

**HPCA Board of Directors MEETING MINUTES**  
**June 17, 2022 @ 6:00 PM**

1. Meeting is called to order  
Pledge of allegiance and moment of silence
  
2. Roll Call

Chairman	Michael Chlebowski
Vice Chairman	Debbie Thompson
Corp. Secty	<b>VACANT</b>
Fin Secty	Brad Graham
Treasurer	Michele Bielarski
Roads	<b>VACANT</b>
Bldg/Grounds	Jeff Williams
Lakes	Bill Minnick
Communications	<b>VACANT</b>
  
3. Approval of Minutes from previous meeting  
*(Last held on May 27, 2022 after being postponed on May20th due to Tornado Warning and no quorum)*

**Membership in attendance included: 17**

Barbara Groff, Barbara Ciabboni, John DeWald, Carol Minnick, Richard Patterson, Wilson McKinley, Gary Facchiano, Patricia Facchiano, Ron Jackson, John Bean, Don Ellis, Dennis Alonzo, Matt Annau, David Blakely, Keith Harmon, Cheryl Mahmde, and Rich Mahmde.

**vote and approval**

*Motion made to accept Previous Meeting Minutes made by Jeff Williams. Seconded by Debbie Thompson. All were in favor and the motion was carried.*

4. Reports of:

**Chairman- MICHAEL CHLEBOWSKI**

**Acknowledgements:**

**Michael Chlebowski** extended appreciation to the following individuals for various contributions.

Thank you to **Brad Graham, Debbie Thompson, Jeff Williams, Barbara Groff, Wilson McKinley, Patricia Facchiano, Gary Facchiano, Amanda Gilliar, Pat Bach, & George Spencer.**

**Confidentiality Agreement**

All Board Members requested to sign this document this evening.

**Gate Status**

**Marylouise McKillip and Crystal Hahn** have processed a total of [1987](#) Cards, Fobs, and Transponders to date.

vote and approval

*Motion made to accept Chairman’s Report by Brad Graham. Seconded by Jeff Williams. All were in favor and the motion was carried.*

**Vice Chair (Security)- DEBBIE THOMPSON**

*Police Report (RECEIVED 6/14/22)*

**HOLIDAY POCONO CALLS FOR SERVICE  
MAY/JUN22**

Residents are reminded that you are the Police Department’s eyes and ears of the community. If you see or hear something suspicious, please call 911, when it is happening. All calls will be kept confidential.

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**05/21/2022 11:20**

Civil matter between homeowner and association over a canoe

**05/19/2022 15:00**

Report of damage to the gate. Officer trying to identify the female driving a gold Lexus.

**05/21/2022 22:43**

Noise complaint from Holiday Dr. Officer was cancelled prior to arrival because music was turned down.

**05/22/2022 14:18**

Damage to the gate. Offender arrested restitution due.

**05/25/2022 17:03**

Report of possible theft from the Association. Through the investigation it was determined to be a civil matter between both parties. No crimes were committed. Carbon County District Attorney was also consulted with and agreed.

**06/01/2022 21:02**

Overdose Death on Trail Ridge

**06/04/2022 10:50**

Domestic dispute over property on Pocono Rd. Officers calmed the situation and parties agreed to work it out.

**06/09/2022 09:37**

Harassment complaint received from an employee of Holiday Pocono. It was determined that it was not a criminal matter but a civil matter.

**06/10/2022 18:40**

Noise complaint on Holiday Dr. Resident was reminded of Noise Ordinance.

**06/10/2022 23:19**

Welfare Check on Raintree Lane.

*Motion made to accept the Kidder Township Police Report by Jeff Williams. Seconded by Jeff Williams. All were in favor and the motion was carried.*

vote and approval

*Motion made to accept the Vice-Chairman's Report by Michele Bielarski. Seconded by Brad Graham. All were in favor and the motion was carried.*

**(Corporate) Secretary-**

vote and approval

*Motion made to accept the Corporate Secretary's Report by Michele Bielarski. Seconded by Brad Graham. All were in favor and the motion was carried.*

**Financial Secretary- BRAD GRAHAM**

**Contingency Fund:**

7 CD's totaling \$ 88,485.42

**2022 ASSESSMENTS**

2022 Assessments totaling \$243,252.67 were received and deposited to the HPCA Savings Account as of 5/31/22.

vote and approval

*Motion made to accept the Financial Secretary's Report by Michele Bielarski. Seconded by Jeff Williams. All were in favor and the motion was carried.*

**Treasurer- MICHELE BIELARSKI**

Motion to pay the vendors for all bills reviewed and approved for payment.

vote and approval

*Motion made to pay the Vendors by Brad Graham. Seconded by Debbie Thompson. All were in favor and the motion was carried.*

**TREASURER'S  
REPORT**

<b><u>Regular Checking Account:</u></b>		<u>Current Period</u>	<u>Year-to-Date</u>
Beginning Balance	\$	18,810.38	
Deposits:	\$	20,000.00	\$ 97,156.00
			\$
Expenses:	\$	(16,279.08)	(88,731.58)
		\$	\$
Payroll:	\$	(4,795.55)	(24,300.87)
Ending Balance:	\$	17,735.75	

