

**Minutes of the Executive Board meeting
Fork Landing Farms HOA
December 7, 2022, at 19604 Drummond Drive**

<p>Adrian called meeting to order at 7:05 pm.</p>	<p>Present: Adrian Hunnings, Melissa Ramey, Carl Buczek, Janice Imwold, Ron Rizzo. Also present: Jo-Ann Rodgers and Bryan Lau</p>
<p>10/26/2022 Minutes</p>	<p>Melissa made a motion to approve the minutes of the 10/26/22 Executive Board Meeting, Ron seconded, and the Board unanimously approved. Minutes from the Board Meetings, Special and Annual Meetings, and 2023 Budget are on our website (Forklandinghoa.org) under Administrative Documents, Board Minutes, and appropriate month. The Annual Meeting Minutes from 11/20/22 will be approved at the Special Meeting on January 15, 2023.</p>
<p>Treasurer's Report</p>	<p>Carl had emailed each Board Member the infoHOA.com Financial Report for October from HPS and pointed out that the November Report was not due from HPS until later in the month of December. Both the Amended Budget (approved at Annual Meeting, 11/20/22) and the Monthly January 2023 report was reviewed. HPS needs to receive all invoices now if payment is to be made by the end of 2022; otherwise, they will show up as expenses for 2023.</p> <ol style="list-style-type: none"> 1. Carl checked with Sullivan to verify all invoices for 2022 had been sent to HPS, including irrigation. 2. Carl followed up with Leah about the inconsistency in which Homeowners receive email bills and/or mailed paper bills as some are not receiving either. Also noted Board members have all received the HPS email requesting the January 1 Assessments. HPS provided us with their Homeowner List which includes Account numbers, Homeowner's name, address and email, phone numbers, and status (owner/renter) for our info. 3. Adrian is attempting to get the attorney's bill for the Amended Declaration and Bylaws. 4. Will address homeowners whose assessments are past due in the closed section of tonight's Board Meeting.

**Plans for Special Meeting of
the Association 1/15/23**

1. **Email meeting notice** at least 14 days in advance but not more than 20 days in advance. Will send out an email explaining election process, duties for open positions, and include an invitation to self-nominate for President and CRO positions for a 2-year term. Remind homeowners that Vice President, Secretary and Treasurer will be open for election in November 2023. Because of the holiday will **send out email notifying** Homeowners of the Special Meeting on 12/29/22 **followed by two reminder emails**. Melissa suggested we include a message to offer rides to anyone who needs it to attend the meeting.
2. Melissa made a motion that the Board will appoint a **Nominating Committee** of 2 or 3 homeowners who will nominate homeowners for the open positions. Members of the community will be able to contact the committee to submit nominations. The Nominating Committee will compile the names of all the candidates that have expressed an interest in running for a particular office and publish a preliminary list of candidates one week ahead of the meeting. Other homeowners will still have the opportunity to add their names to the list up until 3 days ahead of the meeting, at which time the nominations are closed. Ron seconded and the Board unanimously approved.
3. The **Community Regulations** document needs to be distributed prior to meeting so that the Homeowners have time to review before meeting and then bring any points needing discussion to the meeting.
4. **Election Committee** will be known as the vote counters. Melissa will chair this meeting as she will no longer be on the Board. Two or three more people will be appointed by the Board. Suggested that the ballots (one per household for each office) be prepared ahead with house number in an upper corner for easy verification of max of one vote per owner. The ballots will be at the sign-in table at the Special Meeting.
5. Need to finish updating **Community contact database** so owners will be asked to review at meeting.

**To Do List for the Board in
2023**

1. **Community Contact Database:** If completion of updates is not finished at Special Meeting, then finish process by end of January. Info is necessary, e.g., for voting/proxies and assessment collection process.
2. **Snow Removal Contract:**
 - Needs immediate attention as winter weather is approaching.
 - Ron volunteered to research price per hour, who makes the decision/call, and if snow removal would be available to Homeowners who wanted to pay to have their sidewalks and/or driveways cleared and cost for them.
3. **HPS end of year report and reconciliation to our report:** The Executive Board needs to be prepared to publish HPS's end of year report and General Ledger Report list all expense items charged per line item during the 2022.
4. **Bid for HOA Management Service Company:** Carl and Janice will finish this task and present to Board for decision.
5. **Process to Initiate Property or Personal Liens:**
 - Carl started a list of steps after Management Company identifies Homeowners to be in the arrears of their community assessments.
 - Use the *DE Common Interest Community: Collecting Delinquent Assessments* found in our Dropbox under Delinquent Assessments to develop a complete list of steps to follow to address Homeowners who remain in the arrears for 1 year or more.
6. **Path to Pier:** Pick up where 2022 Board left off.
 - Melissa will turn over paperwork to new Board. Will need a new person to coordinate.
 - Get company who has already bid to do drawings and plans for the ADA sidewalk from pier up to street. Suggest asking Tim Long to review these for his expert opinions.

	<p>7. Drainage Issue Behind Lots 16, 17 and 18:</p> <ul style="list-style-type: none"> • Board agreed that the \$4000 in the 2023 Budget is a contingency fund. • Board should research and maybe have a study done. • Consider using the company who did the original layout about boring soil samples to determine if a French drain could help lower the water table in this area. <p>6. Community Welcome Letter: Need to develop one and involve Social Committee in welcoming new Homeowners. Reviewed letter sent by HPS.</p> <ul style="list-style-type: none"> • Develop a letter from the Fork Landing Farms Board/HOA. (There is a letter that Tony developed in our Dropbox in Stationery called New Homeowner Contact.) <p>7. Establishing a Social Committee: Need to appoint volunteers to this committee and provide them with a framework for what we would like them to do for the community (starting with the previous #6).</p> <p>8. Find a solution to our lack of a HOA credit card: The HOA's Presidents has used their personal credit card for paying for our website, Zoom, and PO box. This creates a problem when that Homeowner is no longer on the Board as they receive the notification and bill isn't always paid on time, and we lose the service. (Note that these bills are due around September and October.)</p>
<p>Meeting Opened to Homeowners' Concerns/Questions</p>	<ol style="list-style-type: none"> 1. Jo-Ann requested that a risk assessment be made of the tree behind her house on Lot 15. It was possibly hit by lightning and/or wind sheared so the top fell out and is now leaning towards the house. Board agreed to contact expert to return to look at this tree. 2. Bryan asked whether a well/irrigation/electric in the large Common Area was ever researched to water new trees, etc.
<p>Executive Session/9:05</p>	<p>Discussion of Homeowners in arrears of HOA assessments</p>

Respectfully submitted,
Janice Imwold
Secretary of FLF Executive Board