

Minutes

POCONO MOUNTAIN LAKE FOREST COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING

FEBRUARY 20, 2022

11:00 am – ZOOM MEETING

<https://us06web.zoom.us/j/94525905270?pwd=QWx1M3lQWGhMTlhjYWdUdUQyVUtjQT0>

9

- **ROLL CALL**

Linda White, President- present
John Swift, Treasurer - present
Cheryl Schweiker, Vice President - present
Janet Wexler, Secretary - present
Joe Griger, Director - present

President White indicated that for this meeting, we will hold all public comments to the end since we have a lot of business to move on. All will be heard.

- **STATEMENT OF COMPLIANCE**

Stipulated for record

- **MINUTES**

1. Minutes of BOD Meeting of 1/16/22 Eligible: JS, LW, CS, JW & JG
2. Minutes of Executive Meeting of 1/30/22 Eligible: LW, CS, JW, JG
3. Minutes of Special Meeting of BOD of 1/30/22 Eligible: LW, CS, JW, JG
4. Special Meeting of BOD 2/6/22 Eligible LW, CS, JW. JG

President White indicated these minutes will be rescheduled to the March 20, 2022 meeting of the BOD for adoption.

- **NEW BUSINESS**

1. Financial discussion/Debt Summary
2. Payment & Ratification of Bills - Bill List/Snow Removal Contracts
Treasurer Swift reviewed Financial and debt summary displaying the ledger sheet reflecting monies/bills paid as well as Capital funds existing.

Bills Paid:

Legal: RH Henry \$6872.50; Henry (retainer)\$5000; Martin, Esq. our Bankruptcy Attorney for Chapter 11 for \$12000 ;

Snow

Ed Modrzewski (fuel)	\$68.88i
B. Mutch Plowing	\$976.46
J. Swift (reimburse - Grit)	\$ 795

Utilities

Met-Ed

Electric 44942	\$389.05
Electric 45279	\$486.77
Electric 45352	\$23.09
Electric 83668	\$35.39 and \$934.30

Administration

McNeil - Constable for election	\$75
Linda White- Reimburse/legal filings	\$34.50
Barbara Kaiser - Stenographer - election	\$225

Motion made to approve recurring bills that are paid from Treasurer Swift's computer for insurance and electric made by: President White
Seconded by: Vice President Schweiker
Roll call vote: JS, LW, SC, JW and JG

Motion made to pay all bills above for payment.

Motion by: Secretary Wexler
Seconded by: Director Griger
Roll call vote: JS, LW, SC, JW and JG

TOPS program - presented by Director Griger who reviewed the TOPS and two other computer programs all of which would serve the community similar to that of a Management company. The TOPS program appears to be the best choice for community since their price included implementation of prior data into new program all of which are cloud based. He summarized: Pricing would be a Monthly charge is \$650; One time cost: \$1,400; accountant if requested would be \$125/hr. The BOD felt an outside accountant would be better than using this program for accountant. Secretary Wexler asked to continue to pursue accountant proposal. The TOPS program performs the following tasks. Transferring old data into new program. They are looking into possibility of using the excel financials and transferring all that data into program. It may even be worth it if they have to do manually. Tech support: \$125/hr. It does 'blast' emails. It allows residents to access their portal to get their financial info on

dues etc., and can allow them access to other portals such as our financials etc. The program provides cloud program which provides a 'portal' on our existing web for residents to access TOPS; It does invoicing; It does Violations – just need a cell phone, take photos, sends to members portal etc. and keeps tracts of violation. Allows residents to pay their dues either thru credit cards and/or call to TOPS and pay over phone. Does provide 1099's when needed.

Motion to approve TOPS contract made by: Vice President Schweiker
Seconded by: Director Griger
Roll call vote: JS, LW, SC, JW and JG

Garbage Collection

President White noted she noticed on social media comments on garbage collecting and due to concerns on roadway damage now and in the future, she contacted the owner of Eastern Solid Waste and if residents in the community opt for one service, not only would this help reduce damage to our roads, they will provide reduced pricing if we get 80% of all using curbside pickup to use their services.