<b><u>Children's/Events Savings:</u></b>		<u>Current Period</u>	<u>Year-to-Date</u>
CHILDRENS Beginning Balance	\$	643.11	
EVENTS Beginning Balance	\$	6,320.40	
Interest:	\$	0.00	
Deposits:	\$	0.00	
Expenses:	\$	0.00	
Ending Balance:	\$	6,963.51	

<b><u>Capital Improvements Savings:</u></b>		<u>Current Period</u>	<u>Year-to-Date</u>
Beginning Balance	\$	25,300.51	
Interest:	\$	0.00	\$ 5.36
Deposits-Transfer Fees:	\$	0.00	\$ 5,737.50
			\$
Transfer to checking	\$	0.00	(97.50)
			\$
Expenses:	\$	0.00	(2.00)
Ending Balance:	\$	25,300.51	

<b><u>Environmental Savings:</u></b>		<u>Current Period</u>	<u>Year-to-Date</u>
Beginning Balance	\$	61,582.91	
Interest:	\$	5.23	\$ 26.62
Deposits-Transfer Fees:	\$	0.00	\$ -
			\$
Transfer to Checking	\$	0.00	(4,850.00)
Ending Balance:	\$	61,588.14	

<b><u>Petty Cash Fund</u></b>		
Beginning Balance	\$	500.00
Total Receipts:	\$	0.00
Balance in Petty Cash	\$	500.00
Replenishment Check #	\$	0.00
<b>Balance</b>	\$	<b>500.00</b>

vote and approval

*Motion made to accept the Treasurer's Report by Jeff Williams. Seconded by Bill Minnick. All were in favor and the motion was carried.*

### **Director of Roads-**

Road Paving Quotes:

- \$8,000.00 FROM Shiffer-Bituminous Service CO.
- \$12,650.00 from HBI Group
- NO BID from Precision Group

The Work Crew is continuing to fill potholes as needed

The Work Crew is trimming tree branches along the roads as needed

Looking into obtaining prices for Millings

Dogwood Ln needs attention as it is badly eroded

### **vote and approval**

***Motion made to accept the Road Director's Report by Debbie Thompson. Seconded by Bill Minnick. All were in favor and the motion was carried.***

### **Director of Buildings and Grounds- JEFF WILLIAMS**

Bath House was opened on Saturday 5/21/22 to prep for Memorial Day. Leaks were discovered and the Work Crew were assigned to repair leaks beginning Monday 5/23/22.

2 loads of Beach Sand were delivered on Monday, May 23, 2022 and was leveled by the Work Crew.

Clubhouse was power-washed, windows and screens were cleaned.

Gotta-Go Septic pumped the Bathhouse on 6/8/22.

Clubhouse Ribbon Cutting was held on Sunday 6/12/22 at 3:00 pm.

Cut up a tree at Tamarack and Driftwood.

The Work Crew removed the two bushes in front of the Clubhouse.

**Calcano Plumbing** unclogged the toilet pipe in the men's room at the Placid Lake Bath House.

**Brad Graham, Bill Minnick, and Jeff Williams** filled the holes around Placid Lake with Jeff's machine.

We sold the old metal sliding board for \$100.00 to Jimmy Boyle. The \$100.00 was deposited to the HPCA Savings Account.

Thank you to everyone who cleaned up at the front entrance.

Thank you to everyone who helped at the Kids Fishing Contest.

Thank you to everyone who came out to the Clubhouse Ribbon Cutting.

Thank you to **Gary & Patricia Facchiano** for donating the Boat Racks for Placid and Holiday Lakes.

The Work Crew are working on installing the new boat racks.

Thank you to the Board for entrusting me with the work renovations in the Clubhouse including the installation of the tile flooring the magnitude of the Clubhouse.

Congratulations the winners of the Door Prizes given at the Clubhouse Ribbon Cutting Ceremony:

**Carol Minnick** who won the Embroidered Hat

**Chelsea McMillan** who won the T-Shirt

**Mel Bach, and Ashley Trueman** who each won a bottle of Wine

**CINTAS** will be conducting the Annual Fire Extinguisher Inspection on Monday 6/20/22 and will be escorted throughout the community.

**SHIFFER BITUMINOUS** requested that the signed contract be faxed to them so they could get us scheduled for road repairs.

Contract was signed by Jeff Williams and faxed by Marylouise McKillip as requested on 6/21/22.

