

**Minutes of the Executive Board meeting
Fork Landing Farms HOA
December 16, 2021 at 19603 Drummond Drive**

Adrian called meeting to order at 6:30 pm.	Present: Adrian Hunnings, Ron Rizzo, Janice Imwold, Carl Buczek, Melissa Ramey. Also present was homeowners Harry Cochran, Bryan Lau, Jo Ann Rodgers, Chris Samaroo, and Nancy Leonard.
11/16/2021 Minutes	Melissa made a motion to approve the minutes, Ron seconded and the Board unanimously approved. The minutes have been posted to the community website.
Treasurer's Report	<ol style="list-style-type: none"> 1. Carl already sent us the infoHOA.com financial report package to review. It was agreed that Janice should put this report in the HPS folder of our Dropbox each month. 2. The Excel summary sheet was reviewed and determined that an error needs correction: the amounts for 2021 budgeted total cap improvements should \$10,550 (not 9550) as the community voted to increase this amount. 3. Carl reminded us that of the \$2500 deposited in our attorney's account, only \$400 was used so far so we still have monies for the legal process to revise Declaration and Bylaws. 4. We are doing a great job of holding down expenses and maintaining reserves (checking and savings account). 5. \$250 budgeted for pier lease renewal will not be needed this year as Dave Kenton's original lease renewal in 2011 was for 20 years. When renewed in the future, it will be for 10 years. 6. Ron asked about \$35000-60000 Reserve Rule and was told that we anticipate \$58000 as our surplus after adjustments are made to move dues received for 1/22 to 2022 budget. 7. Discussion followed that we should consider thinking beyond 10 years for our biggest possible major expense to common area (loss of pier) and use that \$ amount to determine our minimum amount in reserves. Also consider doing a reserve study for 30 years vs 10 years as done last time.
Sale of land parcel on N border of HOA	Adrian and Ron provided background: the parcel sold for \$300,000 to an individual on 11/1, and that it is believed that it will not be developed into a community. There is an application to tie into Milford pump station on Knotts Court. It is also believed that at some point, Knotts Court will be extended into the next track of land if it is developed. Our concern is that the Arborist said that some of the trees are at high risk of causing damage to FL

	<p>residents’ property as they are along the border of this track of land but not on our property. Role for us? Wait and see for now. And continue to trim and prune anything dead hanging over your property, and for our community to monitor those trees.</p>
<p>Update plans for purchasing and planting trees in Common Areas</p>	<p>A book was shared that showed pictures of about 10 native trees to DE and a map that showed where those trees could be planted based on location, area, and height in our common areas. Application for grant will be filed in January, 2022. \$3000 was budgeted for 35 trees (in 7 gal buckets/6 plus feet tall) with the hopes of spending \$2000 and getting reimbursed for \$1000. We won’t know until March about the grant and then will need to move quickly for a Spring/May day when we will hire someone to dig holes, compost, pick up trees and volunteers to finish the planting. It was agreed that trees improve the value of the property. And that we would like to offer homeowners the opportunity to buy trees for their yard. Two concerns: Who will oversee this process? The Landscaping committee for the common areas or the original Landscaping and Architectural committee? This will be a priority topic for our next meeting. How will we inform homeowners interesting in buying and planting a tree or trees in their yard? We will have a meeting for all interested homeowners in 2022.</p>
<p>Request to upgrade path to pier to be ADA compliant/concrete sidewalk</p>	<p>Three people asked that that we initiate a fundraiser so that our path to the pier is ADA compliant. The Board would like to see this done so that our handicapped residents could get down to the pier. First, we will research and determine cost. Melissa is going to look into the cost and feasibility of a concrete walkway with appropriate slope and flat areas as well as the cost of a wood walkway using the existing 2x4’s. Ron said that he would talk to Tim Long and seek his opinion. Then we will discuss a proposal (possibly a “matching donation” initiative to the community) after the common area tree plantings are complete. This is being added to our 2022 projects.</p>
<p>Process/plans/procedure to change Declaration, Bylaws, and Rules</p>	<ul style="list-style-type: none"> • Adrian asked the committee members present to explain what they expected for the follow up process once their work was submitted to the Board. Ron said that the finished documents would be submitted/presented to the Board, the Board would then review and modify, make suggestions and tweek. Melissa reminded us that the Board had discussed earlier that we would have a full day meeting to accomplish this, and also explained that the Board’s package would be presented to the HOA at a meeting just like what was done with other committees such as the Audit Committee.

