

Keys at Kure Beach Homeowners Association

BOARD OF MANAGERS MEETING - September 19, 2009 - 9:00 AM

MINUTES

Board present: Harry Birch, Micki Hobson (departed 12:05), Tim Upton, Ed Wilkinson, Bryan Strickland (departed @ 11:30?)

Accountant: Grace McGee

Committee Coordinators/members present: Barbara Upton; Joy Bryant

Other Homeowners in attendance: none

Meeting called to order at 9:05 AM by Tim Upton, President. Unscheduled short session prior to meeting used for discussion and approval of Pond Maintenance Agreement with KBV - see 'Pond Maintenance' below.

Minutes of previous meeting (7/11/09) adopted. 2010 Budget prep meeting 8/6 - see below

VOTES TAKEN DURING PERIOD FOLLOWING 7/11 MEETING:

Attachments with descriptions and vote tally's are included by Section noted in [].

- 1) Pond dredging - 9/9 [Pond Maint., Item #2]
- 2) 2010 Budget - 9/8 Dues [Finance, Item #7]
- 3) Insurance Change - 9/5 [Finance, Item #8]

FINANCE

--presented by Grace McGee

1. CHECK DETAIL - July/August, 2009 **ATTACHMENT A-1**
2. P& L and YTD - July/August, 2009 **ATTACHMENT A-2**
3. P & L Budget vs Actual - Jan. - August, 2009 **ATTACHMENT A-3**
4. BALANCE SHEET -- as of August 30, 2009 **ATTACHMENT A-4**
5. ACCOUNTS RECEIVABLE Aging Summary **ATTACHMENT A-5**
 - a) Owner # 6 - a Rental unit - Real Estate Management Service to be notified by mail that unit cannot be rented until past due accounts are made current.
 - b) Owner # 9 - discussion re filing 'Judgment' against owner resulted in not voting due to lawyer's advice that there are no assets to be gained.
6. LIENS, JUDGMENTS and/or FORECLOSURES:
Status: Of the 4 Liens outstanding: 2 have paid in full; 2 are still pending, one of which is expected to be paid this month.
7. 2010 BUDGET PREPARATION - Meeting held August 6 - see minutes.
9/8 - Dues changed from \$400 to \$436 per quarter by unanimous vote, following mtg. w/ lawyer, Andy McVey. Reserves are secure due to delay in Re-Painting and assessment for Re-Shingling .
9/13 - Budget Proposal included w/ Annual Meeting Notification.

FINANCE (cont.)

8. INSURANCE POLICY CHANGE

ATTACHMENT B

Via email 9/5 - research by Grace McGee re Umbrella Policy Options for increase to \$5mm coverage provided two options. **Board chose Option #1 by unanimous vote.**

LEGAL ISSUES

Re question of HOA's legal rights to perform maintenance on individual units:
Meeting held w/ attorney, Andy McVey on Sept. 8. Next steps: Attorney will follow-up with further research and recommendations regarding the efficacy of HOA's historical method of operation being supported by the fact that Keys By-Laws are incorporated into Keys Covenants.

ARCHITECTURE

1. CHANGE REQUESTS: None -- Harry
2. COMPLETION OF CHANGES APPROVED
ACTION: Board agreed to adding a six month completion time limit to the Architectural Change Request Form.
3. RE-SHINGLING -- Tim
 - a) 1 New application Upton/Bowman -- 653/657 Settlers ON FILE
 - 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/ done?
4. RE-PAINTING COMMITTEE -- update -- Ed / Micki
Meeting w/ designer Jennifer France will be 9/21. First draft of color scheme will be presented. See Annual Meeting Agenda notes for additional report items.
5. DRIVEWAYS REVIEW COMMITTEE --Bryan
ACTION: Bryan and Tim will measure driveways to determine cost range for replacement which will be reported at Annual Meeting.
At some point in future, general assessment/ranking of driveways needing repair will be completed.