The price will be reduced four dollars on both the 95 gallon and 55 gallon containers

Cost for \$55 would go down four dollar to \$29.75
Cost for \$95 would go down four dollars to \$35.75

If there is interest, President White indicated she would see pricing for a smaller container for those not needing the sizes quoted. They pick up every Wednesday.

Prices for compactor service: \$260 hauling and \$80 per ton; he said it's usually in a community our size around 8 tons. They pick up weekly on compactor. Can also set up bins in parking lot also, At this time, it was noted that this is too cost prohibitive, and tabled for future discussions.

If residents are interested, they were asked to send an email into the office confirming same to see how many residents would participate.

- **COMMITTEE REPORTS**

Road/Maintenance Committee - Director Griger reviewed the below road maintenance report indicating problems with clubhouse leaking and mold and critical to holding meetings or use of the clubhouse until addressed.

Motion made to hire Sean Minogue to start first with determining if and where there is a mold problem. Mrs. White indicated this cost is approximately \$125 just

to put in units to test. From there a report will be issue with costs for remediation if necessary.

Motion to expend monies for testing of mold by Minogue Home Inspections
made by: Treasurer Swift
Seconded by: Secretary Wexler
Roll call vote: JW,JS, LW,CS, JG

Road/Maintenance Committee Report dated 2-6-22 with comments follows

In attendance, Elio Ficarella, Scott Schlegel, Ed Hammond, Tony Deserto
(EdHammond has spoken to Ed Modrewski who was not in attendance, but is on the committee).

The members of the committee were not in favor of designating any one in particular as chairman, co-chair, or secretary at this time. Elio Ficarella will act as the contact and spokesperson for the committee at this time.

Our immediate goals are to gather information about how best to proceed with repairing the roads and common areas. It should be noted up front that we feel it necessary to know what money will be available in order to come up with a practical and realistic plan, which focuses on both short term improvements and long term solutions. It's difficult to accomplish both, as any money spent on temporary band-aid fixes is money that will not be available for resolving major issues, however we all agree that it's in the best interest of the community to offer residents as many tangible improvements as is prudent sooner rather than later, while still maintaining a focus on rebuilding infrastructure as a priority.

The following recommendations are preliminary and broad. They will continue to evolve as we gather information and know more about how much money we'll have to work with to get things done.

General Community/Common Area Improvements

CLUB HOUSE - This structure is central to the community and an obvious landmark for residents and prospective buyers. It can be rebuilt over time, but let's get it usable and looking good from the outside in first. It is a good meeting place and should be used. It's mainly intact, but there has been water damage in certain areas. We'll need to bring someone in to check the roof, which should be repaired before anything else is done to the structure. Director Griger asked that we get in a couple of quotes on repair to this membrane roof. Elio Ficarella will do so.

Plumbing in crawl spaces needs to be checked

Mold needs to be eradicated. Recommend bringing in a vendor for this, and purchasing some ozone generators.

The look of the building is dated. A fresh coat of paint would go a long way to enhance the appearance of the entire entrance to gate 1.

The septic system needs to be checked, and the leech field needs to be cleared of trees.

Plumbing and electrical work as needed.

Post/Rail fencing is in poor condition and makes the lawn areas harder to mow. Recommend removing the fencing, and possibly replacing with locally sourced boulders in certain places along the perimeter of the road area.

POOL - Getting the pool up and running may be one of the best ways to re-establish a sense of community. Offering this to current residents as well as prospective buyers would be a powerful indication that there is a meaningful recovery in process, and that PMLFC is a viable community on the rise.

Bring in a pool company to look over the pumps and check the overall condition of the pool itself. We'd have to wait until mid-April/early May when there's no longer a thread of frost.

