

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

**BOARD OF DIRECTORS MONTHLY MEETING
SUNDAY May 18 , 2014**

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 9:11 AM in the Pocono Mountain Water Forest Clubhouse.

2. Roll Call

- **Bill Frobose**
- **Fred Loshen**
- **Jane Opfer (9:45 am)**
- **Bill Smart**
- **John Grohl**
- **Bill McCarthy**
- **Mike Manheim**
- **Ted Wetzel**
- **Chris Connelly**
- **Pat Mastracovi**
- **Scott Graf**
- **Mary Lou Corbett**
- **Michele Gilpin (10:50 am)**

Absent were:

- **Pat Lynch**

3. Approval of Minutes

Ted Wetzel called for approval of the minutes from April. Scott Graf and Pat Mastracovi had questions about the office hours. Clarification was made. Pat Mastracovie made the motion to approve the minutes. Second by Chris Connelly. All in favor. Bill Frobose abstained.

4. Presidents Report

Ted Wetzel discussed road work that may be needed in Section 6 for resident who is thinking of buying two lots adjacent to hers. Bill Frobose suggested that if the lots are able to be built on, dues should be collected for for each. There was discussion on the Township's policy concerning marrying lots. Ted to follow up. Discussion about residents in collections who do not want to pay the 28% collection fee. The board feels that residents are given enough information to avoid being sent to collections. Discussion about resident who would not pay dues due to a fine. Ted contacted Marshal Anders to send a letter to the Lakeview residents informing them they need to remove the docks, beach, etc. and the residents to restore the land as it was. Ted also shared that on the judicial sales list, only 2 PMWF properties are on it. The board was also informed that a resident will be issuing a summons against PMWF for a flooding issue. When the actual summons comes, the insurance company will be contacted to handle this issue.

5. Treasurers Report

Chris Connelly distributed the Treasurers Report for April to all Board Members present. Board reviewed report that will be presented to the residents at the Annual meeting. Chris reviewed the treasurer's report at length. Chris suggested closing out the Wells Fargo checking account. Chris will discuss with the accountant if there is a risk to having two accounts vs three accounts. Since Wells Fargo denied PMWFs' application for a credit card, Chris will look into securing a credit card from the Dime bank. Chris discussed a spending plan that would keep a set amount of money in the checking account and putting the rest in the money market account. There was discussion on projected spending.

Bill Frobose had questions about projected spending for next year. Chris discussed the reasons for the insurance bill not being paid. The insurance bill has been brought up to date. The accountant, Myer and Myer, will be filing out taxes by June 30, 2014. Chris has tried to get the taxes filed before then since we are applying for a Line of Credit and need two years of tax returns. There was discussion about how much should be taken out on the Line of Credit. Chris would like better accountability about credit/debit card usage. All cards need to be signed out and all receipts need to be turned into the office immediately and entered into QuickBooks. There was discussion on not having as many cards and possibly opening a Pay Pal account.

Collections- Chris Connelly gave the Collections Report. The latest residents that have been sent to collections have the 28% collections fee already rolled into the amount owed to avoid problems when they have satisfied their collections bill.

Motion to accept Treasurer's report make by Mike Manheim. Second by Pat Mastracovi. All in favor.

6. Committee Reports

- A. Roads-Bill Frobose reported on Roads. Another 100 ton was ordered. Bill reviewed what roads were repaired and what ones are still in need of repair. Elmwood Road needs a culvert pipe and extensive road work. Bill feels that the budget for roads next year is not realistic for the work that is needed. Patching the pot holes alone will use up the road budget for the year. Bill made suggestions on how to adjust the budget to make more money available for the road budget. Chris to look into shifting the budget to allocate more money for the roads.**
- B. Maintenance-Ted Wetzel gave the report. Club house outlets to be repaired. Security lights need to be checked. Chlorine needs to be dumped into the well to clean up bacteria. For the state inspection there is a need for a pipe and valve to be installed to test the water. Ted to follow up.**
- C. Building-Ted reported the Plaxes' are ready to add the addition on their house. The office is to make available the proper forms they need.**
- D. Recreation-Mike Manhiem discussed the ice cream machines and their removal. Nothing further to report.**

E. Security-Pat Mastracovi reported that the Knox box key's have been given to the fire department

7. Old Business:

- A. Errors in newsletter addressed. Residents to be e-mailed new web address.**
- B. Discussion about children running over pool cover.**
- C. AOCA-Rep. Rosemary Brown was at the club house and discussed the dams and charges from the DEP. There is a panel discussion to discuss fees that are not legislated. Jane also researched about placing a lien and reviewed what steps could be taken. There was discussion on how to pursue Precision for the money that is owed to the community. There was discussion about the school tax.**

8. New Business:

- A. Pool maintenance has begun and opening date is to be June 27, 2014. Strand to be contacted to begin their maintance**
- B. Lifeguard ad to be resubmitted. Should be advertised as 40hr/\$10hr. Michele to make a flyer to be post at the school. Fred to post on website.**
- C. Discussion about a resident that has turned in a bankruptcy statement from 2009. Resident will have to have proof from her attorney that the community is on the discharge papers.**
- D. Discussion about bids on tennis courts. Waiting for more bids.**

9. Motions:

Chris made a motion to rent a dumpster to clear the Hoopman property. Rosemary to continue to find out what bank owns the property so they can clean up the property.

Michelle made a motion to a order sign for the gate that states only authorized residents entrance. Pat has already looked into signs and ordered some.

10. Adjournment: Mike Manheim motioned to adjourn. Second by Bill Frobose. All in favor. Meeting adjourned at 12:14 P.M.