

POCONO MOUNTAIN LAKE FOREST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
Summary Minutes
Workshop MEETING
MARCH 6, 2022

- **ROLL CALL**

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

Noticed per By Laws

BUSINESS

- Use of Clubhouse for Committees & BOD meetings - in view of the fact that only the office is affected for cleaning, the rest of the clubhouse can be used for all meetings. We can begin our monthly meetings starting March 20th at clubhouse. A director/liason must be present at these committee meetings.
- Scheduling of meeting with for Committee Chairs - zoom meeting Thursday March 10th at 7pm. Vice President Schweiker to coordinate.
- Scheduling of meeting with Governing Doc/Oversight Committee - schedule this immediately following the BOD meeting of March 20th. President White will advise the chair accordingly.
- Filling of Potholes/Beautification Committee/Road Maintenance Committee: Since there is a road/maintenance committee at two on today's date, Director Griger will ask which roadway/potholes or what plans in what areas are being considered to coordinate how much gravel/fill and/or areas that will be done. A notice will go to residents advising them of the 'clean up' day that the Beautification Committee will set in the immediate future. Since Beautification Committee also present at clubhouse for their meeting, VP Schweiker will discuss the coordination with both committees. Emails will be sent to residents when Community Clean Up Day is set, advising them of the need to clean all the 'culverts' on their properties and that their help is needed.

- Update from Club Inspection – roof/mold - President White indicated that the report came in and all that needs to be done is to pull up carpet and repaint the office areas. There is no other issue that has to be addressed. Director Griger will discuss the roof inspection with committee this afternoon and advise.
- Underground Plumbing/clubhouse - this needs to be inspected. President White indicated she did speak to Delaware Plumbing and ask in the future if he could provide a service check on plumbing and water in clubhouse.
- Update on Pool inspection . Electrical panel needs to be looked at in the immediate future since this was an issue in the past. The cost of the pool servicing would be approximately \$25G. If the pool is opened, it would have to be 'swim at your own risk', and at least two employees present during pool hours for tags. Once the electricity is turned on, testing on pool equipment will be made.
- Inquiry on Workmen's Comp or Bonding - Treasurer Swift indicated he made the March payment and it may be that we can't get any of this since the question of past lawsuits has affected the ability to get these insurances/bonding. If we get employees, we will need to deal with Workman's Comp which may be too expensive to obtain. .
- Tanner - Both pleaded not guilty, asked for trial. Tentative for June.
- Status of Truck/Backhoe Repairs - President White indicated several of our residents are working on putting in the radiator and voiced concerns about the top may not going back on due to rot as well as other parts. Director Griger indicated that he thinks it best we get the top and all fixes in place feeling it will be under approx. \$1,000 and will get prices hinges, etc. He also noted that he put the key for our truck back in truck and contacted Tony Deserto and Chris who had been working on it. He indicated it appears to need a new dashboard that would be approximately \$1,000. As soon as all is done, we will either pay off or pay interest in order to get this registered, licensed and able to be used. Treasurer Swift indicated it cost \$320 for a tandem load which is 15 yards. As soon as Road/Maintenance Committee discusses areas/etc., will coordinate.
- Use of Contractor Resident - President White noted that the By Laws do not prohibit using contractors for work in the community. It was felt thou that anyone sitting on any committee cannot put in bids/proposals due to appearance of conflict. This will be addressed.
- Items for Spring GMM Meeting - Jubilee Celebration, Poll on pool, compactor, possibly proposed budget/dues amount, gated community and compactor.
- Update on TOPS program - extensive input needed by VP Schweiker summarized indicated we have had several tutorials already and the next one Treasurer Swift has to attend since it relates to his tasks. VP Schweiker will start importing old information from TOPS and ledger

information into the form TOPS requires in order to input all into our system. Maz Cruz was able to open prior secretary's laptop which had nothing substantial on it. VP Schweiker will put on flash drive what she found and will send to board members. The hard drive is still not able to be accessed and Mr. Cruz has asked another ITT person to try and get into it. The current TOPS program works but equipment is bad. All information on this program has been printed out. Access to enter input has been set up for Treasurer, President and Vice President but all directors can access info on the program when completed.

- Minutes/Board business/emails procedures - since we are restructuring it was decided rather than use of excessive emails, we use every Sunday at 10am as an information meeting to go over pending areas to make sure all is moving forward. All in agreement. We will also conduct a workshop meeting by ZOOM the Thursday night before BOD meeting of March 20th to go over agenda items.
- Accountant Proposals - President White noted she left word for Bill Owens on this. Secretary Wexler indicated she will call the accountants this coming week. It is important to ask if any of the accountants called are familiar with the TOPS program.
- Committee member qualifications/Background Checks. Discussed the By laws requirement of being a member in good standing, a deed holder as well as a background check and confidentially agreement executed. Background checks will be reviewed as to which committees should submit. It was felt Grievance, Finance and Recreation. All were asked to review the bylaws on this issue.
- resale package form - Treasurer Swift indicated he would add the dues structure to our current form which is acceptable to all.
- Payment Plan Agreement letter - board members asked to review this and discuss at future information meeting.
- In House BOD/Committee Directory - Other than correcting Director's Griger's phone number, it was acceptable to release this to the committee chairs for use. This is not given to residents but is an internal board document.
- Amendment of By Laws - 2015 - majority vs 2/3 - President White indicated we were asked to give which By Laws we are following since there is concern about having to have 2/3 majority vote. The wording indicates 2/3 of those present at membership meeting in by laws she reviewed. The court ordered 2015 be used for election. Board members will review and advise with their input.
- Use of Residents reviewing financials/confidentially agreement - no copies can be made and acceptable as long as a director is present.
- Dumpster - Beautification asked if we could arrange to get a dumpster for Community Clean Up Day. There is so much debris all around clubhouse yards and buildings and common area, it was felt this is a good idea. Director Griger will get some prices.

- Salt storage - This was purchased for 10G years ago. It should be checked to see if there is any rodent damage to it and master plan it's location in the future. A maintenance committee task which Director Griger will coordinate.
- Jubilee Celebration - Secretary Wexler indicated there is a meeting on this tomorrow at the clubhouse. She was asked to coordinate this as another committee and to see if they are interested in serving on the Recreation Committee. She will coordinate accordingly. The Fall GMM is October 16th for new budget/election. This date should be set for mid September since mailings would have already been sent to all residents for GMM meeting October 16th.
- Blue Ridge - President White indicated we need this service connected again for the gates, the security cameras and TOPS (approximately 4 different cables). Treasurer Swift to coordinate this.
- Mailbox - It was felt that 111 Country Club Drive should be our mailing address. We will not renew the current PO Box 1. All mail will be received at gate 1 postal box. Keys to go to President White, VP Schweiker and Treasurer Swift.
- Lawnmowers - Director Griger indicated he would oversee the repairs to our existing lawnmower. We will need to get prices for lawn cutting and/or use of residents. Director Griger will deal with the repairs of the lawn mowers. This will be a future discussion after we get prices from outside vendors.

Meeting Adjourned
Respectfully Submitted,

Janet Wexler, Sec.