

York Farms Maintenance Corporation

Meeting Minutes

January 30, 2017

I. Call to order

Valerie DeLisle called to order the board meeting of the York Farms Maintenance Corporation Board Elect at 8pm on January 30, 2017 at 156 Cornwell Drive, Bear, DE.

II. Roll call

The following persons were present: Valerie DeLisle, Susan Bookout, Karin Bell, Bob Hunter, Andrea Thomas. Dawn Nichols and Julie Gray arrived shortly after the start of the meeting.

III. Approval of minutes from last meeting

There were no previous meeting minutes to approve.

IV. Open issues

- a) Obtaining records from previous Board President – There was a mis-communication between the previous President and the President Elect as to a date, time and location to pick up all Corporate records and supplies. Valerie agreed to contact Marika White again to obtain the information for transfer of documents and supplies.
- b) Post Office Box – Karin Bell is in current possession of the PO Box key and has been checking it. Valerie DeLisle offered to check the PO Box since she is at that location several times a week. It was not decided yet who will be checking the PO Box for mail, both were ok with performing this task.
- c) Plowing and salting requests – The current contract should be reviewed but it is believed that the plowing company automatically plows at three or more inches, when the snow stops. They will come for additional plows upon request and will salt requested areas upon request. Valerie DeLisle volunteered to be the primary contact for the plow company and Karin Bell and Julie Gray volunteered to be back-up contacts. The plow company should be notified of all Board contact information.
- d) Bylaws – Karin Bell who serves on the old Board and the new Board stated that new bylaws have not yet been written. The procedure for adopting new bylaws was discussed and we discussed to draft bylaws, review them amongst the Board members, make revisions, distribute them to residents for vote by either mail in vote or in person at a meeting, make revisions, give them to the Community lawyer for review, accuracy and legality, make revisions, formally adopt them via a Corporate Resolution signed by all Board members, filing them with the Recorder of Deeds. Valerie volunteered to write the first draft.

- e) General Membership Meeting – we discussed scheduling a general membership meeting for residents to introduce the new Board and vote on the new bylaws. Valerie suggested early March but the timeframe will depend on when the bylaws are ready for community review.
- f) Taxes – when the Community records are obtained from Marika White, it needs to be determined if any taxes are due in the near future or if they have already been filed and paid.
- g) Contact cards – A copy of a proposed contact card was distributed for the purpose of allowing residents to submit their e-mail address as a means of receiving meeting notices, meeting minutes, and general information. It was suggested by Karin Bell that we add a line stating that voting ballots will still be sent via USPS mail. That will be added to the card prior to being sent to residents after 2/6/17.
- h) Website – a preview version of a drafted website through Wix.com was shown. It was decided that keeping the current website or obtaining a new one would be discussed at a future official meeting.
- i) Outstanding Dues – when documents are received from Marika White, the outstanding dues should be reviewed and possible ways for collection should be addressed.
- j) Sidewalks – Valerie asked if the Maintenance Corporation is liable if the community sidewalks are not shoveled and salted and someone should fall. This should be addressed in the future.
- k) Welcoming Committee – Valerie suggested a welcoming committee and it was mentioned that we had one in the past. Julie Gray and Andrea Thomas both volunteered to be on this committee, which can be formed in the near future.
- l) Board Meeting Schedule – the previous Board has several Board meetings already scheduled. We briefly discussed canceling these meetings but it was not decided. We discussed the new information from the Ombudsmans office that residents are allowed to attend Board meetings for listening purposes only so appropriate meeting space will need to be arranged.
- m) The Board Elect held a vote for positions of the Board. Valerie DeLisle was elected President by unanimous vote, Dawn Nichols was elected Vice President by unanimous vote, Susan Bookout was elected Treasurer by unanimous vote, there was discussion as to whether Julie Gray or Karin Bell would hold the Secretary position, Julie Gray was elected Secretary by unanimous vote, the three remaining Director Positions were taken by Karin Bell, Andrea Thomas and Bob Hunter.

V. New business

- a) Andrea Thomas distributed concerns received some other residents to be discussed in the near future.

VI. Adjournment

Valerie DeLisle adjourned the meeting at 8:55pm.

Minutes submitted by: Valerie DeLisle

Minutes approved by: Dawn Nichols