

**Minutes of the Executive Board meeting
Fork Landing Farms HOA
October 26, 2022 at 19604 Drummond Drive**

<p>Adrian called meeting to order at 6:35 pm.</p>	<p>Present: Adrian Hunnings, Melissa Ramey, Carl Buczek, Janice Imwold, Ron Rizzo. Also present: Bryan Lau and Jo Ann Rodgers.</p>
<p>10/5/2022 Minutes</p>	<p>Carl made a motion to approve the minutes of the last Board meeting, Melissa seconded, and the Board unanimously approved.</p>
<p>Treasurer's Report</p>	<p>Carl presented the monthly summary, his summary comments, the budget report for September and the infoHOA.com Financial Report from HPS (all of which he had emailed to each of us in advance of the meeting).</p> <p>The actual expenses paid in September YTD totaled \$22,729.80 compared to a YTD budget of \$30,688.50. We are well below budget for YTD. The Checking Account Balance is \$12,880.39 and the Savings Account Balance is \$48,541.73.</p> <p>Noted:</p> <ol style="list-style-type: none"> 1. Discussed importance of including "office expenses" in appropriate accounts, e.g., HPS charges for their office expenses needs to be included under HPS Administrative Expenses in the budget. Some of the office expenses, such as printing the Bylaws should be charged to the Bylaws Revision Project and the Zoom subscription should be charged as a meeting expense used for those particular events. 2. Adrian is going to sort out Zoom and Wix (Website and email) accounts to determine when and how much is due. Presently unclear because we don't know who charged the last payments on their personal account. Melissa is going to check the Post Office Box Rental Account as well for amount and date due. (Need this info for 2023 budget.) 3. Great news for 2022 budget year: We are expecting our expenses to be close to \$9,000 below budget, so no need to draw on reserves. Our approved budget anticipated a drawdown of \$9,665 in our end of year reserves. We are now projecting our Reserves at the end of 2022 to be about \$58,000 compared to \$57,702.72 at the end of 2021. 4. Also want all bills from 2022 taken care of in 2022 budget. Sullivan is a concern: Need to verify that 12 monthly bills received and paid in 2022 so that we don't have a reoccurrence of 13 bills paid in a year; Messes up YTD expenses.

	<p>5. Adrian and Carl continue to collect last minute items to finish the 2023 proposed budget for presentation at the annual meeting.</p> <p>Melissa made a motion to approve the present budget report knowing that continued edits would occur as more info is gathered, Ron seconded, and the Board unanimously approved.</p>
<p>Review lawn bid for 2023 including how to handle snow removal</p>	<p>We have experienced some problems with Sullivan’s billing. (Different person is in charge now.) Different crews sometimes don’t cut grass on all smaller Common Areas contracted to be cut. Would like bill to arrive about 1st of each month and paid within 7 days.</p> <p>Ron conducted bids from several vendors for lawn maintenance in 2023. At our last meeting, the Board narrowed the selection to 2 companies, Sullivans and Prices Landscaping and Hardscaping out of Bridgeville. Mr. Price will give us a one-year contract for 2023 and is lower than Sullivans for grass cutting. Ron checked references. Cost for 3 treatments is about the same for both companies. We have a separate contract with Sullivan for Irrigation (main sprinkler) and it is the better price.</p> <p>Ron made a motion to accept Mr. Price’s contract starting 1/1/2023 for grass cutting and treatments, and to renew the contract with Sullivan’s for irrigation. Melissa seconded and the Board unanimously approved.</p> <p>Ron will provide Carl with dollar amounts for the 2023 budget.</p> <p>Snow removal of common area sidewalks: Ron will research several options for snow removal. We hired one of our residents, Jonathon Derryberry, last winter for the last snowfall. Ron will check with him to determine if he is interested again this year.</p>
<p>Status of Bylaws and Declaration And Plan for 2022 Annual Meeting and Special Meeting to elect 2023 Officers</p>	<p>Adrian reported that our Attorney has indicated the Declaration and Bylaws should be ready by Wednesday, 11/2/22. We do not have enough time to get the documents approved by homeowners and schedule a meeting before Thanksgiving to hold elections under the new Bylaws. Since we must adopt a budget before November, we need to schedule an Annual Meeting specifically to adopt the budget and then schedule a Special Meeting in January to hold elections (assuming the Bylaws and Declaration are approved).</p> <p>If so, the plan is:</p> <p>Wednesday, 11/2, send email to Homeowners giving overview and timetable, meeting date and agenda.</p> <p>Friday, 11/4, send letter including agenda to homeowner to give legal Notice of the meeting.</p> <p>Saturday/Sunday 11/5-6 deliver copies of the Final Draft of the Declaration and Bylaws. The new Declaration and Bylaws are in the final form. Homeowners can approve or not approve the documents</p>

	<p>as distributed. The proposed budget for 2023 will also be distributed in the packages.</p> <p>Sunday, November 20, hold Annual Meeting to present the 2023 Budget. The Board will start collecting signatures at this meeting for the revised document and continue to solicit signatures from Homeowners in door to door visits from Homeowners that do not attend the annual meeting. At least 75% (48 Lots) must approve the documents to adopt and record the new Declaration and Bylaws. If they are not approved, the HOA will continue to operate under the original Bylaws. If approved, a Special Meeting will be called for in January to hold elections for all officers and allow Homeowners to adopt the revised Regulations.</p>
<p>Establish procedure when homeowners are in arrears on payment of assessments</p>	<p>Want to establish a consistent procedure for following up on unpaid and/or delinquent assessments of homeowners.</p> <p>Questions: Cost of filing a lien on property/home? (This should be our “trigger amount” for starting the lien process.) Does an attorney have to file a lien? (Or can the Board?) Would amount for line-item Legal Fees change in the budget?</p> <p>Will continue to develop the steps for the procedure to follow when assessments are not paid on time after the Board investigates further.</p>
<p>Meeting was adjourned at 8:30 PM</p>	<p>Next meeting is Thursday, 12/15/22 at 6:30.</p> <p>Will need to appoint a Nominating Committee and plan for January Special Meeting.</p>

Respectfully submitted,
Janice Imwold
Secretary of FLF Executive Board