

Keys at Kure Beach Homeowners Association

BOARD OF MANAGERS MEETING - July 11, 2009 - 8:45 AM

MINUTES

Board present: Micki Hobson (9:15), Harry Birch, Tim Upton, Ed Wilkinson, Bryan Strickland (9:45)

Accountant: Grace McGee

Committee Coordinators/members present: Jennifer Scott, Betty Swan

Other Homeowners in attendance: Frank Fisher

Meeting called to order at 8:45 AM by Tim Upton, President. Closed session prior to formal meeting (9:00) to discuss Bass/Galbraith controversy, correspondence on file.

Minutes of previous meeting (6/6/09) to be adopted following change re delinquency wording. Change will be made on 6/6/09 original and Addenda will be attached to these minutes.

VOTES TAKEN VIA EMAIL DURING PERIOD FOLLOWING 6/6 MEETING:

NONE

FINANCE

--presented by Grace McGee

1. CHECK DETAIL - June, 2009 **ATTACHMENT A-1**
2. P& L and YTD - June, 2009 **ATTACHMENT A-2**
3. P & L Budget vs Actual - Jan. - June, 2009 **ATTACHMENT A-3**
4. BALANCE SHEET -- as of June 30, 2009 **ATTACHMENT A-4**
5. ACCOUNTS RECEIVABLE Aging Summary - not provided -- no significant change since May, plus quarterly dues recently invoiced, majority yet to be received.

6. LIENS and/or FORECLOSURE PAYMENT POLICY:

Lawyer advised that delinquent dues payments must be for the TOTAL AMOUNT DUE, INCLUDING LATE and/or LEGAL FEES. Any checks received for partial amount due will be returned to payee, not cashed.

[Board voted unanimously to support this recommendation]

- a) One delinquent payment has been received during past 4 weeks and will be returned to owner. [See Confidential files.]
7. "Rule Development & Enforcement for Homeowner Associations," -- Grace a publication of the Homeowner Associations of NC, Inc. -- copies provided to Managers; additional copies on file. Grace attended recent meeting of the Assoc. and noted that they stressed the importance of enforcing rules in a consistent manner to avoid problems perceived as, or resulting from favoritism.

8. KEYS RECORDS RETENTION

ACTION:

- a) Outline for review of Keys record keeping procedures --Micki
First draft provided to Tim; will be available for Board review following completion of new filing system.
- b) Legal size filing cabinet received; Micki to redo filing system by end of July.

9. 2010 BUDGET PREPARATION

ACTION:

- Meeting to be scheduled between **August 6 and 10.**
- Micki and Grace to prepare forms to forward to Board prior to next meeting.

10. 2009 AUDIT - **received and on file** --Grace

11. 2009 ANNUAL MEETING: PROXY FORM --Tim

- Recommendation: Revise to gain specificity of Board manager to whom owner is giving proxy. PROS: Saves time if Board is not unanimous on a given issue. Prevents 'railroading' of Board driven ideas. CONS: Many part-time owners do not know any of the Managers, thus would not be able to match with one 'ideologically.'
- No action taken.**

LEGAL ISSUES

1. What legal rights does HOA actually have to perform maintenance on individual units?

ACTION (pending from previous meeting):

- Bryan & Ed will draft letter of request for information to Attorney regarding these issues, including long term maintenance for re-shingling and exterior painting.

ARCHITECTURE

1. CHANGE REQUESTS: 2

- a) Peter Haswell -- 625 Sloop Pointe REQUEST ON FILE

Retractable Awning / rear deck - manual; graduated color scheme

APPROVED as follows:

- a) Manual operating system - unanimous consent
- b) Restrictions on color scheme to be solid colors only - [3 yes, 1 no, 1 abstain]

Owners must be reminded that the exterior color scheme of the units will not be the same as currently painted.

- b) Tim Upton -- 653 Settlers REQUEST ON FILE

Solar Panels - 2 solar flat panels on southern exposure roof

APPROVED: Unanimous consent

ARCHITECTURE (cont.)

2. RE-SHINGLING

- a) No new applications
- b) Owner Chris Bass request for extension of time period for re-shingling his unit to @ 5 more years.

ACTION: Bryan to send letter w/ reasons that an extension is not possible.

3. RE-PAINTING COMMITTEE -- update

-- Ed / Micki

First meeting w/ designer, Jennifer France, Big Sky Design on 7/1

Proposal rec'd and signed.

ATTACHMENT B

4. DRIVEWAY REVIEW COMMITTEE

--Bryan

Update: Cost for replacement (one vendor) @ \$4.50 per square foot.

Report Deadlines:

- draft report to Board - Sept. Board Mtg.
- Final Report ready for distribution Oct. 3 Annual Meeting

STORM WATER POND -- OWNERSHIP & EXPENSES

1. Ownership:

Due to the number of documents regarding the complicated history of pond ownership and the more recently discovered Storm Water Management permits required, a **summary** of attorney findings, meetings with Kure Beach Village Board and discussions which occurred since our previous Board meeting is on file along with **all related documents**. As of this writing they are held by Tim Upton.

2. Next Steps / Expenses:

Request was made to KBV Board for joint meeting with Keys Board to discuss:

- a) removal of accumulated sediment which must be done in the near future (expense will be @ \$12,000) and b) ongoing annual maintenance.

KBV Board responded with invitation to join closed session on Wed. July 22.

LANDSCAPE

- 1. DRAINAGE - repairs will commence in the Fall

2. IRRIGATION / SPRINKLERS -- Tim

a) RAIN SENSORS - (wireless w/ radio transmitter)

Test sites have proven very successful.

**MOTION To install sensors to all remaining clocks. (Called by Micki; seconded by Ed)
Unanimous consent.**

3. PLANT & TREE TRIMMING -- Micki

a) Trimming Standardization & Schedule --

--Map to include color coding of plants by type and related number of times per year trimming should occur based on 'growth speed' not yet complete, but will be prepared within next month and provided to Sam's Landscaping.

--In the interim, request made by Micki to have 'ugly agnes' plants trimmed asap.

KBV REPORT - none

NEXT MANAGERS MEETING: CHANGED to Sat. Sept. 19 - 9:00 AM

Meeting adjourned at 11:45 PM

ITEMS FOR FUTURE AGENDAS:

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

Submitted by Micki Hobson, Secretary - 7/ 16/ 09