

**POCONO RANCH LANDS PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS ANNUAL MEETING
JULY 10, 2004**

The meeting was called to order at 11:12 PM

ROLL CALL:

Michael Muller - Treasurer
Donald Murphy
Carrie Ridner - President
Sheila Charter - Vice President
Sal Albanese
William Wagner
John Frawley
Andrew Muller
Rosemarie La Rocca
Louis A. Santiago
Bernie Corrao
Thelma Hurd
Mel Blanck
Barbara Cali
Brian Cahill
Jim Carlsen
John Byrnes - Correspondence Secretary

Absent:

Caroline Agosta

Also Present: Dave Cavanaugh - Operation Manager, Norma Rodriguez - Recording Minutes, John Sivick - Lehman Township Supervisor, Roy Borgfeld, and Members of the Homeowners Association.

Carrie Ridner introduced the Lehman Township Supervisor, John Sivick.

John Sivick thanked everyone for coming. He explained he has been a Supervisor for the past 11 years. He complimented Paul Menditto, Roy Borgfeld, and Kathleen Simoncic for all their time and hard work. He spoke about working together regarding the Rules & Regulations and Restrictive Covenants. He mentioned they have started a youth program and a recreation committee. He wants to see more seniors involved; they have the time and experience. He talked about the Fire Dept. Sub-Station and the

Recycling Center. We will have clean-up days. They are working with the Fire Dept. to move ahead. They are also looking into reconstruction on Route 1, from the blinking light at 209 to Bushkill Falls Road which will end by Little Egypt, through Crystal Mountain. It will be safer, less turns, and 5' shoulders, also looking into a road to be made from Minks Pond Road to Bushkill Falls Road. They will see if the road can be made. They are still discussing it. Part of the comprehensive plan is to keep an open mind, listen to what the people are thinking and what the people like to see in our community. It is their responsibility to see what they can do to make it better.

Louis Santiago asked, if the township had an updated status regarding the opening of the new Post Office. John Sivick responded that by the end of the month or by August it should be open.

Salute to the Flag

APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES - July 12, 2003

Chris Isolda made motion to accept the July 12, 2003, Louis Santiago seconded.

**All in favor
Motion carries**

PRESIDENT'S REPORT: Carrie Ridner, President

Carrie Ridner introduced the Board of Directors:

Jim Carlsen, Bernie Corrao, Thelma Hurd, Rosemarie La Rocca, Andrew Muller, Mike Muller, Caroline Agosta, Sal Albanese, Sheila Chater, Donald Murphy, Louis Santiago, William Wagner, Mel Blanck, John Frawley,

Carrie agreed with John Sivick that traffic outside our community has begun to change and now also in our community. There are more homes being built now than in the last 4 years put together. Growth is coming. There will be more people, cars, services, and more of everything. She stated that Monroe and Pike are the two largest growing counties in Pennsylvania. She said that we felt it was important that an Architectural Committee be created so we could better monitor and make sure our covenants and the things that we came to Pocono Ranch Lands for are closely monitor and enforced. She stated that Roy Borgfeld is the Chairman of that Committee. Carrie also mentioned that the statewide Building Code is of big help because it will monitor how our homes are constructed and will help our property value go up.

Carrie explained, in regards to the Fire Sub-Station, when the original developers created Pocono Ranch Lands, they gave the Fire Dept. a parcel in front of Minks Pond Road.

Carrie announced that for the 2005 Budget, she could not help but to increase the annual dues. We are not funded by the state and the monies come out of our pockets. Things now cost more. We simply don't have enough to maintain the level of services we require, like 24 hour snow plowing. In the old days we did not have people leaving at 3 or 4 o'clock in the morning to go to work. We also have additional services. We opened the pool earlier this year due to good weather, we have Friday and Saturday night horseback riding programs and we had to purchase new equipment, a new tractor and a new truck for the maintenance department utilizing funds we already had. She asked what we can do to keep cost down. She answered, to volunteer and to join committees so that we don't have to pay someone on the outside.

Carrie introduced Roy Borgfeld to explain the Road Maintenance Program.

Roy Borgfeld explained that there were two parts to the program. Part 1 is paving the roads which are financed through a 6 year road assessment charge and the other part is the maintenance seal coating which is financed by maintenance. One area is the culvert replacement which needs approval by the Environmental Dept. We need 9 permits. We hired F.X. Brown to engineer the plans of design for the culvert and to start the permit process for us. The cost of the contract would be \$18,200.00. Getting the permits is a time consuming and slow process. Preparing the roads was another issue. Some will be done by contractors. Our Maintenance Dept. started to do our preparation work and have done very well.