**vote and approval**

*Motion made to accept the Building & Grounds Director's Report by Debbie Thompson. Seconded by Brad Graham. All were in favor and the motion was carried.*

**Director of Lakes- BILL MINNICK**

Holiday Pocono would like to thank the following individuals for their generous contributions toward our Annual Kids Fishing Contest:

BUCKS SPORTING GOODS  
EASTERN ARMS  
WHACKY WORM  
KENNY GRIPPA  
GARY & PATRICIA FACCHIANO  
STEVE & LIZZY MCIVOR  
JEFF & SHELLY WILLIAMS  
FRANK & DOROTHY  
RICH & CHERYL MAHMDE  
ED MILILLO  
BILL & CAROL MINNICK  
THADDEUS AND KATHLEEN PAPCIAK  
DEBBIE THOMPSON AND BRAD GRAHAM  
BOB & JENNIFER BARON  
GEOFF AND JESSICA KNABB-MOSEBACH

There were **50** children registered for the Annual Kids Fishing Contest held on 6/11. **28** showed up and participated.

**WINNERS:**

0-4 JACKSON POLLINGER  
5-8 DYLAN FUJITA  
9-12 DASH DEAN (Error- Winner **is** Gemma McMillan)  
9-12 GEMMA MCMILLAN  
13-15 BRANT DOWNS

**MOST FISH**

0-4 ABIGAIL WILLIAMS  
5-8  
9-12 JOSH PAVLICK  
9-12 LILY OWENS  
13-15 CAMERON GOODCHILD

Thank you to **Amanda Gilliar** for weeding the lily pads at Holiday Lake.

vote and approval

*Motion made to accept the Lake Director's Report by Jeff Williams. Seconded by Debbie Thompson. All were in favor and the motion was carried.*

**Director of Communications- VACANT**

i. **Newsletter-**  
Next Newsletter due to Membership in **AUG/SEP22**.

ii. **HPCA Community Information Facebook Page-**

iii. **General Membership Meeting-**  
There are three (3) Candidate slots are open for the **2022-2023** calendar year.  
Debbie Thompson Eligible for a 2<sup>nd</sup> term  
Michele Bielarski *Appointed to fill vacancy by Vince Goodchild*  
Jeff Williams Ineligible for another term

vote and approval

*Motion made to accept the Communications Director's Report by Debbie Thompson. Seconded by Jeff Williams. All were in favor and the motion was carried.*

**Unfinished (Old) Business**

vote and approval

*Motion made to accept the Old Business Report by Jeff Williams. Seconded by Michele Bielarski. All were in favor and the motion was carried.*



## New Business

### Correspondence-

- 5/23 Email from Keith Boroch (7 Beech Lane) to Road Director regarding Water Runoff from Beech Lane
- 5/23 Email from Terry Mamenko asking for explanation of Placid Lake being drained for maintenance as described on sign at Maintenance Garage.
- 5/24 Email from Emily Cole again regarding sale of their canoe

### Upcoming Events:

The following are the 2022 Events that have been approved:

JULY 2 <sup>ND</sup>	ANNUAL 4 <sup>TH</sup> OF JULY PICNIC @ PLACID LAKE
SEP 4 <sup>TH</sup>	CHICKEN & RIBS
OCT 29 <sup>TH</sup>	TRICK OR TREAT (At Residents individual homes)
DEC 17 <sup>TH</sup>	ANNUAL KIDS CHRISTMAS PARTY @ Clubhouse

\*\* Please note that there is a Family Bingo that still needs to be scheduled and that date will be forthcoming.

### Office News:

*Crystal is working on Monday 6/20/22 and Marylouise is working on Saturday 6/25/22*

T-Shirts and Hoodies are for sale in the Office.

YOUTH T-SHIRT	\$10.00
ADULT T-SHIRT	\$15.00
YOUTH HOODIE	\$20.00
(SIZES SMALL TO XL)	
ADULT HOODIE	\$25.00
ADULT HOODIE	\$30.00
(2XL & BIGGER)	
EMBROIDERED HATS	\$20.00

### Facility Rentals:

Clubhouse AND Placid Lake Pavilion for Saturday **6/18/22** from 2:00 pm until 8:00 pm for a Graduation Party. Hoping to use the Placid Lake Pavilion but also reserved the Clubhouse (in 2021) in the event of inclement weather.

***GATE NEED TO BE OPEN FROM 2:00 PM UNTIL 5:00 PM IN ACCORDANCE WITH RENTAL.***

Placid Lake Pavilion for Saturday **7/30/22** from Noon until 4:30 pm for a Family Function.

## **Rules and Regulations**

vote and approval

*Motion made to accept the New Business Report by Debbie Thompson.  
Seconded by Brad Graham. All were in favor and the motion was carried.*

## **Appointments to the Board of Directors**

**Michael Chlebowski** invited Barbara E. Groff to join the Board of Directors as Director of Communications. **Barbara E. Groff** accepted.

**Michael Chlebowski** invited David C. Blakely, Jr. to join the Board of Directors as Director of Roads. **David C. Blakely, Jr.** accepted.

## **Questions from the Floor**

Members in attendance who posed questions but no motions:

**Barbara Ciabboni**

**John DeWald**

**Rich Mahmde**

**Wilson McKinley**

**Robert Patterson**

## **Adjournment**

*Motion made to adjourn the Meeting by Debbie Thompson. Jeff Williams seconded and the motion was carried.*

\_\_\_\_\_  
Michael Chlebowski, Chairman

\_\_\_\_\_  
Debbie Thompson, Vice Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date