

Fork Landing Executive Board Meeting
June 17, 2021 at 6:30pm
19604 Drummond Dr.

1. Call to Order at 6:37 by President Adrian Hunnings, Board members present: Jonathan Derryberry (VP), Kurt Boegli(T) Melissa Ramey(Sec.) and Pamela Ozimek(Board member). Community members present: Janice Imwold, Harry Cochran, Denise White, Cindi McLaren, Nancy Leonard, Patrick Ozimek, Bryan Lau and Bastian Forsythe.
2. *Motion was made to approve the April 22, 2021 Board meeting minutes By Melissa & 2nd by Kurt, All were in favor and the motion passed.*
3. Kurt went over the May Financial Report stating \$8,470 in checking and \$48,541 in savings. Adrian explained the checking is low due to Annual assessment coming in June & July. Thanks to Kurt for a clear financial spread sheet. Spreadsheet attached.
4. Spigot at the front entrance was installed for only \$100 (less than budgeted).
5. The Volunteer Day and picnic was a complete success. 22 volunteers from the community completed tasks such as planting flowers, washing the fence, and repairing the path to the pier. Everything was completed and all enjoyed good food and friendship. All are looking forward to next May Day.
6. Flag Day was another success with volunteers putting the flags up, taking them down and cleaning them. Carl Buczek will organize July 4th as Adrian will be away.
7. There was a discussion regarding the Enforcement of Rules. An unsigned email was sent out to all complaining that the Board was not enforcing the Rules and Regulations in effect now and that they were waiting for the committees to update them. Adrian asked the Board members first to respond. Jon felt there needed to be a balance. The prior Board sent out a lot of violations. Melissa agreed but thought a newsletter with reminders like a "Summer Clean Up" might help homeowners realize they are in violation. Kurt felt the Board needed to enforce the rules that are in place to protect property values. Pamela agreed. Patrick felt issuing warnings was important and questioned what level of enforcement does the Board want to take. He also felt there were blatant violations that needed to be addressed. Janice agreed but wondered if talking to your neighbor about the violation might be the way to go. Several violations were discussed, grass too high, dogs not on leash and mold on siding. The consensus was the Board needed to address the more blatant violations. Patrick felt there needed to be a clearer process for dealing with violations. An executive meeting will be set up to address this since it involves individual homeowners.
8. Late fees were discussed. Adrian presented an example of HPS calculating the existing fees and fines on homeowners that were behind or not paying their dues. For 2 homeowners it started with the settlement attorney not sending the \$800 HOA fee that they collected at settlement, to the HOA. The homeowners became angry when they received bills for late fees and interest on

money they paid at settlement. Adrian spent a lot of time trying to get the money from the settlement attorneys. Now that the \$800 has been recovered Adrian wanted Board approval to work with the 2 homeowners to get them back on track with assessment fees. All Board members were in Favor. The Board discussed how late fees are calculated. It was decided that for any assessment that goes more than 30 days past due, a one time \$20.00 late fee is added to the balanced owed. Thereafter, any outstanding balance accrues an interest at the rate of 1.5% per month.

Jon made a motion to assess only 1 late fee per assessment over 30 days late and charge monthly 1 ½% interest on the unpaid balance.

Kurt 2nd. All were in favor and the motion passed.

9. The HOA master directory is nearing completion with only 7 homeowners left to reply. Thanks to Pam for helping Melissa complete this project.
10. Adrian reported on the survey of homeowners concerning a long-range plan for common areas. There was an 66% homeowner's response to the landscape committee's survey. Adrian explained that 82% replied that they were in favor of using reserve funds to improve the common areas, but many expressed reluctance to do so at this time until a Reserve Study is complete and the drainage issue behind Lot 17-18 is completed. The improvements receiving the strongest support in the survey were for finishing the walkway, and adding benches and trees. Of the Homeowners attending the meeting, there was strong opposition to developing the common areas – particularly the path or sidewalk. Cindy, Denise, and Harry, whose homes back up to the common area where the sidewalk was not completed are against having it done due to the noise it will cause. Janice felt those directly impacted should be heard and have a say in common area enhancement. Adding trees seems like the most cost friendly way to improve common areas with state programs available. The Board promised no action would be taken on the common areas until a proposal is fully vetted and submitted to the Association of Homeowners and approved by a majority in the budgeting process.
11. With regard to the drainage issue behind Lots 17 and 18, Adrian explained that the informal land survey he and Bill conducted showed that it was impractical to dig a ditch or swell to drain the area by runoff. The most cost-efficient solution is a dry well with a sump pump. The first step is to clear the area then install a dry well and sump pump. Adrian shared 3 proposals for clearing the brush. All agreed Sullivan's was the most prudent bid since they would be mowing the grass there. There is \$6000 in the budget for this project. *Jon made a motion to approve the \$3100 Proposals from Sullivan's to clear brush, Kurt 2nd, All were in favor and the motion passed.*
12. Adrian led the discussion regarding HOA policy for Tree removal. Adrian posed the question of "removal of trees on HOA Common areas when residents identify them as a threat to their property to our attorney. The attorney's response was passed out having only arrived 30 minutes prior to the meeting. Essentially it agreed that due diligence of having the trees checked by an Arborist would mitigate any legal action should a tree on common area land on a homeowners property. Patrick asked why the change in attorneys and Adrian explained the other attorney had a conflict. The Coastal Plant Care proposal was discussed. John Ferrell had interviewed the Arborist and felt he was extremely qualified and specialized in risk management. The arborist would create an inventory of all mature trees on HOA common area and create a risk calculation on each tree. Not only would the arborist's survey of trees help

mitigate risk, it would provide the fundamental information needed to complete a Reserve Study.

A motion was made to approve the Costal Plant Care \$985 proposal by Melissa 2nd by Jon. All were in favor and the motion passed. However, this is a new project that was not presented to the Homeowners and approved as part of the 2021 Budget. The Board agreed that a special vote of homeowners needed to be held by email to amend the budget.

13. Adrian presented his research into having a “Reserve Study” done (required by the Bylaws) by an outside contractor. Bids had been obtained and the costs of the study was between \$2,500 to \$3,000. All members felt this price was excessive compared to benefits obtained. Our HOA does not maintain any big assets like a tennis courts, swimming pools, buildings, parking lots, etc. Patrick shared he had done a reserve study for an HOA in the past and it was not that difficult. The Board believes an in-house study can be completed using outlines for best practices in conducting a reserve study. The most difficult asset the HOA must maintain are our trees. A severe storm that knocked down or damaged many trees is probably the largest factor to be accounted for in our Reserve Study. Having the inventory of trees done by the arborist will help the HOA include a better assessment of this risk. *A motion to have the reserve study done by the community members at no cost was made by Melissa and 2nd by Jon. All were in favor.*
14. Patrick announced the Committee to Draft revisions to Bylaws and Declaration would have their first meeting on July 28th. The Board discussed whether the Bylaws would be completed prior to the next annual meeting and election of officers. Patrick felt it would be closer to the end of the year before the draft revisions would be done. The Board decided to start planning to have the Annual meeting with elections in September under current Bylaws.
15. The Committee to draft revisions to “Guidelines” will also meet shortly.
16. Next meeting: July 22nd, 2021

Adjournment at 8:31

Respectfully submitted by,
Melissa Ramey
Secretary, Fork Landing HOA