	<ul style="list-style-type: none"> It was noted that the Committee did not work on the Declaration, and they did the Bylaw revisions prior to the guidelines; now called the rules. The rules are not quite finished; however, it is believed that there will have to be some follow up work to make sure that all the changes support one other and nothing has been overlooked. The Rules should be written in layman's terms. Additionally, we will need the attorney's advice to make sure that all revisions are acceptable. The Board may consult with Homeowners at specially called meetings or distribute drafts by email. Ultimately all rules must be adopted by the Homeowners and modifications to the Bylaws and Declaration must be completed as prescribed in the current Bylaws and Declaration.
<p>2022 Committee volunteers</p>	<ol style="list-style-type: none"> Audit: Lois Mathews is chairman, need 2 more volunteers Social: Barb Studer-Baer is chairman, need more volunteers Communication: Pat Ozimek is chairman, Jo Ann Rodgers and Angelyn Giles-Frazier Application Review: Steve Leger is chair. Chris Frazzetta has agreed to join. Need more volunteers Common Areas Landscaping: John Ferrell is chairman, Rose Boegli and Adrian Hunnings <p>Volunteers are needed for these committees!</p> <ul style="list-style-type: none"> An email needs to be sent out post New Year's explaining the job/purpose of the committee and who has volunteered thus far. Request new volunteers to help their fellow homeowners with the committee of their choice. Also suggested that maybe Barb could send out a newsletter with this same info. Melissa said that she would help Barb with the newsletter.
<p>Project Updates</p>	<ol style="list-style-type: none"> FLF Credit card: Carl said that we were only eligible for personal credit card; not business. We agreed to deal with it. A Board member would have to use their personal card for the costs of electronic media (Zoom and WiX) for a year agreement and get reimbursed. It will also be important that each Board member who uses their personal card follow up when they leave the Board as the next year's bill will automatically be put on the past year's card. We later determined that our HOA is a corporation: FLF HOA Inc and we have an EIN # so maybe we are eligible. Melissa said that she would look into it.

	<ol style="list-style-type: none"> 2. Local savings Account: Opening a savings account with a bank that was FICA insured was necessary. Carl checked with a couple of local banks. Will move money about March 2022 after looking at budget. 3. Fork Landing Directory: Melissa presented the short version and asked that we review it for mistakes. She proposed that we send out the pdf in an email to the FLF homeowner(s) of each address and to provide a printed copy to any address that does not have access to computer and printer. Suggested that she include the community website on the document as well as what it has to offer. She would also send out updates every 6 months or so. Ron made a motion to accept her proposal and send out the email and attachment, seconded by Janice and the Board unanimously approved. 4. Expansion of Rip Rap area below overflow pipes: Adrian said that he contacted 2 people and had heard from neither. He did however have an appointment with Matt from Sussex County Conservation District next week to make a bid. 5. Monitoring drainage issue: Adrian said still dry. 6. Review of Insurance Policy: Adrian said that correct name was now on policy but that he had not received a copy so he would follow up. 7. Bids for HOA Management Service and Lawn Maintenance Service (Summer 2022): Let ride until it is determined how the Landscaping and Architectural Application Review and Common Area Landscaping committee's duties will be assigned/shared.
<p>Meeting was adjourned at 9:05PM</p>	<p>Next meeting is Tuesday, 1/18/22 at 6:30.</p>

Respectfully submitted,
Janice Imwold
Secretary of FLF Executive Board