

**Minutes of the Executive Board meeting  
Fork Landing Farms HOA  
February 15, 2022 at 19604 Drummond Drive**

<p>Adrian called meeting to order at 6:30 pm.</p>	<p>Present: Adrian Hunnings, Melissa Ramey, Carl Buczek, Janice Imwold, Ron Rizzo. Also present: Bryan Lau and on Zoom: Robert and Patricia Gramling</p>
<p><b>1/18/2022 Minutes</b></p>	<p>Melissa made a motion to approve the minutes, Ron seconded, and the Board unanimously approved.</p>
<p><b>Treasurer's Report</b></p>	<p>Carl explained that he had just received the financial report yesterday and that was the reason for us not receiving it until yesterday,1/14.</p> <p>Carl distributed a new summary report showing the 2022 approved budget and with expenses and income for January. Income for 2022 YTD is \$10,400, compared to a budget of \$12,400. Twelve homeowners have yet to pay their January 1 assessment by January 31. Total actual expenses paid in January totaled \$1,802.33, compared to a budget of \$7,197.50. The surplus of budget over actual for January is not as great as it appears because the budget included some major expenses for Storm Water Management and tree removal. These expenses are still expected to be incurred during the winter months, but just haven't been paid yet in the year-to-date figures.</p> <p>One area where we are significantly over budget is in snow removal. The HOA has paid \$810.00 so far in January. (Carl updated this figure in a follow-up email to show that we have incurred \$2,018 so far this year with additional invoices to be paid in February.) The Executive Board debated how best to amend the budget to reflect these expenses. Since snow removal is approved and authorized (and not discretionary), it was decided to wait and amend the budget after we finish the snow season. The Board is looking at alternatives to hiring Sullivans to complete the snow removal, including contracting with one of our residents, Jonathon Derryberry. However, there are insurance issues to be resolved before this can be done.</p> <p>Carl made a motion that after next month's Board meeting (March 15), we would start holding Board meetings on the 4<sup>th</sup> Tuesday of the month. All Board members would have time to review finance reports prior to the monthly meeting, and this would also eliminate having to approve revised Treasurer's report each month. Seconded by Melissa and approved unanimously.</p>

<p><b>Transfer of funds from checking to savings accounts with HPS</b></p>	<p>The Board periodically reviews the balance in our checking account to determine if funds should be moved into savings. The balance in our checking account as of the end of January was \$17,781. Since our budget authorizes greater expenses than income, we should not transfer funds into savings. It should be noted that since some of the capital expenditures such as storm water management, tree removal, and the tree canopy program will occur in the winter/spring, it may be necessary to transfer funds from savings back to checking to cover these expenses prior to July.</p>
<p><b>Proposal to allow Homeowners to purchase trees</b></p>	<p>John’s email to Adrian was shared. He suggested the wholesale price for homeowners who wished to purchase trees. (The prices ranged from \$20 to \$50 based on the tree and bucket size.) We also agreed upon a \$15 flat charge covering our cost for digging of the hole (\$10) and for compost and mulch (\$5).</p> <p>In early March stakes with photos of specific type trees will be put in common areas signifying placement and type of tree. All homeowners will be given pertinent information for the purchase of trees for their yard by March 1. Any homeowner wishing to make a purchase for their yard will need to submit a request to the Board and the Landscaping Committee will determine if tree choice and location is reasonable, verify that it is acceptable with Miss Utility, and if so, give their approval. Note: If a homeowner wants a tree planted in the backyard, the homeowner may be responsible for added costs if the hole digging equipment cannot access the back yard. A question was raised whether some trees could be planted along walkway from bench to pier.</p>
<p><b>Report/Questions from Bylaws Committee</b></p>	<p>Janice shared a request from the Bylaws Committee that the Board solicit views of the Homeowners on two Architectural issues to help the Bylaws committee to write the rules based on what the community majority wants. The two issues are: (1) allowing (with certain stipulations/requirements) above ground pools and (2) fence heights. Board indicated that the entire community will have an opportunity to debate each rule individually at a Special Meeting of Homeowners. The Board decided it was best to hold this question until that meeting where it can be fully discussed in person by all interested Homeowners. The Committee should either include their best recommendation or leave it as currently in the published Guidelines and let the Homeowners amend the proposals in the Special Meeting this spring.</p> <p>Secondly, she shared a concern that the Milford city ordinance as well as the HOA rules state that dogs need to be on a leash with a person in control unless confined within an enclosed yard, and yet</p>

