

York Farms Maintenance Corporation

Executive Board Meeting Minutes

March 1, 2017

I. Call to order

Valerie DeLisle called to order the board meeting of the York Farms Maintenance Corporation Board and Architectural Review Committee at 6pm on March 1, 2017 at 154 Cornwell Drive, Bear, DE.

II. Roll call

The following Board and Committee members were present: Valerie DeLisle, Dawn Nichols, Julie Gray, Andrea Thomas, Karin Bell, Virgil Bell, Jim Hopper. Susan Bookout & Bob Hunter were not present. Three residents sat in to observe the meeting.

III. Open issues

- a) Bank Account Transfer – Valerie & Susan worked with the bank to remove prior Board members from the account and obtain access to the account. Valerie & Susan have online access and Susan has obtained an ATM card to reduce the amount of expense reimbursements. We will sign up for online bill pay and mobile deposits to reduce stamp purchases and trips to the bank.
- b) Document Organization – all documents turned over by the prior Board have been organized into files.
- c) DelDOT & Snow Plowing – Valerie, who is the primary person to call for plowing/salting will be on vacation in March, Karin will fill in as primary during this time and Dawn will be secondary. The plowing company automatically plows with 3 or more inches after the snow stops but phone calls will be placed regardless to place plowing/salting orders after storms, and during, if necessary.
- d) NCC Billing System – Susan completed the necessary paperwork to enroll us in NCC dues billing for 2017 for the dues amount agreed upon by residents on the 2017 budget.
- e) Registered Agent – All corporations are required to have a registered agent. A form was submitted to change our registered agent from Marika White to the York Farms Maintenance Corporation, as stated in the Articles of Incorporation. There was a \$5 fee to make this change and it was accepted and completed by the State of Delaware.
- f) Taxes – Valerie filed our annual Franchise Tax with the usual annual fee of \$25. We were unable to determine our official fiscal year end for filing our 1120H tax return so Valerie contacted the IRS and was told it was on file as calendar year ending December 31. The IRS brought to Valerie's attention that our 1120H tax returns for years 2015, 2012, 2010, 2004, 2003 & 2002 were never filed. Our account was noted that these prior years will be looked into in addition to filing 2016 which is due in April. Valerie has completed this return for years 2016 & 2015 and will continue to work on the other prior years.

- g) Budgets – In reviewing our annual expenses, it was determined that the 2016 actual expenses listed on the 2017 budget were incorrect. Since this does not change the dues due and the old budget was accepted by vote of residents, a new revised budget will not be distributed for a new vote. A copy will be uploaded to the www.yorkfarms.org website as a “revised” budget for 2017.
- h) Expense Reports – It was found that only receipts were previously submitted for reimbursement for out of pocket expenses by Board and committee members. An expense form was created and going forward all out of pocket expenses will be approved in advance by Susan, our Treasurer, and once submitted with receipts, will be reimbursed by Susan. If Susan submits an expense report, it will be reimbursed by Valerie so no one is signing a check to themselves.
- i) Pond Maintenance, issues and logs – Karin will complete our end of year logs in January. We have had issues with a fox digging a tunnel system in the walls of our wet pond – the holes were filled by Art Bookout, resident, and we distributed synthetic coyote urine around the pond to deter the animal from returning. To date it appears it has not returned. If it does not return we should avoid the expense of someone coming to trap the animal. A dead tree by the wet pond was falling toward the mailbox of 201 Cornwell. Jamie DeLisle & Brian Nichols, residents, took down the tree and hauled away the debris at no cost to save \$\$ from hiring a tree cutter. York Farms has an agreement with Reybold, who is to reimburse us for 30% of expenses for the wet pond since Hunters Run water runs into this pond. We discovered the last invoices sent for reimbursement were through 12/31/13. Valerie created a spreadsheet and is mailing that along with copies of invoices to Reybold, covering invoices 1/1/14 through 12/31/16 for a total reimbursement of \$2,482.20 to YFMC.
- j) Bylaws – Valerie has written our new bylaws and they are ready to be sent to a lawyer for review. There was discussion of how we would like to word either voting for specific Board positions or voting for the maximum number of Board positions and letting the Board elect choose the positions. It was determined that voting for specific positions would not work well for a community our size and a vote was taken with a result of 5 for and 1 against continuing with voting for the maximum number of Board positions as we have done in the past. A definition was corrected and number of committee members allowed was corrected. The Ombudsman has suggested we obtain a lawyer who specializes in HOA law to review our bylaws and we are in the process of searching for one. Once a lawyer has reviewed them, copies will be sent to residents and a general membership meeting will be scheduled to vote on acceptance.
- k) Architectural Review Committee – The two members of this committee were present and they updated the Board on what their duties have been in the past regarding accepting and approving all exterior changes to homes and lots as well as enforcement of deed restrictions, accepting and handling all deed restriction complaints, and handling the notice and hearing process for complaints. This process will be reviewed by the Board to determine if some of these duties should be handled by elected Board members.

IV. New business

- a) Sidewalks – in the past our sidewalk in front of the common area in front has not been shoveled. A question was raised about responsibility if someone should slip and fall due to snow and ice. The

current plow company will not handle sidewalks so we are continuing to discuss this issue and come up with a solution.

- b) Soliciting – a resident suggested a no soliciting sign at the front entrance. All Board members present agreed it was a good idea and we will look into a nice looking yet inexpensive sign.
- c) A resident brought up the following issues to be discussed by the Board at a future meeting – trash blowing around the community, having a community yard sale.

V. Adjournment

Valerie DeLisle adjourned the meeting at 8:04pm.

Minutes submitted by: Valerie DeLisle

Minutes approved by: Julie Gray, Dawn Nichols, Karin Bell, Andrea Thomas