The initial plan for 2004 was to pave all of the roads in Section 4. He further explained the changes and delays of the original plan and the proposed 2005 plan.

Road Maintenance	-	\$141,000.00	- For this year's budget
Seal Coating	-	\$ 60,000.00	
Culver	-	\$ 2,500.00	
Stone	-	\$ 60,000.00	
Dust Control	-	\$ 12,000.00	
Cold Patch	-	\$ 4,000.00	
Signs	-	\$ 1,000.00	
Other	-	\$ 1,500.00	

Roy explained further why we had to make the changes. He explained where we are now and what to expect in the up coming months. Interested residents asked pertinent questions, which Mr. Borgfeld could answer for them.

TREASURER'S REPORT: Michael Muller, Treasurer

Mike stated he wanted to discuss several changes that occurred. First, we have brought the accounting process back in-house. Prior years, we were paying NEPA \$40,000.00 to \$50,000.00 a year to collect our cash and pay our bills. We felt that we can get more value on our money if we did it in-house. Bringing accounting back in-house will give us more control of our financials and timing of our payments. We have retained Ray Zavata to do our audit and tax returns. We have also brought in a 2nd manager position so as we grow we have more management control and responsibility to our community. In the accounting project, we were able to promote Jenny who has worked for us several years, as our bookkeeper to handle our everyday operations, making sure our bills are paid in time and your dues collected and credited properly.

Mike mentioned that our second change would be that we would waive the credit card fees to pay our roads and assessments. He feels that this would benefit both the Association and the property owners as well. We have the process and the equipment set up. The credit card system was not used as much due to the credit card fees, which made a lot of owners shy away from paying with a credit card. This way we will be able to collect more monies from past dues and would allow us to get the money a lot quicker.

Mike also mentioned that later the property owners would be voting on a By-Law change, to increase the approval amount for payment or contract. The amount has been \$40,000.00 for many years and we are finding that with inflation, we're having a hard time buying a vehicle if we needed to, that is why we are asking to increase the maximum to \$55,000.00, otherwise we'll have to come year after year for approval if we need to buy a new vehicle. New vehicles are costing more than \$50,000.00 now.

The Financials as of 2003: we have \$236,000.00 less in cash in the bank; however we also have \$195,000.00 less in debt. Currently we're only carrying \$32,000.00 of debt for a new tractor we brought in for the stables and we're in the process of getting a new truck. We also have one truck that will be paid off by October. We have paid 2 vehicles this year and have acquired 2 new vehicles this year.

Mike stated that for the 2005 Budget, the board has approved a balance for an even budget. We are not expected to make a profit or loss in 2005. We have also been working with Dave Cavanaugh to have 24/7 security coverage. In previous annual meetings we've been hearing that the community wanted 24/7 security and we will have it in place by 2005. We have also added another member to the maintenance team. The reason to the addition is to handle the roads and the increased usage of our amenities. He also mentioned that insurance has increased by \$20,000.00. We've looked at other brokers but we couldn't find anyone with a better rate than we have now. Also this year the board has approved to re-instate the Special Maintenance Assessment. The current

plan is to move the mailboxes to a more convenient and safer location. There's been also discussion about working on the Recreation Field, and the Fire Dept. Sub-Station.

Dues were approved to increase 7 ½% across the board which will increase improved lots by \$52.00 a year and unimproved lots by \$42.00 a year, which is about \$4.00 a month. Mike also stated that to maintain our amenities, handle the growth, and to cover the cost of living increase we had to increase the dues.

Carrie stated that last year the By-Law change was approved to reduce the size of the board to 11 to 18 members. We have 5 candidates up for elections. We have three who are current members, Mel Blanck, Barbara Cali, and John Frawley and we have 2 new candidates, Kathleen Simoncic and Chris Isolda. Carrie asked everyone to mark their ballots and vote. Carrie also stated that all of the 5 candidates would receive a three year term and next year there'll be only 4 candidates for elections.

Candidates Vote Results were:

Chris Isolda	161 Votes
Barbara Cali	153 Votes
Kathleen Simoncic	148 Votes
John Frawley	125 Votes
Mel Blanck	125 Votes

Carrie congratulated all the candidates.

NEW BUSINESS:

Carrie stated there was one recommended By-Law change for Article 9 Section 3. "It changes the amount of money the Board can spend without the vote of the community, raising it from \$\$40,000.00 to \$\$55,000.00". She asked all homeowners to vote either for the increase or vote against and kept the \$40,000.00 maximum.

By-Law Change Vote Results were:

106 Votes	- For
116 Votes	- Against
1 Vote	- Abstention

ADJOURNMENT:

Carrie adjourn the meeting at 1:20PM

Prepared: *Norma S. Rodriguez*