

Minutes - KFAMA Inc. Officers Meeting, March 25th, 2020

Attending – Due to COVID-19 precautionary measures, this meeting was held by phone conference. Participating officers were: Susanne Koenig, James Nelson, Emily McFarland, and John Womack. After starting, Lee Snyder joined conference and departed about 15 minutes prior to close of meeting.

Treasurer's Report and Financials

Cash Flow Statement – As of March 23rd, Balance = **\$70,049.12**. This includes a partial payment from Oak Meadow, LLC and represents almost 74 % payment compliance from all lot owners. About \$30-34K further income projected, but economic factors probably make that an optimistic estimate. After treasurer's adjustments to the projected budget, about \$59K should be available for road and commons expenditures. We agreed to pay the balance of the \$9K due to SES for this year's portion of the deferred payments owed for work done in 2019.

Insurance policy for roads, common areas and directors/officers – Nationwide's Insurance policy has been received and balance of annual premium is to be paid in full (John to make payment), which may alter amount charged (otherwise \$1176.72 balance). Since no refund expected if cancelling the prior policy, it was agreed to leave it in place until its 09/18/2020 expiration. Nationwide policy will be in effect through 02/26/2021.

Administrative

Legal action against non-payers – Due to current national and worldwide economic stress, any pursuit of liens against those delinquent in their road payments has been postponed. Instead of any formal announcement, Emily will handle it on individual basis if contacted with simple response, "Due to economic conditions, we will not pursue legal action for the present."

"Simple acquisition" policy – Though at previous meeting the Board agreed to set \$5K threshold as trigger to seek competitive bids (for project and/or material acquisition cost), it was deemed not constructive if applied to engaging Kevin Grove's company for small- to mid-range road projects. His low estimates combined with trust in his capability argues against calling upon other providers to submit bids.

Bylaws amendment – James is confident of collecting additional affirmative ballots

Road Safety and Signage

Sign installation – James was encouraged to delegate sign installation to Mark Kheim

Speed management – Susanne to explore if county ATV regulations can be applied within KFA or simply declare, "No operation of unlicensed vehicles on KFA community roads."

Roadside greenery survey – James noted that spring growth means bramble bushes are already encroaching into roadways. Cutting them may only stimulate growth; need to explore best way to contain them. Susanne will discuss with Curt Mueller and/or landscapers.

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Road Care/Maintenance issues

Short Drive mailbox perimeter – at the cluster mailbox, the present slope approaching the raised block foundation can be slippery in inclement weather. At about \$2K estimate, 3 loads of gravel spread about 8” deep around perimeter of base was suggested by Lee as potential solution. James will put out feelers exploring additional options. If steps installed, their snow/ice removal or treatment would be added to winter contract with Grove.

Barbara Lane roadwork – we discussed scope of work and estimate provided by Kevin Grove. Over weekend, Lee reviewed site again and will contact Grove to clarify what best done and whether revision would mean a price adjustment. If road condition can be improved and stabilized at cost below \$7K, then James and Susanne gave approval to proceed.

White Dogwood upgrade – near top of hill just east of intersection with White Dogwood Place, Lee introduced an option to consider: cut swale and install a culvert for better runoff management to better maintain road surface. Stone or millings from storage lot would then be spread along road as top-off layer.

Cedar Hill Drive – Lee to reach Asphalt Unlimited to get pricing for ‘scratch’ pave (thin layer of asphalt) repairs to pot holes and areas where pavement is breaking up.

Burkett and Lakeview Drives – freeze/thaw cycles are promoting ruts and potholes; the roads need to be graded again and get a top-off load of stone.

Wagon Trail – for upkeep, top layer of stone to be laid

Sprouse – to propose a road improvement plan, Lee should meet Grove at site to view situation

Scarlett Oak – needs assessment re. restoring ditches and/or managing run-off (work probably contingent on where water lines run)

Renie Drive – general agreement that this year Renie should be one area of priority focus

Common Areas and Related Policy

Rules and Regulations – to determine procedure for instituting rules and regs, need to review Declaration and Bylaws for guidance or, if still uncertain, consult Attorney Prunty

ID cards – officers settled on the following proposal: this year make ID cards available upon request to all community members regardless of ‘standing.’ When/if special meeting held to vote on Bylaws amendment, ask community to vote whether to establish rule restricting ID cards to only those whose dues payments are current (in ‘good standing’).

Next regular officers’ meeting: 2pm April 22nd (fourth Wednesday of month)

Location – TBD (if feasible, Conference Room, 270 Industrial Blvd., Kearneysville)