

Keyes Ferry Acres Maintenance Association

PO Box 269, Charles Town, WV 25414

September 22, 2021

To KFAMA Association members (any lot owner), KFA residents and community:

you are **Invited to the Annual Community Meeting**

2 pm October 24th 2021 at Mason Pavilion, Sam Michael's Park, Job Corps Road

(Look for Balloons)

Enclosed please find the formal announcement (*legal format required by law*) for our Keyes Ferry Acres community **Annual Meeting**. This is your opportunity to bring up neighborhood concerns, suggest constructive solutions, or ask questions. Discussion will include an overview of 2021 achievements and business related to roads, lakesides and shoreline; and review of the 2022 proposed budget.

A key item of business will be an election for two expiring positions on the Board. Both of the presently serving members will be on the ballot seeking re-appointment. Please submit additional nominations at, or before, the meeting. (Valid vote/s may only be submitted by KFA lot owners.) If unable to attend the meeting, you may entrust someone at the meeting to place a vote for you by using the enclosed Proxy form.

Only 5.5 more votes are needed to pass the Bylaws amendment required to allow increasing the size of the Board (to a total of seven members). If you are a lot owner who hasn't already voted, please take the opportunity to submit a ballot.

The meeting place is chosen to offer an open-air space which still provides shelter in the event of poor weather. A map with directions to Mason Pavilion is enclosed. The Pavilion is located in Sam Michael's Park off of Job Corps Road.

Packaged snacks and soft drinks will be offered. Please mark your calendar and join us!

The KFAMA Board of Directors

Please direct questions to the KFAMA Secretary, Emily McFarland, at:

304/725-3278 or support@KFAMA.org

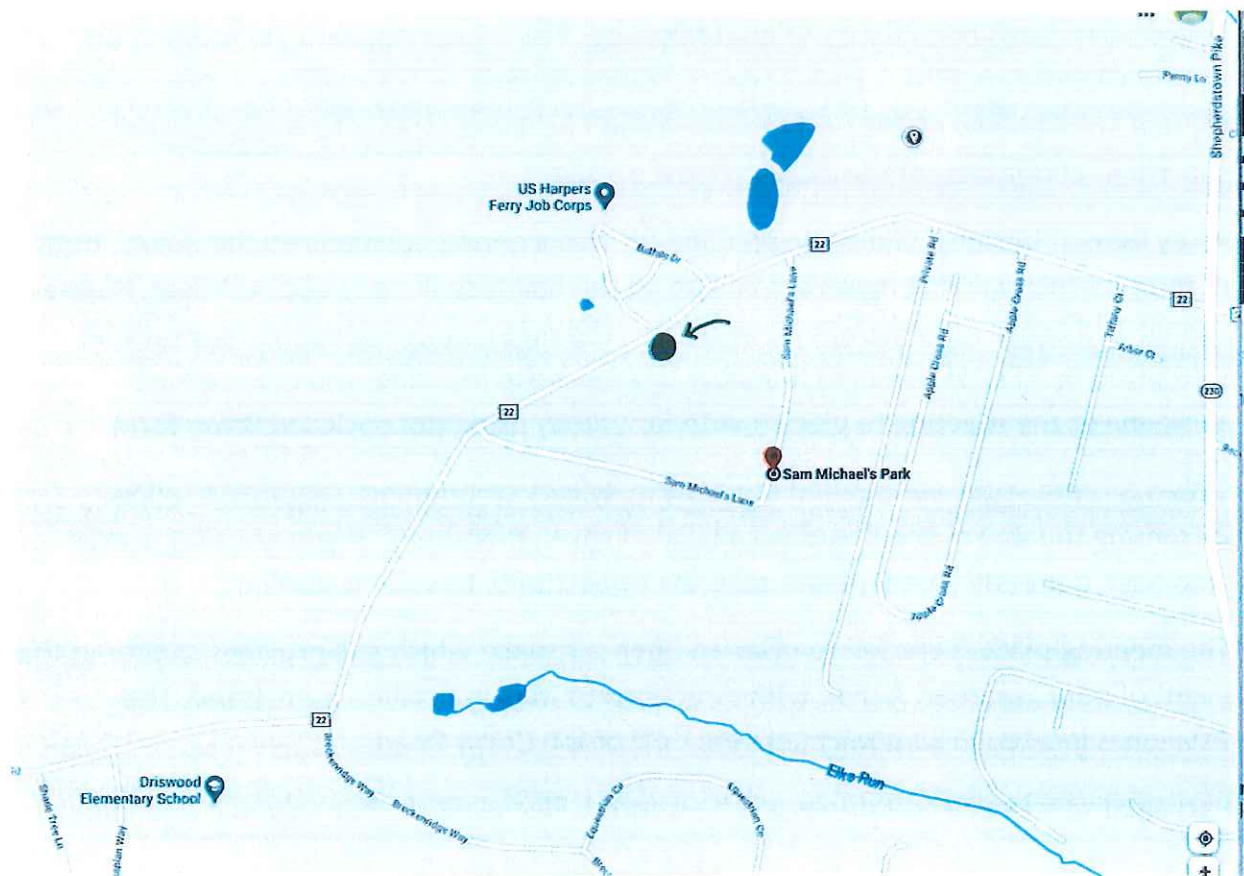
To review anticipated expenses and projects for the coming year, the 2022 budget proposal is enclosed. The 2022 annual Road Fee per lot owned is proposed to remain at \$175, the same as 2021.

