

**Minutes of the Executive Board meeting  
Fork Landing Farms HOA  
January 18, 2022 at 19604 Drummond Drive**

Adrian called meeting to order at 6:31 pm.	Present: Adrian Hunnings, Melissa Ramey, Carl Buczek, Janice Imwold, Ron Rizzo. Also present: Bryan Lau and on Zoom: Barbara Studer-Baer and John Ferrell
<b>12/16/2021 Minutes</b>	Melissa made a motion to approve the minutes, Carl seconded, and the Board unanimously approved.
<b>Treasurer's Report</b>	<p>Carl had emailed the HOA Financial Report for Dec 21 to each of us. Janice was reminded that she is supposed to put a copy in our DropBox. The Aging Report showed only 1 delinquent account requiring action, and \$7600 was noted as prepaid owner assessments for 1/22.</p> <p>Carl reviewed a few changes made to the spreadsheet format, pointed out a \$57702.42 YTD Net Total which falls within the 35000 and 60000 interval so annual dues amount need not be changed, and again reminded us that \$2500 budgeted for Legal Fees to Amend Bylaws remains in their escrow account minus \$436.80 that was deducted for legal fees associated with question of HOA liability of trees on common areas.</p> <p>Noted a good job of keeping to 2021 budget.</p>
<b>Bids to install Rip Rap below overflow pipes from SWM pond</b>	<p>Adrian presented 2 bids: (Two others had not responded; job wasn't big enough.)</p> <p>Wilhelm \$7030 and Sussex Conservation District (\$5955 minus SCD County Drainage Cost Share \$2977.50 =) \$2977.50</p> <p>Ron made a motion to accept the Sussex bid, Melissa seconded, and the Board unanimously approved.</p>
<b>Bids to remove trees</b>	<p>Adrian identified two trees behind 2 homes on Drummond Drive that need to be removed: a poplar tree behind 19590 that was struck by lightning would be chopped down and left, and a diseased cherry tree in common area behind 19591 which would be chopped down and removed so that area was cleared for planned planting of new trees.</p> <p>Bids received from Robert Burk Tree &amp; Landscaping for \$500 and from David Morgan for \$2300. Both insured.</p> <p>Melissa made a motion to accept the Robert Burk bid, seconded by Carl and the Board unanimously approved.</p>
<b>Application to Urban Grant Program</b>	John has meet with the DE Forest Service and also traveled to American Native Plants Wholesale Tree Nursery in Middle River, MD. He shared that the proposal was due 3/4/22 online and should hear yes/no for the Urban and Community Forestry Grant

in April from the DE Forest Service. We plan to put in stakes with photos to both identify trees and placement for the community and the planters.

Estimated cost is \$2104 for 41 trees in 5-7 gallon containers including delivery. The costs of the trees can be fully reimbursed assuming the HOA contributes an equivalent amount in support activities or in-kind volunteer services. The HOA is budgeting to purchase 27 15-gallon treegators (watering bag), Blessings compost and mulch, and contracting for digging/excavating holes, for a total of \$1760. The HOA also gets credit for \$23.56 for each volunteer hour for planting and taking care of the trees. The expectation is that our volunteer hours will be more than enough to match the cost of trees. So, after being reimbursed for the trees, our total cash outlay will be about \$1760.

(We will know before spending monies whether we received the grant, and if approved the grant money will not be received until after project is completed.)

Robert Burk Tree & Landscaping will do the excavating for \$150 per hr with a minimum of \$500. They will use an auger to make a hole with a 36" diameter x 12" deep. A second bid was for \$1600 to do the same work, and a third bid has not yet been received. Community volunteers will be needed to fill holes on planting day and to fill treegators with 15 gal of water during spring (once a week) and summer (2-3 times a week). Note: If grant is not approved, we would have to revise our plans to stay within the \$3000 budgeted amount.

Melissa made a motion to submit application for grant, Ron seconded, and the Board unanimously approved.

The nursery supplying the trees is a wholesale nursery that requires a minimum order of \$500. We easily qualify since our purchase is over \$2000. It is noted that the wholesale prices are about half the cost for the same trees if bought locally at a retail nursery such as Peppers. The question was posed whether we should enable individual homeowners to participate and purchase trees at these discounted prices. Carl made a motion to give homeowners the option of buying a tree at a "cost neutral" and "keeping it simple" plan meaning that they pay an amount that covers our cost of the tree, digging and compost. Seconded by Ron and the Board unanimously approved. Thus, the Board will organize a program to give homeowners a chance to buy a tree and have it planted in their yard.