POND MAINTENANCE

1. OWNERSHIP & SHARED EXPENSE ISSUES W/ KBV -- See 7/11 minutes for background.

a) Expired permit will be renewed following the technical change of combining the two original Applications into one new permit-- to be executed by Town of Kure Beach. Tim Upton will sign.

b) Results of joint meeting w/ KBV Board on July 20: KBV Board agreed to share expenses at rate of 60% Keys/ 40% KBV.

--A Maintenance Agreement prepared by Keys lawyer was submitted to KBV on _____. [ON FILE].

--Response received via email on 9/18 requested omission of any obligations regarding electric and pump expenses.

ATTACHMENT C

MOTION: To accept KBV request to omit electric and pump expenses from Pond Maintenance Agreement. (called by Tim, seconded by Bryan) --Unanimous Consent.

c) For reference, pond expenses for 2009..... **ATTACHMENT D**

2. DREDGING / Sediment Removal **ATTACHMENT E**

Via email 9/9/09 - . MOTION: To hire Retention Pond Services to remove sediment from all pond drains. Called by Ed, Harry seconded - Passed w/ 4 in favor; 1 abstention.

[Attachment includes rationale for not taking additional bids for this project.]

Project will commence between Oct. 8 - 31.

LANDSCAPE

1. DRAINAGE

Sam’s Landscaping will provide 3 estimates for extending drain pipes in the rear of all units along Sloop Point and Settlers which are not facing the pond. Work will be completed this Fall. [Pond units were completed last year.]

2. IRRIGATION / SPRINKLERS -- Tim

a) **Rain Sensors** - (wireless w/ radio transmitter)

Sensors are being installed on all clocks this month. 19 clocks do not have attachment needed for sensor to function and must be replaced

Memo sent to owners (8/10) whose units will receive the device: **ATTACHMENT F**
(Location Map and Installation spread sheet ON FILE)

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 completed.

TERMITE PROTECTION

-- Joy Bryant

Annual Inspection - Friday, Oct. 2 -- Joy is coordinating. YAY!!
Garages will be done in AM; under units in PM.
2 volunteers needed to assist with check list in AM: Tim & Harry
Notices to be placed on front doors 1 or 2 days prior, provided to Joy.

NEW BUSINESS - first 2 items presented at Budget Prep mtg. Aug. 6:

1. POWER WASHING DRIVEWAYS & STEPS

-- Tim

Tim researched expense for power washing these areas for all units:
1 bid - Jim Crute: \$75 per driveway; \$25 per steps - \$100 per unit = \$9,200 TOTAL

Objections:

- Problem in doing them prior to re-shingling and re-painting
- Need is not equal from unit to unit
- Could trigger further cracking or other damage which would require repair

Options:

- Turn over to owners
- Buy several power washers for use by owners
- Get additional bids

No decision made at this meeting.

Sec'y NOTE: \$9,000 expenditure is OVER \$5K limit which Board is permitted without owner approval. This item is not in 2010 budget proposal.

2. PICNIC TABLES & BENCHES

-- Barbara Upton

Barbara researched options with minimal maintenance and ability to endure extreme weather conditions and offered to further research specific options within Wilmington area so to avoid shipping costs. Samples distributed ON FILE.

Discussion: Board is not unanimous in agreement re having tables and benches. Some feel it will be a maintenance & cleanup hassle, others see it is a 'welcoming' effort for Keys and Village residents.

ACTION: Requested the additional research for pricing of those made of cement which would eliminate installation expense for any anchoring devices.

3. BATHROOM VENTILATION ISSUE - Building Code Violation

Records received from Peter Haswell estate at end of meeting included documents regarding complaint filed with State of NC re exterior venting code violations.

MOTION: Turn documents over to lawyer for review of potential options to pursue builder. (Called by Harry, seconded -- 3 members present approved. -- Bryan and Micki not present for this call.)

