

**POCONO MOUNTAIN WATER FOREST
250 LAKEWOOD DRIVE
MILFORD, PA 18337**

**BOARD OF DIRECTORS MONTHLY MEETING
SUNDAY September 15, 2013**

1. Call to Order

Ted Wetzel, President called to order the regular meeting of the Board of Directors of the Pocono Mountain Water Forest Community Association at 9:12AM in the Pocono Mountain Water Forest Clubhouse.

2. Roll Call

- Chris Connelly
- Mary Lou Corbett
- Bill Frobose
- David Curiale
- Fred Loshen
- Pdraig Lynch
- Jane Opfer
- Ted Wetzel
- Bill Smart
- John Grohl
- Bill McCarthy

Absent were:

- Rob LaMaster
- Mike Manheim
- Skip Wydner

3. Approval of Minutes

Ted Wetzel called for approval of the minutes from August. Padriag Lynch made the motion to approve the minutes. Second by Jane Opfer. All in favor but David Curiale who abstained. Motion passed.

4. Presidents Report

Ted Wetzel discussed various resident concerns regarding dues and gate passes.

Ted also discussed Sunrise Credit Collections giving residents discounts and Sunrise telling residents they have a zero balance, when in fact the resident does not have a zero balance with PMWFCA.

5. Treasurers Report

Chris Connelly distributed the Treasurers Report for August to all Board Members present. Chris reviewed projected spending vs. actual of budget in the areas of insurances, legal fees, and gate costs. There was discussion about insurance costs and coverage that Chris said he would look into. Chris reviewed the Sunrise Collections summary and there was discussion on the process of sending a resident to collections. Also discussed was the collection letter process.

Jane Opfer made a motion to accept the Treasures Report. Second by Dave Curiale.

6. Committee Reports

A) Roads

Bill Frobose gave an update on the Laurel Drive paving and culvert pipe placement. Work is complete. Total of 9 culverts placed, plus 1 at the intersection. After discussion, residents to be sent bill for 50% of cost of culvert pipe.

Bill also discussed trying to fill potholes at Adams Creek Court before winter

B) Building

Ted Wetzel had nothing to report on Building today.

C) Maintenance

Bill Frobose discussed putting up shelves for winter storage in the storage shed.

Ted Wetzel discussed need for security vehicle registration renewal. Ted will look into it.

Ted gave an update on the storage shed and acknowledged that it had been re-roofed and waterproofed.

D) Recreation

Ted Wetzel had nothing to report on Recreation today.

E) Security

Ted Wetzel reported that Rob LeMaster has resigned as Security director.

7. Old Business:

A)AOCA: Jane Opfer reported that the meeting involved Lt. Chris Paris of the Blooming Grove State Police. The PA State Police can respond to all criminal occurrences in the private communities. Dialing 911 is inviting them into the community.

B)Collections: Motions

C)Gate Status: Fred Loshen gave information on programming gate cards and also discussed the need for volunteers to man the gates to handle any problems that may arise.

There was discussion on the date of the gates being in operation and the use of a temporary code during the first week or so. October 1, 2013 is the target date for gate use.

There was discussion about a weekly temporary code for residents.

Ted Wetzel asked about school buses having access to the gate and he will follow up with the DV Transportation Dept.

Bill Frobose asked about the Fire Department and the Knox box. Mary Lou Corbett to contact them.

D) Credit Card Payments: Fred Loshen gave a report comparing Wells Fargo, Dime Bank and First Data fees for credit card operation. Fred recommends First Data.

8. New Business:

A) Proposal of Non payment of dues: Fred Loshen reviewed possible letters to send to residents for non payment of outstanding dues. Ted Wetzel to check with community attorney about legality of signed, written agreements for collections letters. There was much discussion about the wording of the letters and when they would be sent to out to residents with outstanding dues.

Ted Wetzel suggested forming a Hardship Committee to address individual resident issues.

Special meeting to discuss non payment of dues set. Jane Opfer, Chris Connelly, Fred Loshen, and Mary Lou Corbett to meet.

B) Generator for Club House: Ralph gave proposal of \$7,000 to purchase and install.

More bids needed.

Ted Wetzel to get more information on generator types.

C)Haggety Payment plan: Ted Wetzel will accept payment plan. Resident to be contacted to sign payment plan.

D) Castillo fines: Ted Wetzel suggested settlement of \$200 and clear resident balance. Resident to be informed.

9. Motions:

Ted Wetzel motioned to not accept discount to DellaVecchia account as presented by Sunrise. Second by Bill Frobose.

Ted Wetzel motioned to not give gate cards to Yensk. Second by Bill Frobose

Ted Wetzel motioned to have Burlazzi responsible for 28% collection fee.
Ted will write a letter to her.

Fred Loshen motioned to accept First Data for credit card machine. Second
by Chris Connelly. All accepted.

10. Secretary Concerns:

Keys for the Knox box and misc keys. Ted Wetzel to follow up with.
QuickBooks update: Mary Lou Corbett to follow up.
Computer issues: Bill Smart to get information on purchasing a new
computer.

11. Adjournment

Motion to adjourn by Bill Smart. Second by Jane Opfer. Meeting adjourned
at 11:45 am.