

You are Invited to the Annual Community Meeting for KFAMA Association
Members (any lot owner), KFA residents and interested community:

2 pm October 15, 2023 at the **Community Clubhouse** at **Blue Ridge Acres**
935 Country Club Drive Harpers Ferry, WV 25425

Enclosures in this mailing - The official Meeting Announcement (*law requires the formal legal language*); Meeting Agenda; Proxy form.

Directions to the BRA Clubhouse meeting room – from KFA, turn left onto Chestnut Hill Road (toward Harpers Ferry). Go 0.6 miles past Short Drive and turn left into Blue Ridge Acres entry. Take a left at the T and the Clubhouse is immediately ahead on the right. The wooden ramp to the second-floor entrance is fully accessible.

Business to be covered – Questions and concerns raised by people attending. 2023 achievements and cost review of road projects and common areas care. The 2024 proposed budget presented for discussion. Discussion of progress v. cost - if faster road improvement is favored, that would be possible only by increasing income. What balance do you favor? An election will be held to fill multiple Board positions. ***You may put your own name forward as a candidate or nominate others at, or before the Annual Meeting.***

What is the election for? Four Board positions are about to expire (two-year terms each). There is an election to fill a fifth position vacated by an officer resignation. (That position has been filled on an interim basis by Board appointment.) Those currently serving are each running for re-election.

Who may vote – only a KFA lot owner may have their vote counted; a Proxy Representative may also submit a valid vote/s on behalf of a KFA lot owner.

Do I need a PROXY form? The PROXY form is not needed if you attend the meeting in person. Please return proxy form to Keyes Ferry Acres Maintenance Association, PO Box 269, Charles Town, WV 25414 by **October 5, 2023** or email them to support@kfama.org. You may also have your appointed proxy agent bring the form to the meeting.

If not attending, the Proxy form allows you to vote – The Proxy form lets you designate someone attending the Meeting to act as your representative. Though you are not present, a properly completed Proxy form allows your designated representative to cast vote/s on your behalf as you have instructed.

How many votes may I cast? The number of votes allowed is based on the number of lot/s owned. Each owned lot is allotted a single vote. One lot = one vote; ten lots = ten votes, etc. Though a lot may be owned by more than one person, only one vote per lot may be cast.

KEYES FERRY ACRES MAINTENANCE ASSOCIATION, INC.

NOTICE OF ANNUAL MEETING - 2023

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

MEETING DATE: Sunday, October 15th, 2023

MEETING TIME: 2p.m.

**MEETING LOCATION: Blue Ridge Acres Community Club
935 Country Club Drive
Harpers Ferry, WV 25425**

You are hereby notified pursuant to WV Code 31E-7-701 that the **Annual Meeting of the Members** of Keyes Ferry Acres Ferry Maintenance Association, Inc., shall occur at 2 p.m. on Sunday, October 15th, 2023.

1. The corporation's governing documents require a 7-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 seven (7) Director positions as specified in the Bylaws, with each Director serving a 2-year staggered term.
3. 4 of the 7 current Director terms expire at the corporation's 2023 Annual Meeting and 3 of the current Director positions expire at the corporation's 2024 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 2024 Annual

Meeting. The election will also be held to fill an unexpired term left vacant by a Director resignation. That term will expire in 2024.

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 18, 2023

Keyes Ferry Acres Maintenance Association, Inc.,

By: E. M. Faudal

Its: Secretary

2023 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 2:00 PM on Sunday, October 15, 2023 at Blue Ridge Acres Community Club, 935 Country Club Drive, Harpers Ferry, WV 25425. 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 15, 2023, 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 15, 2023 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: _____

2023 Regular Annual Community Meeting

for KFAMA Members (KFA lot owners) and interested Community Members

AGENDA for Annual Meeting October 15th 2023 at Blue Ridge Acres Community Clubhouse

- 1) 1:50 pm Sign in and pick up handouts - Agenda/Budget/ballots/index cards for questions or comments
- 2) River gate key available – to be issued a gate key, forms will be available to fill out

Start Meeting – 2pm Call to Order

- 3) **Welcome.** Briefly introduce each Board member

Administrative

- 4) **Monthly financial updates and meetings held** – Minutes and reports posted on KFAMA.org
- 5) **KFAMA phone number is 304-403-4844** – leave a message to ask a question or report an issue
- 6) **Winter road care contract** – 2023-24 road care will be provided by B&K Grove Enterprises - Please report areas if overlooked or that require additional treatment (perhaps at bus stop, or elsewhere)

Common Area Care

- 7) **River Shore Area**__
 - a) **gate key distribution** – impact of implementing physical key for locking the gate
 - b) **trash management** – keeping the shore area trash free
 - c) **trespasser and ATV** proposed management strategy – coordination planned with neighboring owners on either side of KFA (Blue Ridge Acres on one side and private property owner on other)

Election to fill Board openings

- 8) **Candidate introductions and election** – to stand as a candidate, lot ownership is sole qualification; (bio or qualifications may be volunteered, but not legally required); nominate write-ins to add to slate; distribute/collect ballots; count vote; (volunteers may be asked to help count votes)

2023 Major Road Projects – roadside drainage improvements, culverts installed and road surfacing

- 9) **Maintenance & grading** – Wagon Trail Road and White Dogwood graded and stone added
- 10) **Roadside drainage work** – before tar & chip surfacing, improvements made to promote run-off—ditch clearing or re-ditching along Lakeview, Burkett, Old Chestnut, Wagon Trail, Walnut Hill, White Dogwood, Greenwood
- 11) **Culvert installation and clearing** – to improve drainage, culverts were cleared at Wagon Trail; new culverts were installed under driveways at Lakeview, Burkett, Walnut Hill
- 12) **Roadbed preparation** – to prepare roadbeds for tar & chip surfacing, roads were widened; raised with stone; graded, crowned and compacted at Lakeview, Burkett, Walnut Hill and Greenwood
- 13) **Asphalt projects** – Short Drive entry lanes paved with asphalt; three speed humps installed at Cedar Hill

2024 Financial Items__

- 14) **Financial Update** – report of 2023 general expenditures and road projects cost review
- 15) **Best guess cost projections for potential projects in 2024 and future**
- 16) **Community choice** – residents often expect faster more extensive road improvement; that's possible only with greater funding – what is the community preference?
- 17) **Opportunity to ask questions or comment** – 60-second time limit to allow others time to speak
- 18) **Report issues! – Please!!** If we don't hear about them, we may not be aware of them; email support@kfama.org or leave a message at 304-405-4844. (Don't just gripe on Facebook.)
- 19) **Thank you** to those who offer constructive suggestions and generously volunteer community care