

You are Invited To the 2025 Annual Community Meeting for:

KFAMA Association Members (lot owners), KFA residents, and interested community

7pm Wednesday, October 15th at the **Community Clubhouse** at
Blue Ridge Acres 935 Country Club Drive Harpers Ferry, WV 25425

This enclosed packet includes - the official Meeting Announcement (*law requires the formal legal language*); Meeting Agenda; Proxy form; and 2026 budget proposal

Please attend! Got questions? Concerns? Improvements you hope for? – 2025 has seen big road improvements over the summer. This is your opportunity to hear what's going on in KFA and share ideas in person.

Election – Four officers' terms are expiring. To add your name to the slate of candidates, please contact Emily at Support@KFAMA.org. Each term is two years. The currently serving members are each running for re-election.

What is the Proxy form? – The enclosed Proxy form is needed only if you wish to vote but won't be attending the meeting. This form allows you to designate a representative at the meeting to vote on your behalf. With a properly completed form, anyone at the meeting can serve as your designated representative to vote as you specifically instruct them to.

Do I need a Proxy form? If you attend the meeting in person the PROXY form is not needed.

Meeting topics – See the enclosed Agenda for an outline of items to be discussed.

2026 Budget – the Association is legally required to use Certified mail to deliver an advance notice of the proposed annual budget for the coming year. You are not being served! This is a routine information packet only. (Certified mail provides proof that this information has been sent to each and every lot owner). Please note: you will receive a notification of the Certified packet in your mailbox. To avoid a trip to the post office to pick up the packet, sign the slip, **PS Form 3849-We ReDeliver for You!** and leave it in your box for the carrier. The packet "should" then (supposedly) be delivered to your box.

At the Meeting the 2026 Budget and road rate will be reviewed. The 2026 rate will be raised to \$250 per lot per year (less than \$21 per month per lot).

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

2025 Annual KFA Community Meeting

for KFAMA Members (every lot owner) and interested Community

AGENDA for Annual Meeting **!!NOTE NEW TIME!! *EVENING* *WEEKDAY* Meeting**
7pm Wednesday October 15th at Blue Ridge Acres Community Clubhouse

6:50pm Sign-in – get handouts: Agenda | Budget | ballots | index cards to comment or ask questions | forms to acquire a gate key

7pm Start time – Call Meeting to Order

- 1) **Welcome.** Introduction of Board members. Overview of discussion points. Vital questions➡ How do we ensure an enduring Community Association? How encourage a sense of community so residents feel that being involved matters?

Administrative

- 1) **Financial report** – 2025 road projects costs and 2026 proposed budget and road fee rate
- 2) **Technical concerns** – website function blips; mailing issues for g-mail address recipients
- 3) **Guest Speaker, Fire Chief Earl Cogle**

Election – fill four Board vacancies due to expiring (two-year) terms

- a) **complete slate of candidates** – sole qualification to be a candidate is being a KFA lot owner; an introductory bio or outline of qualifications is not required, but may be submitted
- b) **distribute ballots /collect them /tally votes** – volunteers may be asked to help count ballots

Road Projects

- 4) **2025 Road projects** – achievement is culmination of 2 years' planning; probable 2026 projects

Common Areas | Culverts | Roadside Drainage

- 5) **Ditch and culvert work** – commitment to restoration and maintenance for improved stormwater management – introduce new policy regarding ditch care and culverts located on private lots
- 6) **Downed trees and limbs** – removing obstructions which originate from within a private property: new policy clarifying who is responsible
- 7) **Proposed barricade at river lot** – project on hold, deferred because of sewer construction impact
- 8) **Sewer project update** – by order of WV American Water Co., construction is currently suspended

Community Concerns – brief 60-second intro to various neighborhood issues to provide contact info:

- a) Tammy Vincent - how to acquire a locked mailbox at Short Drive entry
 - b) Gary Towne - brief summary how proposed new PATH electrical lines may impact KFA properties
 - c) Mountain Cats TNR - how to help with care of unhoused and trap/neuter/release program
 - d) Misc. community concerns: care/monitoring riverfront lot • trim roadside branches • hydrant care • pothole watch/alert • ditch & culvert alert crew • bus shelter installation/s • social team to arrange a BBQ, bonfire or other community gathering • beautify with bulbs or perennials • got an idea?
- 9) **Response to questions or comments submitted on index cards** –

Report issues! Please!! If we don't hear about them, we may not know about them; email support@kfama.org or leave a message at **304-725-3278**.

KEYES FERRY ACRES MAINTENANCE ASSOCIATION, INC.

NOTICE OF ANNUAL MEETING - 2025

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

MEETING DATE: Wednesday, October 15th, 2025

MEETING TIME: 7p.m.

**MEETING LOCATION: Blue Ridge Acres Community Club
2ND Floor Meeting Room
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 7 p.m. on October 15th, 2025.

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 2025 Annual Meeting and 3 of the current Director positions expire at the corporation's 2026 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 2026 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 24, 2025

Keyes Ferry Acres Maintenance
Association, Inc.,

By: E. H. [Signature]

Its: Secretary

2025 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 7 PM on October 15, 2025 at Blue Ridge Acres Community Club, 2nd Floor Meeting Room, 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, 2025, 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, 2025 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: _____

KEYES FERRY ACRES MAINTENANCE ASSOCIATION

	Budget
	2026
Lot Fees per year	\$ 250
Total Lots	724
Total possible Revenue for Dues	\$ 181,000.00
Cash In:	
Cash Carryforward from Prior Year	-
Oak Meadows/Keyes Crossing 375.50 lots	93,375
348.50 Lots owned by individuals (-15% est of CY Dues Unpaid)	60,988
Prior Year Balances/Court Collections	-
Donation/Interest Income	-
Key Replacement	-
Developer Escrow	-
Total Cash In	154,363
	154,363
Cash Out: Operating	
Bank Charges & Fees	70
Tax Preparation	250
Legal Fees, Court Costs	1,500
Mowing	10,000
Office Supplies & Software	1,386
Post Office Expense (Mailings)	2,000
Liability Insurance	2,300
Taxes and Licenses	50
Rent Expense for Annual Meeting	200
Allegheny Power (est. \$18 per month)	-
Snow Removal	5,000
Subtotal of Operating Expenses	22,756
Cash Out: Road Maintenance & Projects	
Road and drainage repairs maintenance and upgrades	109,007
2026 Year Projects	
* JOB 2026-1* Ditch/culvert maintenance	10,000
JOB 2026-2 Entry Sign Big Rock	2,600
2025 Projects (carry-over)	
	-
Sub-total Road Work Done	121,606.50
Cash Out: Emergency Reserve Funds Contribution	10,000
Total Cash Out	154,363
BUDGET BALANCE	-

JODY ROSIER, TREASURER