

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

**BOARD OF DIRECTORS ANNUAL MEETING  
SUNDAY JULY 15TH, 2018**

**1. Call to Order:**

**Patrick Mastrocovi, President of the BOD called to order the Monthly Board of Directors meeting of the Pocono Mountain Water Forest Community Association at 9:03am in the Pocono Mountain Water Forest Clubhouse.**

**2. Roll Call:**

- **Patrick Mastrocovi**
- **Marc Wetzel**
- **Bill McCarthy**
- **Jane Opfer**
- **Matt Schwenzer**
- **Peter Black**
- **John Grohl**
- **Benjamin Myron (Arrived at 10:03)**

**Absent were:**

- **Bill Manheim**
- **Bill Smart**
- **Debra Mead**
- **Kim Alexander**
- **Padraig Lynch**

**3. Approval of Minutes:**

**Patrick Mastrocovi, Board President called for approval of the minutes from the June 2018 meeting. Jane Opfer made a motion to approve the minutes. Bill McCarthy seconded the motion; all were in favor except Marc Wetzel who abstained.**

#### **4. President's report:**

**Pat Mastrocovi informed the board that the mailboxes for Section Six have been ordered, we are waiting for them to be delivered.**

#### **5. Treasurer's report:**

**Board Treasurer Kim Alexander was not present. Pat Mastrocovi mentioned that the community's accountant Brent Hendrix had come in and began the preparation for this year's tax filings.**

#### **6. Committee reports:**

- A. Roads – Pat Mastrocovi reported that the last round of pot hole repair would be conducted, we are just waiting for a start date.**
- B. Building – Marc Wetzel had nothing new to report.**
- C. Maintenance – Bill McCarthy reported that we have been focusing on maintaining the property for the summer/pool season. New canopies have been ordered and installed on the back deck for the summer.**
- D. Recreation – The community Bar-b-que is scheduled for August 4<sup>th</sup>, with a rain date set for Aug 5<sup>th</sup>.**
- E. AOCA – Jane Opfer reported that the next AOCA meeting would be held on Aug 9<sup>th</sup>, 2018 at 6:00PM. It will be here at Pocono Mountain Water Forest.**
- F. Security – Bill McCarthy relayed an incident where our Police Officer pulled over an individual for speeding. The individual was intoxicated and belligerent and assaulted our Officer. The State Police were called and the individual was brought to the State Police Barracks where he was issued several citations. The individual in question is not a home owner, but the adult son of a home owner living in his parent's home. The community has issued several citations to the home owner as well. The idea of having our Officer get certified to carry mace and a tazer was discussed.**

#### **7. Old Business**

- A) The situation regarding regulating renters within the community was discussed. A set of proposed rules relating to**

renting properties was drafted and reviewed by the community's Attorney. Listed below are the proposed regulations for renting property within Pocono Mountain Water Forest Community Association:

**RENTING OF PROPERTY WITHIN THE COMMUNITY REGULATIONS:**

**A) A member must notify the Pocono Mountain Water Forest Community Association office of his or her intent to rent his or her property, and the duration thereof, and shall complete and submit the registration form available at the Association office. Before rental can occur, the rental fee and deposit must be paid, together with all dues and assessments so that a member is a member in good standing**

**B) A member must provide any real estate agent seeking to rent his or her property with a copy of the community's Rules and Regulations, Deed Restrictions and Covenants. A member must submit a receipt signed by the prospective tenant, or tenants, acknowledging a receipt of these documents, and an agreement to abide by same.**

**C) Each renter must comply with these Rules and Regulations, Deed Restrictions and Covenants, a copy of which must be provided to him or her by the Member renting to them.**

**D) Members will be responsible for any violation of these Rules and regulations, Deed Restrictions and Covenants and for damages to PMWFCA property caused by renters.**

**E) Rental Fee: there is a Non-refundable Rental Fee of \$250.00, per contract, subject to change.**

**F) In addition to the rental fee, a deposit of \$250.00 per contract is required and must be paid by owner prior to rental. Any fines incurred by a tenant will be deducted from this balance, which must be maintained by the member at \$250.00. Any remaining balance will be refunded when the renters depart from community.**

**An additional fee of \$250.00 is required and payable by the owner. Any tenant incurred fines will be paid from this balance as they become due.**

**Owners must maintain a \$250.00 balance. Any remaining balance will be refunded when the renters depart from the Association.**

#### **RENTALS/LEASING:**

**A) All homeowners are required to register their tenants with the PMWFCA office on the appropriate tenant registration form which must be signed by the Member or a fine will be imposed. In addition any violations on these rules and regulations will result in a fine of \$750.00 per offense. In the event that a violation continues the member will be prohibited from renting the unit.**

**The Following information and or documents are required for lease properties**

- (1) Total number of persons who will be residing at the leased property.**
- (2) Names of all persons residing at the leased property.**
- (3) Prior address of all persons listed on the tenant registration Form.**
- (4) Length of tenancy and a copy of the lease.**
- (5) Such other information as may be required from time-to-time.**

**B) Gate entry cards will be made available for a deposit of \$100.00 per tenant's vehicle. If card is not returned immediately after the period of registration, the deposit will be forfeited and the card deactivated.**

#### **INSURANCE REQUIREMENTS:**

**A) All Owners who are renting their homes within PMWFCA shall carry Fire and Liability insurance and shall provide a copy showing proof of the current Fire and Liability insurance policy to the PMWFCA office. Upon the expiration of the Fire and Liability insurance policy, it is the property owner's responsibility to show proof and the coverage period of the new insurance policy or be subject to a fine.**

**B) All renters must carry Renter's Insurance. A copy of the Renter's Insurance policy must be supplied, together with the Registration form.**

**B) The mailbox project on Woodland drive was again discussed. The new mailboxes have been ordered.**

**C) The issue with removing the mailbox service for those delinquent with their dues was again discussed. The process is ongoing and the community's attorney has been brought in to the conversation.**

#### **8. New Business:**

**A) The community signs located at the 739 and Log Tavern entrances were discussed. It was determined that the signs need to be replaced. John Grohl will get estimates for the new sign, Pat Mastrocovi will obtain quotes for the demolition and removal of the old signs.**

**B) Peter Black volunteered to help facilitate communications from the board to residents.**

#### **9. Motions:**

**A) Jane Opfer made a motion to accept the amendments to the ACR's regarding rental properties with in the community. Bill McCarthy seconded the motion. All were in favor**

**B) Jane Opfer made a motion to have Peter Black facilitate communications from the board to residents. Bill McCarty seconded the motion. All were in favor.**

#### **10. Comments from the Community:**

**A) One of the residents present brought up the overhanging trees on Woodland Court. Pat Mastrocovi stated that he would take a look at the situation and have our tree trimming service address it when they begin their work this season.**

#### **11. Adjournment:**

**Marc Wetzal made the motion to adjourn, Jane Opfer seconded the motion. All were in favor. Meeting was adjourned at 10:13am.**