Driving Directions to Mason Pavilion at Sam Michael's Park

On map indicated by **green dot** with **arrow**.

From Job Corps Road, there are two main entries to Sam Michael's Park. Don't take either of these entries!

Instead, about midway between the two, look for a sign for Mason Pavilion. Enter there and pavilion will be ahead. (Will be marked w/balloons)



KEYES FERRY ACRES MAINTENANCE ASSOCIATION, INC.

NOTICE OF ANNUAL MEETING -2021

**TO: All Owners of Units in Keyes Ferry Acres
Maintenance Association, Inc.**

MEETING DATE: Sunday, October 24, 2021

MEETING TIME: 2p.m.

MEETING LOCATION: Sam Michaels Park Mason Pavilion

You are hereby notified pursuant to WV Code 31E-7-701 that the **Annual Meeting of the Members** of Keyes Acres Ferry Maintenance Association, Inc., shall occur at 2 p.m. on Sunday, October 24, 2021.

1. The corporation's governing documents require a 5-member Board of Directors with each Director serving a 2-year term.
2. The governing documents are the Declaration, Articles of Incorporation and Bylaws. The Articles of Incorporation defer the number of Directors to the Declaration and Bylaws. The Declaration provides that the Association have no fewer than five (5) Director positions as specified in the Bylaws, with each Director serving a 2-year staggered term.
3. 2 of the 5 current Director terms expire at the corporation's 2021 Annual Meeting and 3 of the current Director positions expire at the corporation's 2022 Meeting.
4. The **Annual Meeting** is called for the purpose of electing all Directors except the 3 current terms that expire at the corporation's 2022 Annual Meeting.

5. Candidates for Director positions may be nominated at, or before, the Annual Meeting. During the election, each Unit may cast 1 vote for each Director position to be filled. Any Unit Owner or designee of a Unit Owner that is not a natural person may be elected to the Board, provided, that: a) no two (2) directors shall serve simultaneously if their sole basis for membership in the Association is co-ownership of only one (1) Unit; and b) pursuant to WV Code 31E-8-830 and 831, all Units owned by the Director, or entity designating the Director, must be in Good Standing.

6. A Proxy form is attached for the Meeting. If you are unable to attend the Annual Meeting, you may use the Proxy to designate a person to attend the Meeting and cast the votes allocated to your Unit(s). In order for a Proxy to be valid, it must identify your Unit(s) (please state the total number of your Units subject of each Proxy), it must clearly state your name (as Unit Owner), it must be signed by you, and it must clearly state/identify the person you designate as your Proxy for the Meeting. If a Proxy omits any of the foregoing requirements, it may not count in the voting to occur.

Date: September 22, 2021

Keyes Ferry Acres Maintenance Association, Inc.,

By: E. M. Sead

Its: Secretary

2021 ANNUAL MEETING PROXY - Keyes Ferry Acres Maintenance Association, Inc.

I/We, the undersigned owner(s) of one or more Units in Keys Ferry Acres Subdivision, being part of the membership of Keyes Ferry Acres Maintenance Association, Inc., ("Association") by Order of the County Commission of Jefferson County, West Virginia, acting pursuant to WV Code § 31E-7-722, do hereby appoint the individual identified below to be my/our proxy agent ("Proxy Agent") and to cast all votes allocated to my/our Unit(s) with regard to all business to be conducted and all matters submitted to the members at the Annual Meeting of the membership, or any adjournments thereof, and in all consents to any actions taken at the Annual Meeting to be held at 2pm on Sunday, October 24, 2021 at Sam Michaels Park Mason Pavilion. This appointment shall continue from this date until either revoked by me (or either of us if multiple signators) in writing, or if not revoked in writing, at midnight on October 24, 2021, at which time this Proxy and appointment shall be null and void without further action by the undersigned. During the time period that this Proxy shall remain in effect and enforceable, the Proxy Agent appointed hereunder shall have all of the powers that the undersigned may possess with respect to voting of membership interests in the Association which are allocated to the represented Units entitled to vote. The acts of the Proxy hereunder are ratified and confirmed to the extent that Proxy Agent shall do or cause to be done such acts by virtue of and within the limitations set forth in this Proxy.

I hereby revoke any and all proxies previously given by me with respect to the membership or ownership interest(s) subject of this Proxy but so far only as the same apply to the October 24, 2021 Annual Meeting. I hereby waive any procedural defects to notice or call of the above Annual Meeting and acknowledge notice of same prior to my execution hereof.

To the extent that this Proxy shall be executed and delivered by multiple members who collectively own undivided interests in one or more Units, the words used herein, regardless of the number and gender specifically used, shall be deemed and construed to include any other number, singular or plural, and any other gender, masculine, feminine, or neuter, as the context requires.