Survey the community on how they feel about this. With limited funds available to rebuild, is this something they would like money spent on, even if it means forgoing some of the road work.

Director Griger asked that we get some companies in to assess pool. The last assessment from over five years prior indicated there was close to 65G in repair. We should at minimum get in these quotes to see what these costs will be. It's understood that the decision of whether or not to continue to have the pool is a community decision at a GMM meeting.

TENNIS/BASKETBALL COURTS – This is another obvious community landmark. Regardless of how much they'll be used, these courts can probably be fixed up relatively inexpensively. Can be re-paved by the company we choose for the roads, or done separately.

SALT SHED - Improper drainage is creating a potential hazard and very costly situation

ROADS

This is obviously the biggest issue that everyone in the community has to deal with on a daily basis. Road repair is an incredibly complex task that requires a lot of money and that needs to be done correctly. This includes considering whether to change how garbage is collected in this community and going back to the compactor or using a dumpster system to keep the trucks from wearing down the roads, and also making sure that the roads drain properly. Tar and Chip is most likely the best option for the main roads of the community in general, and the cost is on average \$20 per linear foot (just over \$100,000 per mile). Secondary and tertiary roads can be done in ¼ mile stretches using

compacted stone and “apple juice” purchased from Dingmans Stone. Pothole repair would be done in trouble spots where the roads are mostly still in decent condition. We recommend compacting stone with a calcium chloride binding agent for these repairs.

The committee will be mapping out the community roads and making recommendations on how to break the job into phases. The cost of paving decreases with the amount of work being done (if we break the work up into ¼ mile stretches the overall cost would be greater than if we did the entire mile stretch at once).

There should be a dedicated amount for plowing set aside each year. Ultimately plowing should be contracted out as it is done in other communities, but for this season and possibly the next, continue to use existing equipment and man-power. Consider purchasing additional equipment and compensate operators appropriately.

Contact paving companies to help assess the cost and options to rebuild the roads. Wayco, Leeward, and Hanson were names that came up. Wayco will probably be the most competitive and our best option. This will need to be done after the snow and ice so that the true condition of the roads can be determined.

Based on the volume of traffic and the condition of the road, we recommend starting at Gate 2, from Silver Lake to the bus stop.

The roads inside gate 1 in the clubhouse area would benefit from a good sweeping and pothole repair. If the general look of this area can be improved by accomplishing the work mentioned above (pool, tennis courts, clubhouse, landscaping), the roads in that area should be acceptable.

Open up a community pothole “hot-line” of sorts, where residents can request a repair.

EQUIPMENT

An accounting of what equipment we have and its condition needs to be done. Machines need to be repaired or replaced so we can use them. Other equipment/materials we don't need can be sold off or scrapped.

The tractor near the salt shed is not working. It can be repaired or sold as is. There are 3 lawn mowers in the garage. Figure out what we want to keep, and fix what we need to fix so they can be used to maintain the lawn area inside gate 1. Resident volunteers can be responsible for this before the community has the money to hire these services out. There is a tamper in the garage that we'll need to have working for pothole repair. The pickup truck with the plow

needs to be fixed. Backhoe needs repair. *Don McConnell will get the radiator installed in the backhoe. Director Griger will deal with the green tractor as well as the truck which needs a new dashboard and will respond when he has prices and/or information for Board to address.*

The following questions or issues were addressed during this discussion:
The community has many residents who are talented trades people, some of which have been volunteering their time to maintain things. There is a question as to whether they are allowed to do this based on the by-laws. We should be able to hire residents to work within the community, and they should be compensated at a rate similar to what they would regularly earn. Using residents who are willing and qualified where we can would help to keep costs down. *BOD responded that there is no objection to any resident working for community. We will look into Workman's Compensation Insurance since current policy only allows for \$5,000 for medical. Director Griger to follow up.*

The BOD provided copies of the large community map. As to the house location mapping, this can be found on the GIS mapping since it reflects a yellow dot for each homestead location.