<p><b>Costs of snow removal</b></p>	<p>Adrian shared two invoices of \$400 each (\$800 total) from Sullivans Landscaping for removing snow on January 3 and 4. It was noted that they used manpower (not snow removal equipment) to shovel snow, and that we were also charged \$106 for stakes they put in along parts of our community’s curb. Board wants to research other possibilities for snow removal. Discussed that Milford requires us to clean sidewalks but does not specify amounts of snow or removal time limits.</p> <p>Carl is going to meet with the person who cleaned his driveway and sidewalk after the last snowfall to get two prices: one for common areas (using community map to identify areas) and a second for all community sidewalks. Ron volunteered to also meet with him. Will have more info for further discussion at next meeting.</p> <p>Discussed need for our Rules to reflect what is being done by the Board is also ok for the homeowner, and that the after-snow forecast is what determines our decision about the snow removal, meaning that every case is not necessarily treated the same.</p>
<p><b>Formation of Landscaping and ALARC committees for 2022</b></p>	<p>Adrian presented the committees as approved by the Board at the November meeting. At the December Board meeting Ron had questions and concerns about separating the ALARC. He restated his concern and reason. The big issue is finding additional volunteers to serve on committees.</p> <p>Ron made a motion to keep 2020-2021 committees in place, Carl seconded the motion and the Board unanimously approved with the following discussion: ALARC stays for the time being and will be revisited after the new Rules are approved. Compliance needs to involve more than one person. Adrian will write the revised 2022 Fork Landing HOA Committee sheet.</p> <p>ALARC: John Ferrell and Steve Leger will co-chair the Architectural and Landscaping Application and Review. Ron will continue to oversee the front entrance. Rose Boegli is also on this committee. Adrian volunteered to work on the committee to help John with the new tree program and other activities on the common areas. Barbara Studer-Baer is chairing the Social Committee. Melissa Ramey and Barbara Miller have volunteered for this committee.</p> <p>Need to determine what the Declaration states with respect to tenants serving on Board and/or committees.</p>
<p><b>Process/plans/procedure to change Declaration, Bylaws, and Rules</b></p>	<p>Adrian reminded us that Rules document needs to be readable. He proposed that we present the changes to the community by listing the Rules and Regulations with both Committee and Board recommendations (if different). Homeowners must receive</p>

	<p>proposed Rules and Regulations at least 2 weeks prior to meeting. At the Association meeting, Robert’s rules will be followed: discussion of, amend, and vote /adopt each rule. When Rules are presented at meeting both Committee and Board representatives will present their rationale, followed by discussion of each rule and then HOA votes rule by rule or line by line. Want a Spring meeting (April/May), hopefully in person. Once Rules are approved, all revised documents go to the attorney for review/recommendation. This is then followed with a written ballot by all homeowners to vote accept or reject. If we keep to this timeframe then the Committee needs to be finished their work by the end of February.</p>
<p><b>2022 Committee volunteers</b></p>	<p>Adrian asked the Board to help with talking to residents to get more volunteers.</p>
<p><b>Updates</b></p>	<ol style="list-style-type: none"> <li>1. <b>Local Savings Account:</b> Carl to research info by next meeting: 2 or 3 signatures (Resolution for bank of complete signatures needed every year.), min account balance, fund for wiring in/out money, any fees?, ability to electronically transfer with our CA account. Also need to decide on \$ to transfer to local savings account.</li> <li>2. <b>FL Directory:</b> Melissa has completed distribution. Discussion indicates a problem with the Board not being informed of who are the tenants of each house. Janice suggested that we put a Rule in our new Rules and Regulations requiring Homeowners to share that info.</li> <li>3. <b>Revision of Declaration, Bylaws and Rules:</b> We hope that revisions will be finished by the end of February so that we can prepare for the Spring meeting.</li> <li>4. <b>Expansion of Rip Rap area below overflow pipes:</b> Adrian will coordinate having the work completed this winter.</li> <li>5. <b>Tree removal and pruning:</b> Adrian will schedule work to be completed.</li> <li>6. <b>Monitoring drainage issue behind Lot 16-18:</b> Adrian continues to monitor and said that after the heavy rain a few days ago, there was no accumulation.</li> <li>7. <b>Feasibility study to upgrade path to pier to be ADA compliant (concrete sidewalk):</b> Melissa said that she had 2 bids, one concrete and one wooden (make and install with 20-30 yr. guarantee) and is waiting on bids. Discussion of the ADA compliant restriction requiring a maximum grade decline of about 5 degrees with level areas over the approximate 14’ drop. More research needs to be done; will revisit in May. (Before any work</li> </ol>

	<p>can be completed, projected must be submitted to the Association to authorize and approve budget.)</p> <p><b>8. Review of Insurance Policy:</b> Melissa said that we have 2 policies. (One is the general policy and the other covers additional things like Executive Board and Crimes.) Would like to consolidate into one policy. Hope to do before Sept 2023, expiration date for original policy.</p>
<p><b>Meeting was adjourned at 9:11PM</b></p>	<p><b>Next meeting is Tuesday, 2/15/22 at 6:30.</b></p>

Respectfully submitted,  
Janice Imwold  
Secretary of FLF Executive Board