

York Farms Maintenance Corporation Annual Meeting
1/10/17 6pm-7pm
DE State Police Troop 2, 100 Lagrange Ave, Newark, DE 19702
Agenda

- I. Meeting called to order
- II. Budget review
- III. Election and budget vote
- IV. Update regarding status of shed litigation
- V. By-laws update
- VI. Response to questions from YFMC members– all questions must be written on an index card and submitted to the YFMC Board prior to the start of the meeting
- VII. Update from state legislators
- VIII. Meeting Adjournment

Attention:

1. Robert's rules of order will be followed during this meeting.
2. **If quorum is not achieved at this meeting, we will hold another election/budget meeting on 1/23/17 at 6pm at Troop 2.**

Upcoming meetings:

Chatting with the Board will continue in 2017. We will be available from 10:30am-11:00am on 4/8/17, 7/8/17, and 11/11/17 at the Newark Free Library.

YFMC Board of Directors' meetings will be held from 10:00am to 10:30am on 2/18/17, 4/8/17, 7/8/17, and 11/11/17 at the Newark Free Library. The February 18 meeting will focus on by-law revisions/amendments.

YFMC members may view YFMC records by scheduling an appointment with the President of the YFMC Board. Two weeks-notice must be provided. Please view the YFMC website for meeting minutes. The website may be accessed by logging on to www.YorkFarms.org

Please report **NCC code violations** (ex. overgrown grass, unpainted eaves, unregistered vehicles, debris stored on property) by calling 302-395-5555. Please contact the approval committee regarding any **deed restriction** violations. The approval committee and YFMC Board members can be reached via email at yorkfarmmaintenancecorp@gmail.com. Please contact NCC police to report any suspected criminal activity. Be sure to document your observations so you may share them with the police for inclusion in their investigation.

It has been the pleasure of the YFMC Board to volunteer its time to work on your behalf this past year. Thank you for the opportunity to **work with you** to maintain the structure of our community.

York Farms Maintenance Corporation

P.O. Box 204

Kirkwood, DE 19708-0229

The York Farms Maintenance Corporation (YFMC) by-laws specify a maximum of 15 Board members. The elected Board shall determine the officers within that Board which include President, Vice President, Treasurer, and Secretary. Please check either "yes" or "no" for each nominee, and add the names of anyone you wish to nominate for a position on the YFMC Board. Complete and mail your election and budget ballot/proxy to the YFMC Board so quorum may be attained. Quorum (1/3 or 33 of YFMC members) must be satisfied to legitimize this election and allow the Board to commence its duties.

Without quorum, the Board will be unable to perform its duties which include hiring and paying a snow removal vendor to clear our streets. As weathermen are predicting snow fall each month this winter, it's imperative that you return your ballot so the YFMC Board can hire and pay contractors utilized for the maintenance of the community.

YFMC ELECTIONS BALLOT

<u>NOMINEE</u>	<u>ADDRESS</u>	<u>CHECK ONE</u>
Marika White	216 Cornwell Dr.	Yes ___ No ___
Karin Bell	242 Cornwell Dr.	Yes ___ No ___
_____	_____	Yes ___ No ___
_____	_____	Yes ___ No ___
_____	_____	Yes ___ No ___
_____	_____	Yes ___ No ___
_____	_____	Yes ___ No ___

Budget proxy – Refer to the enclosed 2017-2018 budget

_____ I approve the 2017-2018 York Farms Maintenance Corporation Budget

_____ I do not approve the 2017-2018 York Farms Maintenance Corporation Budget

Name (Please Print)

Address (Please Print)

Signature

We look forward to you attending the meeting. Please bring this ballot/proxy with you. If you are unable to attend the meeting, then complete this ballot/proxy vote and return it to the above address no later than 1/3/17. Each household is entitled to one (1) vote. Both nominees and voting members must be in good standing (up to date) with their assessment payments.

York Farms Maintenance Corporation 2017-2018 Budget			
	2016 budget	2016 actual exp.	2017 budget
Maintenance Costs			
Landscaping & fertilization	4400	4086	5000
Retention pond maintenance	2280	2145	2205
Retention pond cuts	1548	1155	1200
Structural repairs to pond	500	0	2500
Tree removal	0	500	500
Concrete repairs	0	0	500
Front entrance lights repair/globes	20	0	50
Delmarva Power	275	270	275
Front entrance sign repair	200	0	200
Snow removal and salting	1500	2155	3600
Total maintenance costs	10723	10311	16030
Administrative costs			
NCC per parcel fee	680	680	680
Attorney fees for delinquent assessments	2500	308.56	1500
YFMC insurance	1044	1065	1065
PO box	0	48	48
Web site	120	0	120
NCC Maintenance corporation board training		105	0
Office supplies & postage	220	753.02	750
Taxes	85	60.01	85
Legal expenses related to court filings	0	0	0
Board/approval committee mileage exp.	0	41.76	150
Total administrative expenses	4649	3061.35	4398
Cash reserve	18938.05		18841
Total expenses			39269
Balance		28268.74	
Net due per household (110)	100		100.0024

\$5102.32 of past due assessments were collected in 2016

Your signed budget proxy must be returned to the YFMC Board by 1/3/17 if you're not attending the annual meeting. Quorum must be met in order for the Board to conduct business which includes snow removal this winter. Contact the YFMC Board regarding budget questions/concerns by emailing yorkfarmmaintenancecorp@gmail.com.