

Pocono Mountain Lake Forest Community Association  
Special Meeting

Date: December 2,, 2018

Time: 11:00 am –12:30 pm

Location: PMLFCA Clubhouse

**SUMMARY MINUTES**

Interim Board of Directors opened the meeting according to Rules & Regulations and the By Laws of PMLF. Meeting called to order by Interim Chairman Swift.

**Roll call** as follows:

John Swift (Interim President) – present  
Linda White (Interim Vice President) – present  
Lara Winkler (Interim Secretary) – present  
Ben Gardner (Interim Director) – present  
Joe Griger (Interim Treasurer) – present

Interim Chair Swift summarized reason for today's meeting summarizing the need to move forward with creating subcommittees to aid the board in all areas of the community as well as to use workshops to work on major issues, to look at the board professionals and what will be required relative to hiring any future professionals for the Board, as well as using resolutions to perfect board actions on special items.

Concerns were voiced on lack of knowledge of any of our finances and depositories as well as the need to designate an official depository. First and foremost, we will need to send letters to all the lawyers presently employed to cease any further activities.

**Minutes of 11/25/18 Special Meeting**

Motion to adopt made by Director White, seconded by Director Griger Roll call: unanimous.

Interim Vice Chair White explained how the minutes should be done: they will be posted according to ByLaws of PMLF in the clubhouse, on Facebook and any other sites available noting it is this interim board's

position that there will be full transparency, thus the need to certify and maintain minutes in a secure vault. All residents present were asked to give their emails to Interim Secretary so they could be included in any distribution of board materials noting at this time the Interim Board has no access to the email service used by Mr. Floss.

**Meeting Dates:** Future dates for board meetings set

- Every 3<sup>rd</sup> Sunday of the month 11:00 am and are adopted within Resolution referenced in minutes.
- White asked for the record to note that December 16, 2018 is the next meeting of Interim Board at 11am Clubhouse area.

Explanation of need for workshops and committees discussed and explained for residents present.

- Workshops are not a regularly scheduled meeting
- Allows for more opportunities for members to become involved
- Allows for meetings with the subcommittee reporting agencies that will be created to discuss issues needing resolution or goals and objectives of those reporting committees.

Residents were asked if there were any members of the community that had knowledge and experience in financial bookkeeping or insurance/banking, help is needed. Towards that end, Loren Izzy Mayer volunteered to serve and develop said committee.

Members present offered ideas on how to assist the Interim Board in obtaining names of all the residents in our community noting the GIS site is a valuable resource.

Members present indicated it is their understanding that the By Laws that this community must operate under is those from 2008. Proof of this was asked to be forwarded to board.

Interim Chair Swift introduced members of the Interim Oversight Committee (an advisory committee only):

- Dave Devillier, Anthony Desento, Dominic Pietrodongelo, Ed Hammond, BettyAnn Griger

Interim Chair Swift summarized goals and some immediate objectives of interim Board noting concerns over our financial status in view of no financial records available or presented to membership.

Interim Chair Swift discussed need to review all professionals for the community, and the need to make sure each professional submits contracts or agreements specifying details of terms of employment, as well as other proofs of record relative to contracts (i.e submission of insurance policy, prior employment services referrals to name a few).

We will also be reviewing the Accountant and may also do a search for a new accountant.

The Interim Chair was authorized to write to all lawyers presently employed asking them to cease and desist from any more activity. Said action was memorialized in Resolution referenced which will be adopted with certified minutes. Interim Director noted that the Board will be using a Resolution form of action which instrument is attached to the certified minutes of the Board, numbered and also maintained in a separate ledger to allow for better record keeping for the future.

Interim Chair Swift also noted that the interim board will stay with all existing contracts previously entered into to insure continued services for:

- Snow removal
- Roads
- Insurance

Members questions and concerns on these issues discussed and addressed to the best of this Interim Board's knowledge.

## **Adoption of Resolution**

Motion made by Interim Chairman Swift, Seconded by Interim Director Garden to adopt memorialization Resolution on Actions Taken by Board as noted herein. Roll call: Unanimous

There being no further business before the Board and no further questions asked from residents, this meeting was adjourned unanimously in a motion by Interim Chair Swift, Seconded by Interim Vice Chair White. Roll call: Unanimous.

Meeting Adjourned.

Respectfully submitted,

Lara Winkler, Interim Secretary

CERTIFIED AND ADOPTED AT THE BOARD'S MEETING OF December 16, 2018.

ATTEST:

Lara Winkler (SIGNATURE OF SECRETARY)

ATTACHED: RESOLUTION 01-18