

**Keys at Kure Beach Homeowners Association**

**BOARD OF MANAGERS MEETING - November 8, 2008 - 9:00 AM**

**MINUTES**

**Board present:** Harry Birch, Micki Hobson, Bryan Strickland, Tim Upton,  
Ed Wilkinson

**Accountant:** Grace McGhee

**Sub-Committee Coordinators present:** Peg Fisher

**Homeowners in attendance:** 9

Meeting called to order at 9:00 AM by Tim Upton, President.

Minutes of previous meeting approved as emailed 10/11/08, plus spell correction, McGhee.

**FINANCE**

--presented by Grace McGhee

1. CHECK DETAIL - Sept. & Oct.

**ATTACHMENT A-1 & 2**

**MOTION:** October Landscaping expense (\$100) for eucalyptus tree removal at Unit 833 KVV not to be charged to owner because planted by previous owner. VOTE: Unanimous consent.

2. P& L and BALANCE SHEET - Oct

**ATTACHMENT A-3**

**ACTION SUMMARY:**

Long Term Maintenance - During next budget cycle, include additional category to accommodate potential bad debts accrued from re-shingling performed by HOA in 2010

3. ACCOUNTS RECEIVABLE Aging Summary - 11/7/08

**ATTACHMENT A-4**

**ACTION SUMMARY:**

-- Rhew - Unit 825 SPL -: \$10,133.54 - Keys attorney Mark Carter advised Grace that litigant will accept Keys/KBV offer of full payment of outstanding dues excluding late fees, but no funds are currently available. Keys' last lien covers period through May 2007. Grace will bring lien current. Board generally not pleased with payment plan, but no viable alternatives were unearthed. Note: Rental income is being received, but HOA's would not be first in line for same and legal expense likely greater than the gain.

**POST MEETING -- Mark Carter draft ltr. via email 11/9 New ATTACHMENT B**

Action to be taken via email and recorded with next Board mtg. minutes.

-- Pape - 829 KVV - \$4,276.28 - Grace and Tim to take action as follows:

a) Research Mortgage status

b) Update Lien -- original lien not in current owner's name

c) Draft letter warning re potential foreclosure for Board's approval.

-- McClancy - 673 SL - \$1,772 - Harry & Micki to discuss personal approach to determine extent of problem.

**FINANCE** (cont.)

## 4. LIENS &amp; FORECLOSURES -

Current thresholds for taking action on LIENS = \$1,500, for FORECLOSURES = \$3,000

**MOTION:** Reduce LIEN threshold to \$1,000. **VOTE:** Unanimous consent.

**MOTION:** Change Foreclosure threshold from \$3,000 to '1 year in arrears'-- withdrawn.

**MOTION:** Retain FORECLOSURE threshold at \$3,000. **VOTE:** Unanimous consent.

Rationale: Dues annual total at current rate not significantly different from \$1,000.

## 5. NEW LEGAL COUNSEL -Unanimous agreement to acquire new legal counsel prior to any further lien or foreclosure proceedings.

6. POSTING of FINANCIAL STATEMENTS - Public bulletin boards vs. website

**ACTION:** Post Keys Monthly Financials on website with minutes.

**ARCHITECTURE**

## 1. CHANGE REQUESTS:

--Royce Edwards - 652 SL - 2 exterior windows, second floor

**ON FILE**

Approved via email; unanimous consent.

--Bill Costigan - 662 SPL - Rear deck extension; sliding glass door

**ON FILE**

To be discussed on walk-about following meeting--

**POST MTG. NOTE:** Request approved w/ changes per emails 11/9.

**ON FILE**

## 2. RE-SHINGLING -- No new applications since previous meeting..

## 3. MINOR REPAIRS

Following walk-about this day, repair issues will be addressed via letter or phone,

depending upon severity of the problem. **Repair Review - NEW ATTACHMENT C**

## 4. RE-PAINTING

**ACTION:** Ed & Micki to prepare time-table for committee meeting to be scheduled prior to Jan. Managers meeting.

**LANDSCAPE**

## 1. SPRINKLERS -- Electrical concern: Timer plug outlets must be weatherproof.

**ACTION:** 662 SPL must be replaced; all other timers to be checked during walk-about. [ Reference Repair Review - Attachment C above.]

## 2. LANDSCAPE REQUEST FORM - draft forwarded prior to mtg:

**ATTACHMENT D**

**ACTION:**

a) Revisions to be drafted by \_\_\_\_\_ to include clarification regarding owner's responsibility for payment of items not included in routine maintenance and replacement of damaged and/or dead shrubbery/trees.

b) Owners will be notified that Form may be downloaded from website; copy will be forwarded with next Homeowner Manual update.

## **LANDSCAPE (cont)**

### **3. RUBBER MULCH -- Pros & Cons**

A summary of Tim's discussion with representative from Commercial Landscaping Division of NH County Extension Services. **ATTACHMENT E**

NEXT STEP: In consultation w/ Sam's Landscaping, test site to be chosen in Common Area which includes maximum wind exposure.

### **4. DRAINAGE -- 18 lake side units -**

**ATTACHMENT F**

Proposal to affix new perforated drain pipe to gutters, extending @ \_\_\_ feet from rear of unit with pop up head for release of overflow from Sam's Landscaping. \$1,642.

**MOTION: Proceed per proposal; 2008 budget will accommodate expense.**

**VOTE: Unanimous consent.**

## **INSURANCE DECLARATIONS -- prepared by Tim Upton**

Progress Report/Action steps on missing declarations (5 units)

**ATTACHMENT G**

## **NEW BUSINESS**

### **1. KBV Rules/ByLaws Committee -- Frank Fisher**

Frank requested assistance in contacting Keys owners for opinion regarding revisions in KBV Rules/ByLaws, particularly Board composition, election mechanics, term limits and Keys representation.

**ACTION:** \_\_\_\_\_ (??) will prepare draft form for inclusion with Dec. Dues mailing and a second email blast.

### **2. Tax Credit information -- for reference from Tim Upton**

**ATTACHMENT H**

## **NEXT MANAGERS MEETING:**

**CHANGE DATE** from second Saturday to **SAT. JAN. 24 -- 9:00 AM**

Regular Meeting adjourned @ 11:30 -- **Followed by 2 hr. 'walkabout' to determine repair and landscape issues.** [Reference New ATTACHMENT C above emailed 11/9.]

## **ITEMS FOR FUTURE AGENDAS:**

### **1. Roofs -**

**a)** Remind homeowners (insert qtrly dues invoices or Manual Updates?) re **Re-Shingling timeline**, options, etc.

**b)** Research **solar panel** options; including pictorial renderings for potential presentation to owners. Energy and long term monetary savings will likely be of increasing interest.

### **2. Homeowner Manual Updates**

Submitted by Micki Hobson, Secretary - 11/9/08

