

Pocono Mountain Lake Forest Community Association
Workshop Meeting

Date: December 29, 2018

Time: 9:00 am – 1:00 pm

Location: PMLFCA Clubhouse

MINUTES

Meeting called to discuss pending items; noticed in accordance with By Laws/Rules and Regulations.

Present:

John Swift, Interim Chair

Linda White, Interim Vice Chair

Lara Winkler, Interim Secretary

Joe Griger, Interim Treasurer

Ben Gardner, Director

Discussion Items:

MAILING LIST – this list can be obtained per Interim Chair Swift from County Offices. Costs are approximately \$175. Mr. Swift will call and confirm cost and process as to obtaining list of all property owners within community. A mailing will be made to all with information gathered as to mismanagement of funds/irregularities and/or alleged violations of by-laws/rules & Regs.

INSURANCE – Interim Chair Swift noted the resolution and supporting documentation was sent to agent. It is necessary that to confirm interim board members are listed under D&O/insurance change over for new names of interim board (Nationwide). When discussing this with insurance agent, Interim Chair Swift was asked to see about individual bonding costs to bond for check writing/receipts etc.

MAIL: Interim Chair Swift noted that a letter was sent to post office verifying we are the legal board to obtain mail. A call to post office indicating that this letter and that of Mr. Anders were sent to district post office for resolution. At this time all mail is being retained at post office.

SPECIAL ELECTION: In order to pursue this special election in March, all of the items open have to be resolved since the ballot process has to be fully compliant with PMLF rules/regulations. Interim Directors reviewed process. Interim Chair Swift will include the need to obtain names to provide for a

random selection of a ballot committee for future election. Mailings on future election will be done separately.

NEWSLETTER: When list is received, a newsletter will be sent from Interim Board highlighting all activities of past and proposals for future and goals and objectives.

COMMITTEES: In view of lack of information on insurance and records, no formal committees will be appointed at this time.

LEDGERS/RECEIPTS OF MONIES – Acting Treasurer Joe Griger will deal with the issue of ledger keeping/receipts and checks. At the last meeting many residents indicated they would pay their past dues. Based on prior direction, a new banking account will be set up monies received; coordination of this will be done by Interim Chair Swift and Interim Treasurer Griger.

Also discussed were concerns as to whether or not tax 1099's were executed by prior board and perhaps a call to prior Auditor, Bill Owens to get copy of the past records will aid in research for future use.

Concerns voiced on depletion of capital improvement funds and possibility of increase of dues, with a portion of some being automatically transferred into a capital improvement trust account. Another suggestion offered was to consider when resales come in to have a 'set amount' aside from dues that goes into Road Assessment or Special Trust account similar to that of Hemlock Farms.

LETTERS TO VENDORS - letters should go to the electric company, propane company, Blue Ridge, and Chrysler truck loan company/Berkivoc solid waste company, gate maintenance (Promax Fence Systems Incorporated). If there are past due, it is acknowledged debt was from prior Board and bill them direct.

RESALE PACKAGES: This form needs to be referred to Mr. Henry since it is inconsistent with association numbers. At this time, no action will be taken on a resale package.

SNOW PLOWING: discussion ensued on how to deal with snow plowing. Mr. Floss indicated in emails he has a contract with a contractor who received up front monies of \$30G. They come out at one inch. Should we say wait till three inches? Concerns on future snowfall when depleted account. Names were given by residents should we need to use same. John will send email out as previously noted to all residents on email list to put residents on notice should Mr.

Floss fail to meet contractual terms agreed upon. There are residents who volunteered their assistance if needed.

WINTERING CLUBHOUSE: Propane was delivered. Clubhouse will stay open if needed.

WEBSITE: Status of Mr. Maz Cruz is creating 'new' website for community unavailable at this meeting.

EQUIPMENT: Interim Directors questioned what is left of our equipment? Are they operable? At this time, the following is only equipment known to exist, whether operable or insured, unknown: backhoe/truck/roller/air compressor/generator

KEYS: at this time, the interim board has no keys for maintenance buildings.

WORKMAN'S COMP: No record found indicating there is workmen's compensation insurance on file.

EMAIL LISTINGS: Interim Secretary Winkler has approximately 225 emails at this time, which receives notifications from interim board. At this time, interim board did not endorse any social media site for use as official Facebook site.

POSTAGE: Mailings to individual homesteads raised as an issue. There are adequate monies in Dime to use these funds.

NEWSLETTERS: We will need to provide newsletters and said newsletter will be sent when owner's list received highlighting all activities.

GREIVANCE COMMITTEE: without insurance or other facts know, although we do have volunteer names for said committee, this will not be pursued at this time.

BACKGROUND CHECKS & CONFIDENTIALLY STATEMENT: All Interim Board Directors will need these documents executed. Interim Chair Swift noted that there is a free program on website and will investigate process involved.

OTHER: Check the County offices for the most recent covenants on file on PMLF to see latest recorded instruments filed.

Interim Chair Swift will contact our attorney Rick Henry Esq. to call Mr. Campbell on pending litigation and possible injunction filing. It was noted that those on

pending lawsuit would like to meet with Interim Board. This matter will be discussed in future.

Members reviewed pending list of mismanagement practices and possible violations of our regulations by prior administration. This information will in the future be sent to all on property owner's list so that all are aware of the problems within the community facing us or needing resolution and the need to move to a special election.

Meeting Adjourned unanimously at 1:00PM

Respectfully submitted,

Lara Winkler, Interim Secretary

PLEASE BE ADVISED, these Summary Minutes of the Workshop Meeting was voted on at the January 26, 2019 meeting of the Interim Board, at which time they will be sealed and certified and maintained in a secure binder and will be the permanent record of the PMLF Community Association, Inc.

CERTIFIED AND ADOPTED AT THE BOARD'S MEETING OF JANUARY 26, 2019.

ATTEST:

_____ *Lara Winkler* (SIGNATURE OF SECRETARY)

Lara Winkler