

York Farms Maintenance Corporation

Board Meeting Minutes

April 18, 2018

I. Call to order

The meeting was called to order at approximately 6:10pm, on April 18, 2018 at the Bear Library.

II. Roll call

The following persons were present: Valerie DeLisle, Andrea Thomas, Jay Acosta and Julie Gray. Bob Hunter was unable to attend meeting.

III. Open issues

- a) Transition of bank account to Julie Gray is still in progress. Julie is still awaiting the bank card and will meet with former treasurer, Susan Bookout. New Castle County will also email Valerie DeLisle a spreadsheet with a list of residents who have paid their dues assessment.
- b) The Board discussed the process of deciding a “tie” for future elections. Valerie advised the attorney for the maintenance corporation would be retained at a cost of \$100 to count the ballots. The process would entail ballots being sent to the PO Box, marked “ballot” in a sealed envelope. Also, ballots turned in at the community meeting and not opened would all be sent to Counsel. The Counsel will count the votes and deliver the results back to the board. The procedure was voted on by the board and accepted, and a Corporate Resolution was signed.
- c) Jay Acosta presented estimates for replacing the spotlight for the community entrance sign submitted by two electrical contractors. One estimate was for \$299 and the other was \$400. It was decided Jay Acosta will purchase a spotlight somewhere in the range of \$50.00 to \$80.00 and install it. The cost of the spotlight will be expensed. This will result in savings to the community.
- d) Andrea Thomas submitted bids from several landscapers on the front sign flower bed and medians for clean-up, new plants, removal of downed tree at the entrance, and branch trimming of other trees. Board discussed the various bids from the Cutting Edge of Delaware Inc, Miguel Valdez Tree and Landscaping and DiSabatino Landscaping which ranged from \$3675 to \$5270. Andrea advised she was still waiting for a bid from Paul Hewett and the board decided to wait for this final bid before making a decision. The board will continue to assess the community trees on a continuing basis.
- e) Valerie DeLisle informed the Board Paul Hewett will pick up trash when he is working in the entrance areas and retention ponds for an additional \$20.
- f) Valerie DeLisle advised the board the monthly maintenance report from Solitude in regard to retention pond maintenance costs was delayed since the vendor was having problems with software, however, reports were sent through March. Valerie also advised the board she has not received a check from Reybold for the amount they owe us \$1,186.50. Valerie stated she sent Reybold a reminder on April 14.

- g) Architectural Review Process was discussed with regard to streamlining the process. The Board will follow up if a homeowner makes an incomplete submission. Incomplete submissions will be considered denied until the Board has all the necessary information. Once the Board is satisfied the submission is complete, the matter will be sent to the ARC who will then have a meeting to review the submission. The Board had a discussion regarding maintenance of the home exterior versus changes to the home exterior and will discuss this issue in the future.
- h) The Board was advised Virgil Bell and James Hopper resigned from the ARC. Jay Acosta will follow up with Brian Nichols as to his status on the ARC. The only other member of the ARC is Paul Darring. If anyone wishes to be on this Committee, please contact the Board.
- i) Valerie DeLisle advised the Board we had two snow storms in March that qualify for snow removal reimbursement, one amount was for \$860 and the other was \$1440. Valerie DeLisle submitted the forms on 4/17/18.
- j) The board will start reviewing the Declaration of Restrictions and go over the verbiage for revisions in 2019.

IV. Adjournment 7:20PM

V. No issues brought up by homeowners in attendance

VI. Executive Session:

- a) The Board discussed issues with Declaration of Restriction violations and County Code Violations.

Adjournment Executive Session: 7:55PM

Minutes submitted by: Jay Acosta

Minutes approved by: Valerie DeLisle