

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

Adrian called meeting to order at 6:30 pm.	Present: Adrian Hunnings, Melissa Ramey, Carl Buczek, Janice Imwold, Ron Rizzo. Also present: Chris Samaroo, Cindi McLaren, Molly Chin, Bob White, and Bryan Lau
6/1/2022 Minutes	Melissa made a motion to approve the minutes with the correction of placing it under June's (not May's) minutes on the FLF website, Ron seconded and the Board unanimously approved.
Treasurer's Report	<p>Carl presented the monthly summary, his summary comments 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 May YTD totaled \$15226.59 compared to a YTD budget of \$24221.50; therefore, we are well below our approved budget for YTD. The Checking Account Balance is \$8171.60 and the Savings Account Balance is \$48541.73, bringing our total Reserves at the end of May to \$56,713.33.</p> <p>Noted:</p> <ol style="list-style-type: none"> 1. July 1 HOA dues are still being received this month. 2. Carl is following up with Leah about the inconsistency of Homeowners receiving email bills and/or mails paper bills and sometimes are not receiving either. 3. Will address Homeowners who have assessments past due from prior to 7/1/22 in the closed section of our Board meeting tonight. 4. All monies for trees purchased by individual homeowners have been received. 5. The grant money for the Common Area Tree Project has not been received yet. Once received this Budgeted Item will be under budget. 6. Our CPA says that the tax form is close to being filed. (We don't owe \$; only need to file annually.) <p>Melissa made a motion to approve the budget report, Ron seconded, and the Board unanimously approved.</p>
7/4/2022 Community Flags	Board thanks Jeff Matthews, Mike McLaren, Mike Griffin, and Carl and Linda Buczek for putting the flags in the ground along our sidewalks, and then removing and packing all the flag aways.
Insurance Policy	<p>Melissa summarized reasons for changing to a different insurance firm as of 7/1/22:</p> <ol style="list-style-type: none"> 1. Local office: Fetterman Agency, Inc (Agent Cory Fetterman) 200 N Rehoboth Rd 19963, 302-422-3079

	<ol style="list-style-type: none"> 2. One policy instead of 2 policies with appropriate coverage through a well-known company (Nationwide) designed for an HOA 3. Premiums paid semi-annually in January and July, coinciding with months of our greatest income from assessments. 4. Premium is about \$400 less than current policies. <p>Note: Melissa paid the semi-annual fee of approximately \$500 (ACP 3200820704, billing account # 396709746) and turned paperwork into Carl for reimbursement. Future bills will go directly to the HOA for payment.</p> <p>An electronic copy of insurance policy needs to be sent to Leah/HPS. Adrian will research how to cancel both policies with Cincinnati where we should receive a short rate on the one not yet expired.</p>
<p>Process to revise Declaration and Bylaws</p>	<p>Adrian reported that a total of 50 Lot Owners replied in writing to the survey. Although the survey showed a lot of support for the proposed changes, the comments were very valuable and identified where more work needs to be done to on some policy issues.</p> <p>The Board adopted a very ambitious schedule with a goal of being able to adopt and record the new Bylaws prior to our next Annual Meeting in October. Discussion ended up with the following goals/decision steps:</p> <ol style="list-style-type: none"> 1. Monday, 7/11/22 Zoom Call for Board members and Attorney, Bill Brady, to have him answer a list of questions that were already sent to him. Board members should send any new/additional questions to Adrian immediately so he can forward them to Bill as well. 2. Board members will meet next week: 7/13 Wed 2-5 and 7/15 Fri 10-5 to discuss revisions to “Community Regulations” based on attorney comments and on survey responses, and then to start revising the drafts of the “redline” version of the Declaration and Bylaws. 3. By early August share the revised “Community Regulations” document and the draft “redlines” version of the Declaration and Bylaws to the attorney for review. 4. Two weeks prior to Special Meeting distribute drafts of “Community Regulations, version 2” and “redline” versions of Declaration and Bylaws. 5. Schedule Special Meeting in late August for <u>community discussion</u> at Moose Lodge. 6. Early September: Executive Board meet to edit documents based on decisions made at the community Special Meeting. 7. September? Distribution of revised Declaration and Bylaws documents for signature approval or disapproval. (Need to

	<p>discuss this with Attorney for clarity of procedure: Declaration requires 75% approval of all Lot Owners and Bylaws require 23rds of all Lot Owners in attendance.)</p> <p>8. October 2022 Annual Meeting with elections based on new Bylaws</p> <p>Note: This is a very ambitious goal. If we can't keep to this deadline, then will need to determine how to handle elections in 2022. One option, assuming we think the Bylaws and Declaration will be recorded within a few months is to hold the Annual Meeting on time, but mainly for the purpose of adopting our 2023 Budget. We could keep current Board members in place to wrap up recording Bylaws and then call a Special Meeting to elect all 5 officers under the new Bylaws as soon as possible.</p>
<p>Tree Project and Social Committee</p>	<p>Pleased with our trees and our future tree canopy in our common areas. Should increase our property values at FLF.</p> <p>Need to see if Social Committee still wants to organize an event to celebrate the new trees.</p>
<p>Discussion of Landscaping Maintenance bid</p>	<p>Ron is looking into bids for when our present contract ends as we still have problems with Sullivan not completing all contracted work; e.g., at the base of Knotts Court and behind the wet area in the front corner. Presently looking into a local family operated business.</p> <p>Suggested that he look into separate maintenance agreements for the common areas in the front of community and in center common area as the second probably only requires mowing once a month. He will research mowing first, and then before winter will look into snow removal contract.</p>
<p>Discussion of HOA management contract</p>	<p>Janice and Carl are looking into bids for management companies. Have the names of several management companies but feel like we would like to know their reputation/ratings with communities that they serve. Suggested that we ask attorney for recommendations/referrals since he is member of CAI/Community Associations Institute.</p> <p>Carl and Janice will look into the cost of duplicating HPS tasks (sending out bi-annual bills for HOA dues, paying about 10 bills per month, and maintaining the financial books and generating the monthly Financial Report. Will also investigate cost for other possible responsibilities that the Board has tried to do but not with total success, such as the management services for their charging and handling fees for assessments that are paid late and/or filing liens, management services of sending out letters regarding infringements of the Community Regulations and then following up on to see fines and/or corrections/alterations are made, and administrative services if not enough homeowners volunteer for the 5 positions on the Board.</p>

<p>Update on Proposal for path to pier to be ADA compliant</p>	<p>At the request of several Homeowners, the Board is researching the feasibility of making the path to the pier ADA compliant for inclusion in our 2023 proposed budget. Melissa is managing the research. She shared a bid of \$12500 for an ADA compliant curved cement sidewalk from the Drummond Dr to our pier. If this project is undertaken, we would need to establish rules to prevent it being used for bicycles or skateboards. Melissa and Adrian will draft a letter to the community prior to our next Special Meeting to outline the project and to discuss funding alternatives. We will devote some time at the next Special Meeting to obtain community feedback.</p>
<p>Open Meeting was adjourned at 8:20PM</p>	<p>Next Board meeting is TBD based on whether there is a Special Meeting of Homeowners called in August</p>
<p>Closed Meeting was adjourned at 9:30PM</p>	<p>Closed session of the Board allowed for discussion of</p> <ol style="list-style-type: none"> 1. specific homeowners who owe dues from prior to 7/2022 2. action to be taken on email complaint received from HO 3. 2022 audit

Respectfully submitted,
Janice Imwold
Secretary of FLF Executive Board