

**Minutes of the 2023 Annual Meeting**  
**of the Fork Landing Farms Homeowners Association**  
**October 29, 2023 at 1:00 pm at the Milford Moose Lodge**

1. **1:06 Call to Order** by President, Ron Rizzo. Board members present: Ron Rizzo (Acting President, VP), Carl Buczek (Treasurer), Janice Imwold (Secretary) and Stephen Leger (CRO).  
Secretary **verified a 30% Quorum** was present. 27 homeowners were present representing 20 lots, and 10 proxies resulting in almost 47% of our lot owners. (30 votes total from lots: 5602, 5603, 5606, 5608, 5613, 8604, 8607, 19560, 19570, 19580, 19583, 19584, 19585, 19586, 19587, 19588, 19590, 19592, 19594, 19596, 19602, 19603, 19604, 19605, 19608, 19610, 19619, 19622, 19639, 19644.)
2. **Motion was made to approve the minutes** of the 2022 Annual Meeting (11/20/22) without reading them aloud. Seconded and all were in favor by unanimous verbal vote.
3. Ron (Acting President) started the meeting with the **Election of Officers** stating that we had no volunteers to run for the 3 offices (Vice President, Treasurer and Secretary) that would be vacated this year as well as for the one year position remaining for President. After discussion of terms and work, the following homeowners volunteered:  
**Steve Leger as President and CRO for one year,**  
**Bryan Lau as Treasurer for two years, and**  
**Bill Roche as Secretary for two years.**  
Voting for each of these three were held and received a unanimous verbal vote.  
Noted that our ByLaws require a minimum of 3 Board members.
4. Carl gave the **Treasurer's Report** having provided Homeowners with the Budget Worksheet which included 2022 Actuals, 2023 Approved Budget, Projected 2023 figures and 2024 Proposed Budget.
  - Projected collecting \$24,635 in assessments (4 homes in arrears but anticipate 2 will pay before the end of the year) and interest of \$1500 which is slightly over estimated. Capital Contribution (\$ received by HOA on resale of one home ) would remain \$800 for 2023. This gives us a 2023 projected **total income** of \$27,129; slightly less than last year.
  - **Operating expenses** are about \$1000 under budget. Although most categories were within or under budget, a few were over: Community Meetings was doubled because we had to have 2 meetings(Bylaws Revision Approval and Annual) held at the Moose Lodge. Also with the increased amount of mulch needed for trees, the Landscaping Enhancements doubled from \$300 to \$600.
  - HPS uses a program that does not allow them to separate their Management Office Expenses from FLF Board Office Expenses, thus to determine what FLF's office expenses are we have to manually separate the two kinds of Office Expenses using the infoHOA Monthly Reports. To fix this a newly created expense category was

established titled Board Expense (line 32). Now Office Expenses are reported on line 27 for HPA and line 32 for FLF HOA Board.

- **Snow Removal Budget** was not spent as of yet because there was no need for snow removal in early 2023. We kept the \$500 in the Projected 2023 budget for snow removal in November and December. The 2024 Budget includes \$1000 vs the previous amounts of \$2000 as we anticipate spending less money since snow removal is being done in house in the new year (which we anticipate will decrease our costs).
- **Common Area Improvements (Concrete Walkway)** was over budget by \$500; however, our **Total Capital Improvements/Major Repairs projection** shows us under budget because we did not spend \$4000 on the Drainage Behind Lots 16-18.
- The **Projected Total Annual 2023 Expenses** is \$34,299.30, significantly below our 2023 Budgeted expenses of \$38,425.
- **Projected Net Reserves** by end of year is \$50,033.90.

## 5. Presidents Report

- Ron said that he had gotten Tim Long's input on the **concrete walkway** to the pier to help determine next steps. ADA Guidelines indicate a need for railings along the walkway. The steeper curves (like first curve and just before pier) require 30 – 34" railings. Also will need to fill dirt in along edges to eliminate drop. Motion was made and seconded to put \$2000 in 2024 budget to finish this pathway to follow ADA guidelines. Motion was carried unanimously.
- Our **Pier** needs some repairs. Jeff Mathews has already replaced one board but question came up whether more boards need to be replaced prior to finishing the pier. A motion was made and seconded to have the "sound test" done on the individual wood planks prior to replacing any boards and then to have the pier finished. Motion passed unanimously.
- Discussion of the **drainage issue behind Lots 16-18** followed including its history, several homeowners points of view, past discussions with Sussex Conservation and Milford not allowing the drain going under the sidewalk to the street if causing road and/or gas line damage. Motion was made to budget \$2000 in 2024 Budget and use the money for experts to come out and investigate situation and provide a solution and its cost. Motion was seconded and unanimously passed.
- **Lawn Maintenance** was done by Price in 2023. Consensus is they seem to be more reliable than Sullivan, but fences have been damaged. They bill HPS directly so no problems with multiple bills as with Sullivan. Homeowners unanimously agreed to continue with Price with the following suggestions:  
Get a 2 year contract to lock in the price for 2 years, but let them know that we can cancel after the first year if they don't take certain steps; i.e., Need to use protective cover/head on equipment and to mow so that thrown debris does not go toward fences or homeowner's lawns.

6. Jo-Ann Rodgers and Angelyn Frazier-Giles of the **Communication Committee** shared what the committee does and that they are in need of another volunteer. You would need to know how to use a PC and then they would teach you the rest. Volunteer can contact them. They are also looking to expand the website to include community news. Jean Bielefeldt asked if Lions Club services for the community could be shared on this site. The unanimous response was yes since their fundraiser funds are donated to the community.
  
7. The **2024 Budget** was presented by Ron and Carl.
  - **Audit:** This first subjected debated was whether to budget for an audit in 2023. The Board had obtained a cost estimate of \$6,000 (about \$100 per Lot) to complete an audit for one year. It was explained that Delaware law requires audits every three years and that previous Executive Boards had decided not to complete an audit due to the costs. However, under our new Bylaws, only the Association can decide whether to fund the audit. A motion was made and seconded to remove the \$6,000 from the proposed budget and not complete an audit in 2024, and was passed by unanimous vote.  
Note: HPS, our Management Company, does a thorough job with their reports. Board would share the Management Company's end of the year report as well as continuing to share the comparion chart of the Yearly budgets with Homeowners as a means for financial review.  
Lois Mathews and Janice Imwold volunteered to complete an internal review.
  - A motion was made to **adopt the 2024 budget** as amended, seconded and passed unanimously. A copy of the amended 2024 budget is attached.
  
8. Homeowners made an announcement requesting that all homeowners who walk their dogs to please not leave the dog poop in homeowners' yards or the common areas.
  
9. **Meeting adjourned at 2:35 pm.** Motion made to adjourn, seconded and passed unanimously.

Respectfully submitted,  
Janice Imwold  
Secretary of Fork Landing Farms Homeowners Association