ANNUAL MEETING PREPARATION

--Micki

- Notice mailed 9/11 – FT Keys residents hand delivered during following 3 days
- Absentee Ballots and Proxies to be given to Micki as received /
 - o Check-In lists and Ballot Tally are sheets done
- Check-in assistants will be Betty Swann, plus 1 other
- **Need for easel and flip chart** assigned: Tim/Barbara
- **Offer to assist w/ chair set up** assigned: Micki to advise Tom Forrest re availability of the men on our board :)

ANNUAL MEETING - Oct. 3, 2009 AGENDA –

As specified in the By-Laws - Article II - Sect. 6 --
“Order of business at all meetings of the Unit Owners shall be as follows:”

1. **Roll call** -- [the arrival “check-in list” covers this)
2. **Proof of notice of meeting** -- [presiding officer holds up copy for all to see]
3. **Reading of minutes of preceding Unit Owners meeting** - ie this one--9/19/09
[Request someone to move these be waived]
4. **Reports of Officers** -- [reports are not proscribed or required; there will be none]
5. **Reports of Committees** see ATTACHMENT G for discussion points
 - Architecture**
 - Approved Item Additions/Changes - Harry
 - Re-Shingling - Harry
 - Driveways - Bryan
 - Pond Maintenance** - Tim
 - Landscape** - Betty Swann
 - Re-Painting** - Ed / Micki?
6. **Election of members of the Board of Managers** - N/A for 2010
7. **Unfinished business** -- none
8. **New business**
 - Budget approval vote tally
 - Committee sign up sheets
 - Summary re accomplishments / financial
9. **Adjournment**

NEXT MANAGERS MEETING: to be scheduled following Annual Meeting, Sat. Oct. 3.

Meeting adjourned at 12:15 PM Submitted by Micki Hobson, Secretary - 9/ 20/ 09

ANNUAL MEETING COMMITTEE REPORTS

Itemized list for presentation – discussed at 9/19 Bd. meeting

Architecture

- Approved Items Additions / Changes** **Harry**
- Composite deck handrails ok'd
 - Palladium window variations – old style not available
 - Rear deck extension
 - Rear awning changes – electric and manual permitted

- Re-Shingling** **Harry**
- # of units completed as of Sept. 30
 - 2011, HOA will do those not completed –
 - any damaged wood etc. will be repaired at owners expense and will not include multiple bids or negotiable time frame – *ie* they will be repaired upon discovery of damage.
 - the fewer roofs needed to be done by HOA, the sooner the re-painting can be done

- Driveways** **Bryan**
- size of each driveway to be determined prior to mtg. –
 - o cost per unit will be available
 - **other issues to be discussed?????**

- Pond Maintenance** **Tim**
- Historical overview re ownership
 - KBV Maintenance Agreement for shared expenses

- Landscape** **Betty Swann**
- In addition to the following items, the efforts to reign in expenses and conserve water, etc. should be stressed**
- Rubber mulch test
 - Rear drainage status
 - Rain sensors
 - Heavy trimming behind units facing woods

Re-Painting - Committee Members: Ed Wilkinson, Micki Hobson, Joy Bryant, Barbara Upton, Linda Newton

- Painting will begin @ APRIL 2011
 - PRIOR to painting the following must happen for ALL units:
 - a. Re-shingling must be completed
 - b. Damaged siding must be repaired –
HOA will have FULL inspection of all units by FEB 2011
---reports to individual owners will indicate repairs needed
 - Front and Rear DECKS will NOT be included in re-painting
 - Front and Rear RAILINGS WILL be included
 - COLORS
 - will change (slightly darker)
 - number of colors will be _____
 - owners, in conjunction with their attached neighbor(s), will be given opportunity to RANK their top 3 favorites for their unit
 - TYPE of paint will be upgraded with the expectation that likelihood of fading will be minimized
- ** If you would like to join the Re-Paint Committee, sign up today...

NEW BUSINESS:

SUMMARY OF ACCOMPLISHMENTS

FINANCE:

- number of owners and dollars past due 9/08 compared to 9/09
- Tightening up on threshold limits for lien, moving to judgment where applicable.
- Pond cost sharing agreement with the Village
- Reduction in electricity costs by reducing excessive pond aeration
- Reduction in water costs through use of rain sensors
- Increased insurance coverage at minimal cost increase