

**Minutes of the Executive Board meeting
Fork Landing Farms HOA
October 5, 2022 at 19604 Drummond Drive**

Adrian called meeting to order at 3:07 pm.	Present: Adrian Hunnings, Melissa Ramey, Carl Buczek, Janice Imwold, Ron Rizzo. Also present: Jo-Ann Rodgers and Bryan Lau
7/5/2022 Minutes	Melissa made a motion to approve the minutes, seconded by Carl and the Board unanimously approved. Noted that it has been 3 months since the last Board meeting but that we had several working sessions on the revision of our Bylaws, Declaration and Guidelines.
Treasurer's Report	<p>Carl's great work of completing and sharing all the treasury info with all Board members over the last 3 months was expressed.</p> <p>Carl presented the August summary (with correction that both the checking and reserve account balances were for August and not July). The actual expenses paid in August YTD totaled \$21,816.23 compared to a YTD budget of \$28,828.00; therefore, we are still on budget for YTD. The Working Fund or Checking Account Balance is \$13,371.96, and the Reserve Fund or Savings Account Balance remained \$48,541.73.</p> <p>Note: Carl's summary comments and the infoHOA.com Financial Report from HPS had been emailed to each of us in advance of the meeting.</p> <p>Discussions:</p> <ol style="list-style-type: none"> 1. Board agreed with Carl that all "office expenses" for any special project such as the Revised Bylaws should be charged to the special project and not to Office Expenses (as he has been doing with HPS's office expenses). Office Expenses should be for only the Board's/Association's office expenses. The same should also be true of Legal Services. Attorney charges for the Revised Bylaws should be charged to that special project. That way it is easier to prepare the annual budget without including those expenses that will not be included the next year as well as knowing the complete cost of a special project. 2. Carl noted that Melissa's work of replacing 2 separate insurance policies with Cincinnati, each having several premiums paid over the year with one policy from Nationwide saved us about \$1600 a year. 3. Will address homeowners with assessments past due in the closed section of Board meeting tonight; however, Carl shared

	<p>HPS timeline sample. He will follow up with Leah to make sure that the Board is sent copies of all correspondence (both emails and mailed letters for Friendly Reminder, Second Notice, and Final Notice Letter) sent to homeowners who have delinquent assessment accounts. We want to develop a standard process* that follows the 4th month after HPS has declared that the “Final Notice Letter Mailed”: Discussion of a registered certified letter from the Board followed by Attorney Action. Carl will contact Leah for the list of Collection Attorneys.</p> <p>*Note that Carl shared a possible list of steps (with questions) that could be used when developing our standard procedures for Collecting Assessments.</p> <p>4. A check for \$2946 for the Common Area Tree Project was received from DE Forest Service, and \$1912.50 was reported earlier from HOA lot owners as payment for private trees. Carl reported our expenses for this special project as \$6336.95 giving us a net cost of \$1478.45 which was under budget!</p> <p>Melissa made a motion to approve the budget report, Ron seconded, and the Board unanimously approved.</p>
2023 Proposed Budget	<p>The proposed first draft of the budget for 2023 was presented by Adrian and Carl. Worksheet included Actual Budgets for 2018-2021, Budget and Projected for 2022 and Proposed budget for 2023. Finances are looking good at this point.</p> <ul style="list-style-type: none"> • Suggested a reduction of \$50 in yearly HO assessments. \$800 for line 19, Capital Contributions is for an anticipated sale of one house in the community. (No longer are receiving monies from new home sales; only resales.) • Management fees (line 22) along with HPS Administrative Charges (line 23) will need to increase from \$3,300 to \$3,460 for 2023. • If HOs vote for no audit, then line 24 Audit Services will decrease by \$6,000. • If HOs vote for the ADA compliant concrete walkway from the road to the pier, there is \$15000 budgeted for this special project. • These items would affect some of the line amounts. • Adrian is going to research the cost of our Post Office Box and of our Zoom account so they can be included.

	<ul style="list-style-type: none"> • Think that maintenance will need to be done on pier but advised that it be done in the Spring (after completion of sidewalk to pier). Board will set up a Volunteer Working Day. • Ron will provide more cost info from Sullivans and Prices Landscaping with regards to Grass Cutting, Irrigation and Fertilizer Treatments. Discussion followed to increase line 33 Lawn Maintenance to \$9000 and line 37 Irrigation Maintenance to \$400 for 2023. Need to contract separately for Snow Removal. Will need to make final decision as to who is being hired to do what prior to finalizing the budget, and the 2023 Proposed Budget needs to be ready for the Annual Meeting in November. <p>Concluded with 3 motions:</p> <ol style="list-style-type: none"> 1. Carl made a motion to include line item 58 Common Area Improvement for \$15000 for the construction of an ADA compliant concrete walkway to the proposed budget for 2023. Seconded by Ron and unanimously approved by Board. 2. Janice made a motion to include line item 8 Annual Assessment for \$350 which would reduce yearly assessments by \$50. Melissa seconded and Board vote was 4 in favor to 1. 3. Melissa made a motion that HPS be asked to provide us with copies of all emails and letters sent to homeowners when assessments were not paid within the designated times. Ron seconded and unanimously approved by Board.
Review lawn bid for 2023 including how to handle snow removal	<p>Ron has talked to several companies and recommends either continuing with Sullivans or going with Prices Landscaping. Ron agreed to ask Price if he would be willing to do a one-year contract initially?</p> <p>Discussion of adding a Special Project for a Control System for the Irrigation System.</p>
Status of Bylaws and Declaration Plan And BackUp Plan	<p>Adrian said that he spoke with Attorney Bill Brady yesterday and that he was going to try to have paperwork back to us before the end of next week, so the revised timeline is:</p> <ul style="list-style-type: none"> • 10/12 Revised document by attorney • 10/15 Print and Distribute documents to homeowners • 10/21-24 Collect homeowner signatures • 10/27 Return documents to attorney for recording • 11/1 Notice of Annual Meeting (letter and agenda) sent to HOs • 11/1 Appointment of Nominating Committee

	<ul style="list-style-type: none"> 11/20 Annual Meeting including election of officers <p>Backup Plan: If documents are not finalized by attorney prior to 10/17/2022, then we will need to schedule an Annual Meeting under our current Bylaws in November to adopt budget and hold a Special Meeting for elections in January after Revised Bylaws are recorded.</p>
Updates for pending projects	<ul style="list-style-type: none"> a) Local Savings Account – on hold until next year (Carl) b) Fork Landing Directory – completed (Melissa) c) Expansion of Rip Rap area below overflow pipes – completed (Adrian) d) Tree removal (completed) and Inspection by arborist of trees behind Lot 15 by arborist (October – Adrian) e) Monitoring drainage issue behind Lot 16-18: Adrian said there was a lot of water there after the 10” of rain in 5 days. Tony’s basement is dry, but sump pumps are running nonstop. He will check in a week to see if water has dissipated. f) Upgrade (concrete) path to pier to be ADA compliant (Melissa) – Board approved putting proposed cost into proposed budget for 2023. g) Review of Insurance Policy – completed (Melissa) h) Bid for HOA Management Service (Summer of 2022) to be done in 2023 (Carl and Janice) i) Bid for Lawn Maintenance Service (Summer of 2022) Ron continues to research
Open Board Meeting was adjourned at 5:10 PM	
Executive Session	Discussion of three complaints followed by Homeowners in arrears on assessments.
Meeting was adjourned at 6:20 PM	Next meeting is Thursday, 10/27/22 at 6:30.

Respectfully submitted,
Janice Imwold
Secretary of FLF Executive Board