The residents will have to make decisions on the pool. It was requested that there be three proposals for repairs given. When available, a workshop zoom meeting will be conducted. In this workshop reviews will be held of roadway improvements and presentation of quotes for discussion.

Motion made to hire Sean Minogue to start first to determine if and where there is a mold problem. Mrs. White indicated this cost is approximately \$125 just to put in units to test. From there a report will be issue with costs for remediation if necessary.

Motion to expend monies for testing of mold by Minogue Home
Inspections made by: President White
Seconded by: Treasurer Swift
Roll call vote: JW,JS, LW,CS, JG

Budget/Finance Committee - Treasurer Swift is on this committee and will attend tonight's zoom meeting. President White indicated that we had worked on the 2020 draft budget and sent to them.

Governing Ordinances: President White is liaison. There are no minutes at this time. President White indicated she attended the zoom meeting on this and they are doing a complete comprehensive job of revising the entire By Law documents, Rules and Regulations and any other statute relative to compliance/cohesiveness.

Beautification Committee: Vice President Schweiker Liaison indicated they have been meeting on Zoom, are looking at all the common areas, are considering plantings for the common areas.

Newsletter Committee - President White indicated she met with this committee on Zoom and they are all excited about moving forward with developing a newsletter. No minutes available at this time.

Social/Recreation Committee - President White indicated we need residents to participate on this committee. There is only one name only at this time. This year we have a 50 year Anniversary and it's important that other residents participate in this committee since this celebration of the community would be under them.

Grievance Committee: only one member joined. Mr. Hiorth indicated he and his neighbor who expressed desire to participate on this committee would join. More members are needed and residents urged to join this important committee explaining their functions in the community.

Oversight Committee: there are six members presently on this committee. President White asked that they look at the regulations governing this committee and if changes are needed to forward same to BOD.

President White asked that all committees review the scope of their regulations and if they need editing or amendments to send them to the BOD.

RESOLUTIONS

#05-22 Resolution amending Resolution #01-22 to eliminate requirement of workshop meetings before regular BOD meetings

President White indicated in the resolution adopted 1-16-22, we have a provision that provided for a workshop meeting before a BOD meeting the following Sunday. This is the only change to that resolution since this area was based on use of clubhouse which is not possible at this time. In the future, if necessary to amend again, to provide for a workshop before the Regular BOD, there is no objection to same.

Workshops will be held and residents will be invited. Sometimes depending on subject matter, workshops are closed to public, but it has been the practice of this BOD to open meetings where there are no restrictions due to litigation/personnel, etc.

Motion to adopt made by: President White
Seconded by: Director Griger

Roll call vote: JS, CW, LW, JG, JW

Meeting opened to the public.

Comments offered follows:

Pat Morley: question on workshops being eliminated. President White explained that workshops are not 'eliminated' and will be held in the future on special topics under consideration.

Concerns on Resolutions not posted. President White indicated that although they are not on at this time, they will be posted before the end of the week. The BOD will generally post within a few days of adoption and apologize for delay although we have up to 95 days to post these resolutions, we will post sooner.

Jonny Barclay - concerns on residents and zoning violations. President White explained it was directed more towards the Board using this vs residents acting as enforcement officers.

Don Hiorth - offered his services as arborist to beautification committee.

Lilliana Foster - question on payment of dues - wants to pay but asked for an invoice. Vice President Schweiker will follow up on this request sent to office as to amount of dues.

Don McConnell: discussed roadway improvements; has a video that will demonstrate how the community can save thousands of dollars. When this is available along with Road/Maintenance Committee input on other quotes, a workshop will be scheduled to review all. Residents will be apprised of this.

Meeting adjourned unanimously

Motion by: Director Griger

Seconded by: Secretary Wexler

Roll call vote: JS, JW, LW, CS, JG

Meeting adjourned 1:20pm

Respectfully submitted,

Janet Wexler,
Secretary

NEXT BOD MEETING MARCH 20, 2022