	<p>there is at least one homeowner who walks the dog without a leash in our community. Why isn't something being done? Answer: There is a complaint form to complete if a homeowner wishes for the Board to follow up on a homeowner that is not following our Association rules. The Board does not patrol or police for problems, but they will respond to written complaints. The Committee is welcome to help make homeowners aware of this procedure by stating this in the Rules and Regulations.</p> <p>Lastly, the Committee wondered if the Board would consider setting up 2 doggy poop stations having disposable baggies (possibly at the entrance and exit of our central common area) in hopes of discouraging dog poop being left on the ground and sidewalks. Response: This would need to be proposed in the budget as a new activity and voted on by Homeowners.</p>
<p><b>Updates</b></p>	<ol style="list-style-type: none"> <li>1. <b>Local Savings Account:</b> Carl has talked to reps from 3 banks. Capitol One should be considered. These are the things we want: Account in DE bank governed by DE courts, account to hold excess monies independent of HPS, electronic bank statement that comes to us and we then send to HPS/management company, and transfers (only to HPS) requiring two Board signatures.</li> <li>2. <b>Fork Landing Directory:</b> We will update info in Spring at May's Bylaw meeting per Melissa.</li> <li>3. <b>Expansion of Rip Rap area below overflow pipes:</b> Adrian said that our snowstorm postponed the work until early March.</li> <li>4. <b>Tree removal and pruning:</b> Two trees identified by arborist have been removed per Adrian. Pruning and trimming will take place this spring on the tree line near the Union Cemetery.</li> <li>5. <b>Monitoring drainage issue behind Lots 16-18:</b> Adrian reported no flooding in the area.</li> <li>6. <b>Upgrade path to pier to be ADA compliant:</b> Melissa reported that she observed someone pushing a stroller who struggled to go down the walkway to the pier. (Note: the proposal to upgrade the path to the pier is not an approved activity in our current budget and is being studied for future improvements.) Melissa reported two contractors will have estimates for ADA compliant concrete walkways before the next Board meeting. Based on cost estimates and feasibility, the Board may propose this as a future activity.</li> <li>7. <b>Review of Insurance Policy:</b> Melissa reviewed that we have 2 policies costing \$2600. (General coverage and 3 add-ons: Association, Directors, and Office liabilities; Employment</li> </ol>

	<p>liabilities; Crime prevention) Need to determine if this is normal coverage or too much by September as we look into changing policy elements or company.</p> <p>8. <b>Bid for HOA Management Service:</b> Discussion of role of HPS and InfoHOA.com, located in Havre de Grace MD. They charge about \$3000 per year plus incidentals for collecting assessments, paying about 6 checks a month, and providing management services. The Board plans to request competitive bids for our management services and possibly other services such as outsourcing officers’ duties for treasurer or secretary duties. HPS also reported that they can arrange and supervise an external audit or external reserve study for additional.</p> <p>9. <b>Bid for Lawn Maintenance Service:</b> The Board will conduct competitive bids for lawn maintenance services later this year prior to entering into a new annual contract with Sullivans.</p>
<b>Additional New Business</b>	Melissa asked if we noticed that mailboxes were no longer looking the same, i.e., color. Also pointed out that placement is determined by USPS.
<b>Meeting was adjourned at 8:46 PM</b>	<b>Next meeting is Tuesday, 3/15/22 at 6:30.</b>

Respectfully submitted,  
Janice Imwold  
Secretary of FLF Executive Board