be forthcoming to the Board and the notice of the Annual will be sent to the PPCA Members 15 to 21 days prior to the Meeting and was announced in the January PPCA Newsletter.

**Adjournment** – With there being no further business at this time, the meeting was adjourned at 10:56AM. The next business meeting of the PPCA Board of Directors is scheduled for Saturday, July 27, 2024, and will be followed by the Annual Meeting of the Membership. Times for these meetings will be finalized at a later date.

Respectfully Submitted,

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