

**Minutes of the Fork Landing Executive Board Meeting  
September 23, 2021 at 6:30pm at 19604 Drummond Dr.**

Board members present: Adrian Hunnings(Pres.) Kurt Boegli (T) Melissa Ramey (Sec.) Pamela Ozimek ( Director). Homeowners Present: Carl Buczek, John Ferrell, Bryan Lau, Michael McLaren, Bob White, Patrick Ozimek and Janice Imwold.

1. Call to Order was made by Adrian at 6:31
2. **Motion to** Approve the Minutes of the August 26, 2021 Executive Board Meeting was made by Kurt and 2<sup>nd</sup> by Pam, all were in favor or the motion.
3. Kurt went over the Financial Report specifically the August income and expenses to date. Stating finances are in good shape and he is happy to pass the process to the next Treasurer. Report accepted and has been posted to the FL website.
4. Adrian gave an update on the drainage issue behind lots 16-18. Sullivan did clear the brush, but did not level the area, so it can't currently be mowed. The instructions were stated verbally but not specific in the contract. Adrian received a bid for finishing the job of leveling the area from Fernando Aguilar for \$500. Adrian is waiting for a 2<sup>nd</sup> bid from Wilhelm. **Motion to** approve \$500 out of the budgeted allocation of \$6,000 was made by Melissa and 2<sup>nd</sup> by Kurt. All were in favor.

Adrian had also received a bid for a dry well from Wilhelm. After the last significant rain Adrian checked the area at 6 am and there was no standing water. While it is hopeful that the clearing of the brush has solved the issue, it is to soon to know. The plan is to put the cost of the dry well in the 2022 budget contingent upon needing this next step.

5. Flag day was again a success with many of the homeowners requesting the flags stay out through the 20<sup>th</sup> anniversary of 9/11. Many of the flag dowels have been damaged. Adrian looked into replacing the flags or buying better dowels. Since there are funds in the Flag donation account a

**Motion** was made by Melissa allowing Adrian to purchase more flags or dowels and 2<sup>nd</sup> by Pam. All were in favor.

6. John Ferrell, the Chair of the Long Range Planning Committee for Common Areas, went over highlights of the committee's very detailed report. All common areas were discussed and recommendations suggested. Besides a possible tree removal the main focus was on the middle common area where a recommendation for using crush and run to connect the 2 walkways was discussed. Mike McLaren and Bob White voiced concerns with connecting the walkways. They feel the kids who ride bikes on the walkways now would be nonstop if the walkways were connected. Mike stated, "he was assured by Ryan that nothing would be built behind his home". It was pointed out the plans submitted to the City and County showed a completed walkway connecting the community. The only reason it was not completed was the HOA did not have enough money at the time. Later, during the budget discussion, a compromise proposal was made with the idea of making whatever improvements designed to appeal to "quieter usage." Suggestions included moving the path toward the center and away from homeowners back borders, and posting that bikes aren't allowed in the common areas or on the paths. The Planning Committee also suggested posting signs prohibiting playing in the SWM ponds.

The recommendation by the committee only suggested the walkways be connected it did not specify how. John also discussed the Urban and Community Forestry Grant Planting Program, which is outlined in the report. It basically would help defray some of the tree planting cost if volunteers help with the process. The long-range plan for the common areas will be posted on the community website.

John also wanted to acknowledge the other members of the committee for all the work they did in completing this important task. Ron Rizzo, Rose Boegli, Tim Brown, Carl Buczek and Tim Long. THANKS YOU ALL!

7. Adrian wanted the Boards input about presentation of the Coastal Plant Care to the Homeowners. There was 1 tree of moderate risk on HOA property that backs to a homeowner but the other trees cited as moderate or high risk were not on HOA property and the homeowners should be

notified. It was decided that a letter would be sent to those with a moderate or high risk of a tree falling and the report will be placed on the website.

8. Pat Ozimek, Co-Chair of the Committee on Bylaws and Declaration, gave a brief report to the Board. Janice Imwold and Carl Buczek are finishing up the changes to the Bylaws that the committee will be recommending and the document will be sent to the Board for review. Pat wanted to acknowledge all the members of the committee who met frequently to get this task completed: Co-Chair Ron Rizzo, Carl Buczek, Janice Imwold and Glenn Bryden. Barbara Studer-Baer and Margret Miller helped early on but had to bow out of the committee due to personal reasons. THANK YOU ALL!!
9. Adrian made an inquiry to the Sussex County Conservation District regarding the retention basins and found out that they are supposed to be inspected annually. Adrian set up the inspection, which was completed. The good news is they are both in good shape, but maintenance needs to be done in one and the riprap (large stones) below the overflow pipes must be enlarged to prevent erosion occurring and to prevent sediment from washing into the creek. The project will be included in the 2022 Budget.
10. Adrian presented his Reserve Study to the Board. In this six-page study every possible asset the community has was reviewed and evaluated. It assessed current condition of assets and estimated projections on future cost for repair or replacement. This report is essential for long-range planning and dues assessments. It suggests that 35,000 in Reserves are a reasonable amount given all the variables considered. **A motion** to accept the Reserve Study was made by Melissa and 2<sup>nd</sup> by Pam. All were in favor.
11. Adrian presented the 2022 Annual Budget. With the Reserve study complete Adrian proposed a change to the Accounting Resolution so that the Board would not go below the \$35,000 mark needed for reserves. **A motion** to make this change to the Accounting Resolution was made by Melissa and 2<sup>nd</sup> by Pam. All were in favor.

Adrian went over the working budget document showing actual expenses over the last three year and projected expenses for the current year. For

the current year, the budget anticipated expenses to exceed income and there would be a draw down in reserves. The good news is that based on current projections, we should end this year with a surplus. The Board considered 2 options for 2022, one that included a reduction in the annual assessments to \$350 and the option of keeping the assessment the same. There are a couple of major expenses anticipated in 2022, so the Board agreed to propose a budget keeping the assessment at \$400. The worksheet used to prepare the budget is attached. A more detailed explanation to each line item in the budget will be prepared for Homeowners to review prior to the annual meeting. Per our "Accounting Resolution", the Homeowners will have the opportunity to review and amend any line items prior to voting on the entire budget.

12. Adrian discussed sending out another notice to all homeowners regarding the need to fill the 3 vacant Board positions at the Annual Meeting. A few have stated interest and we are hoping to fill all three positions.

13. The Association of Homeowners Meeting was discussed. Two options were proposed, a Saturday outdoor meeting or Sunday indoor meeting. It was agreed that having 1 date for an spacious inside meeting was best as opposed to an outside meeting with a rain date. It was decided the Annual Meeting of the Homeowners would be **Sunday, October 24 at Moose Lodge at 2pm**. The voting process was discussed and it was felt at this point we should follow the current Bylaws and past practices since no changes to the Bylaws have been finalized yet. Pam said she would organize having coffee there and we will look at supplying some cookies etc. as well. Adrian will supply a "Presidents Letter" along with the Agenda and a Proxy to go out in the mail. Melissa will stuff the envelopes and get them mailed.

Adjournment at 8:50

Respectfully submitted,

Melissa Ramey

Secretary of Fork Landing Board of Directors

