

## YORK FARMS MAINTENANCE MEETING MINUTES

Date: December 30, 2020

Start Time: 7:30 p.m.

Phone Conference Attendees: Andrea Thomas (Vice-President), Khimula Taylor (Treasurer), and Rhonda Williams (Secretary)

### Matters Discussed:

1. Officers discussed an email from the legal firm about an outstanding payment expected to arrive in early January of 2021 and how the matter was handled by the current law firm.
2. Officers discussed garnishment checks received in the latter part of 2020 and how the amounts must be reported to NCC Treasury Department. It is suggested that garnishment be pursued in 2021 by the new Board, as well.
3. In addition to the above, it was noted that three large outstanding payments were made in late 2020 which may be a result of the notice that additional collection measures were being used.
4. Andrea noted that the mandated, pond logs for 2020 and registration for 2021 were completed and were recorded in the Task List file. NCC emailed a letter of "in compliance" for the completed logs and registration form due by January of 2021.
5. To reduce the cost to the community, members of the Board made purchases with their personal funds for lawn signs and pole signs that are reminders to slow down to 25 m.p.h. One of our residents from Kirkwood St. Georges Rd. volunteered to mount the signs to poles located throughout York Farms. It was also noted that another resident from Kirkwood had prepared the community tax forms without charge to the community.
6. Re-registration in the state's snow reimbursement program was filed in November 2020.
7. Khimula requested that the guidelines for snow reimbursement to be placed in the file on Box.com. Andrea agreed to the request. The deadline for submitting snow reimbursement from the state was discussed.
8. Andrea explained the procedure set up by NCC for re-registering in the Maintenance Billing Program which takes care of billing invoices for all residents.
9. It was explained that the Franchise Tax must be paid to the County before March 1, 2021 or the community is fined \$200.00. Khimula indicated that she was familiar with the Franchise Tax website.
10. It was noted that the Nominees for 2021 were informed by email about what to expect in days prior and immediately after the election process. A preliminary guideline about what to expect was also emailed to the Nominees. General information regarding files, and documents were listed in the email.
11. The Board agreed on a deadline for the return of completed election and budget ballots which is January 23, 2021.

12. The Board discussed and revised the draft for the December mailing which includes the Introductory Letter, the December Newsletter, the Budget, and the Budget and Election Ballots.
13. Andrea noted that a key for the post office box was purchased for \$12.00, as an extra key, which will be given to Khimula. The current Board was given only one key which Ronnie is using to collect mail from the PO Box. The extra key for the message board's chain will be given to Khimula.
14. Approval was given for the purchase of stamps and envelopes for the election mailings.
15. Khimula agreed to complete JP Court form 50 to represent the community in court. Khimula suggested and it was agreed that Board Members should be reimbursed for travel to appear in court on behalf of the community.
16. Andrea stated that she will give the computer files and paper files to the 2021 Board Elect.
17. It was noted that Reybold finally made repairs to the rip rap and eroded soil embankment in the wet or back pond in November 2020. This was necessary to remain in compliance with NCC.
18. It was stated that a letter requesting reimbursement for 30% of our wet pond expenses from Reybold and a related invoice spreadsheet will be sent to Reybold by certified mail in January 2021.
19. Andrea stated that the Annual Pond Report for the wet and dry ponds was received from NCC. There are a few corrections that must be addressed within 60 days from receipt of report. The vendors were contacted to make corrections mandated by the County.
20. Our primary contact person at the NCC Treasury Department for HOA billing was noted.
21. Board was reminded that important information from our vendors and the governments is sent to the York Farms via our email address and the USPS.
22. Andrea suggested that current Officers revisit delinquent cases with the Board Elect in January 2021 that were discussed earlier for future collection measures.
23. Payments for our website hosts were discussed.
24. In addition to files, Andrea stated that she would turn over all community properties such as the printer and miscellaneous office supplies to the 2021 Board. It was noted that the community printer was not useable during most of 2020. She noted that her personal printer was regularly used for community business during 2020.

Meeting Adjourned: 9:20 pm

Minutes Submitted By: Andrea Thomas

Minutes Approved By: Board