INDIVIDUAL ACKNOWLEDGEMENT:

Number of Unit/s Owned: _____

Unit Owner/s [Print Name]

Address

Signature of Unit Owner/s

Signature of Unit Owner/s

Date: _____

Proxy Agent Appointed

CORPORATE OR ENTITY ACKNOWLEDGEMENT:

Number of Unit/s Owned: _____

Unit Owner/s [Print Name]

Address

Proxy Agent Appointed

Its: _____
(Signature and capacity of authorized representative)

By: _____

Date: _____

2021 Annual Meeting of KFAMA 2pm Sunday October 24th
At Mason Pavilion, Sam Michael's Park, Shenandoah Junction
For KFAMA Members (KFA lot owners) and interested Community Members

AGENDA

2pm Meeting Call to Order

- 1) **Welcome.** Physical distancing and appropriate nose and mouth covering requested
- 2) **Sign-in and contact information collected.** Agenda/Budget/ballots/paperwork distributed
- 3) **Board member introductions**

Treasurer's Report – Current financial report and overview of 2022 proposed budget

2021 Accomplishments—

- 1) **Administrative routines and records maintained** – Minutes posted on KFAMA.org website
- 2) **Legal** – over \$60,000 owed from uncollected road dues (11 accounts each owe more than \$900); legal action to recover overdue payments has begun against lot owners
- 3) **Funding agreement with Keyes Crossing** – road fund contributions per new house construction

Election: to fill vacancies from two expired Board positions (2-year terms)

- 1) **Call for nominations** – owning a lot is sole qualification to stand as a candidate; bio or qualifications may be volunteered (cannot legally be requested)
- 2) **Proxies** – brief review of why a proxy may be required and how votes will be tabulated
- 3) **Call for vote** – distribute ballots; time to mark and collect ballots; votes tallied by audience
- 4) **Bylaws amendment** – only 5.5 votes needed to amend Bylaws (required to expand Board size)

Common Area Care

- 1) **Shoreline Spruce-up** accomplishments
- 2) **Roadside** – routine mowing continued; roadside trimming at Hill Top Loop
- 3) **Field by Keyes Gap Lake** – dead tree removal; a potential community initiative could aim to clear and clean around perimeter to open up view of lake. Other suggested projects?
- 4) **Clean-up Day** – one successful collection day; next day probably deferred until spring

2021 Major Road Projects

- a) **Short Drive** – at entry, a new lane added divided by an island; starting point for paving to be continued over time section by section along Lakeview and Burkett
 - b) **Wagon Trail** – road widened between Walnut Hill and Cedar Hill Drive; prepped for paving. Cedar Hill Drive patching continued
 - c) **Scarlet Oak Place linked to White Dogwood** – road extended between the two roads to provide safer route during winter conditions; Scarlet Oak Drive upgrade and future care
- 1) **Index cards** – please submit suggestions about road issues, recommendations or future projects

Community participation: make a difference

- 1) **Public comment** – 60-second time allotment for comments, questions, discussion
- 2) **Report issues** – *Please* if we don't hear, we may not be aware; email support@kfama.org or call **304-725-3278** and request Emily McFarland, Board Secretary
- 3) **Thank you** to those who generously volunteer labor and suggest ideas

KEYES FERRY ACRES MAINTENANCE ASSOCIATION

2022 Budget

	2021 Budget	2022 Budget	
Lot Fees per year	\$ 175	\$ 175	
Percent Increase	0.0%	0.0%	
Cash In:			
Cash Carryforward	-	-	
Prepayment for 2020		0	
Oak Meadows (Paid in full)	66,763	66,413	
Lots owned by individuals	36,000	50,253	(-21% uncollectible)
Income from Collection on suits/liens (Estimated)	5,000	-	
Donation	-	-	
Total Cash In	107,763	116,666	Total Revenue Possible
Cash Out: Operating			
Bank Charges & Fees	70	70	
Tax Preparation	275	275	
Legal Fees	3,500	4,000	
Mowing	7,875	7,875	
Office Supplies & Software	1,268	1,268	
Post Office Expense (Mailings)	2,000	2,000	
Liability Insurance	1,800	1,800	
Taxes and Licenses	50	50	
Rent Expense for Annual Meeting	-	150	
Allegheny Power (est. \$18 per month)	-	216	
Snow Removal	-	-	
Prior Year Debt/Note Obligation (SES 2019)	9,000	2,441	
Subtotal of Operating Expenses	25,838	20,145	
Cash Out: Emergency Reserve Funds			
Reserve for Snow Removal	20,000	10,000	
Subtotal of Reserved Funds	20,000	10,000	
Cash Out: Road Maintenance & Projects			
Road and drainage repairs, maintenance and upgrades	61,400	86,521	
1. Projects			
2. Developer Escrow Match			
3			
4. General KFA Maintenance			
Sub-total Road Work Done	61,400.00	86,521.00	
Total Cash Out	107,238	116,666	
BUDGET/ACTUAL BALANCE	525	(0)	

Jody Rosier

JODY ROSIER, TREASURER

9/22/2021