

**Keys at Kure Beach Homeowners Association**  
**BOARD OF MANAGERS MEETING - November 7, 2009 - 9:00 AM**  
**MINUTES**

**Board present:** Harry Birch, Micki Hobson, Tim Upton, Ed Wilkinson  
**Accountant:** Grace McGee, not present  
**Committee Members present:** Peg Fisher, Jennifer Scott, Sam Birch  
**Homeowners in attendance:** none

First Meeting of Board since election on October 3.  
Meeting called to order at 9:05 AM by Tim Upton, President.

**VOTES TAKEN DURING PERIOD FOLLOWING 10/3 MEETING:**

- 1. BOARD OFFICES assigned same as 2008-9, as follows:**  
**President - Tim Upton**  
**Vice President - Bryan Strickland**  
**Secretary - Micki Hobson**  
**Treasurer - Ed Wilkinson**  
**Architecture Chair - Harry Birch**  
**Landscape Co-Chair - Peg Fisher (non-board)**

- 2. MINUTES for ANNUAL MEETING (10/3/09) adopted.**

**FINANCE**

--provided by Grace McGee to Tim Upton

1. CHECK DETAIL - October, 2009 **ATTACHMENT A-1**
2. P& L and YTD - October, 2009 **ATTACHMENT A-2**
3. P & L Budget vs Actual - Jan. - October, 2009 **ATTACHMENT A-3**
4. BALANCE SHEET -- as of October 31, 2009 **ATTACHMENT A-4**
5. ACCOUNTS RECEIVABLE Aging Summary (Nov. 5, 2009) **ATTACHMENT A-5**
6. LIENS, JUDGMENTS and/or FORECLOSURES:
  - 1) Aging Summary #15** - Unit will be brought to foreclosure by bank at hearing Dec. 10. If a sale is scheduled, will occur Dec. 31. Discussion re Keys HOA filing Civil Suit against owners' personal assets for \$4,245.73 owed included position that board has fiduciary obligation to collect the funds, particular considering cost to do so is only \$250.  
**MOTION:** to file by Tim Upton, Seconded by Ed Wilkinson:  
**VOTE PASSED:** 3 for; 1 abstained  
[Note: filing must occur prior to Dec. 10 hearing.]

**ADMINISTRATION**

1. NEW VOLUNTEERS from Annual meeting solicitation:  
Evelyn Bowman, Landscape Comm.
2. BOARD MEETING SCHEDULE, unanimous decision:  
Every other month, second Saturday, 9:00 AM -- beginning January, 2010.
3. MANUAL UPDATES SCHEDULE: no decision  
**ACTION:** Micki to email list of updates needed; decision to follow.
4. RULES & REGS VIOLATIONS: Those noted by Carl Bryant at Annual Mtg, including unsightly debris left in driveways and around several units have been resolved at this time; no further action needed.

**ARCHITECTURE**

1. CHANGE REQUESTS: None -- Harry
2. PALLADIUM WINDOWS - Question raised at Annual Mtg. re what to do since replacements identical to originals no longer available -- Answer: Comparable window is only slightly different - exp. installed at 681 Settlers Lane  
**Decision: Specifications to be included in next HOA Manual update.**
3. **TERMITE INSPECTION --Oct. 2 inspection reports for all but 10 units were received.**  
Action taken to date:  
A) **Inspected Units** - Copy of report mailed to owners w/ cover letter and new Board list.  
B) **10 Units not inspected** - Owners mailed letter, copy of report indicating areas in need of inspection, copy of initial inspection notification and new Board list.  
**ATTACHMENT B**  
**TO DATE:** 2 of the 10 units inspected. **ACTION:** Harry to phone 8 remaining.

**RE-SHINGLING**

-- Tim

- a) 2 NEW APPLICATIONS
 

Brickman/Yeatman -- 821/817 KVW	ON FILE
Shafer/Galbraith -- 650/654 SPL	ON FILE
- b) NAILING METHOD - hand driven vs power driven? Several owners at Annual Meeting unaware that both methods of nailing shingles are permitted.  
NOTICE re addition of pneumatic drills was forwarded to all owners on March 8, 2008. **ATTACHMENT C**

from 9/19 meeting:

- c) Owner Chris Bass request for extension of time period for re-shingling his unit to @ 5 more years.

**ACTION:** Bryan discussed policy (via email) with Mr. Bass. **ATTACHMENT D**

**RE-PAINTING COMMITTEE** -- update

-- Ed / Micki

- a) No meeting in intervening time frame. Meeting to be scheduled for review of COLOR swatches of Committee's choices received from Big Sky Design.

b) Professional INSPECTION for DAMAGED WOOD to occur prior to painting. Owners will be provided report with 60 days notice for implementation of any repairs. POLICY re action to be taken if repairs are not completed by deadline to be determined, *i.e.*: will damaged wood be replaced by HOA and charged to owner OR will damaged wood be painted as is.

**DRIVEWAYS REVIEW COMMITTEE**

--Tim

**Driveways in need of repair or replacement in next 12 months:**

REPAIR: 632 Settlers Lane; REPLACEMENT: 845 Sloop Pointe Lane

**ACTION:** postponed until policy decisions are made re assessment process.

**POND MAINTENANCE**

--Tim

- a) Rain Sensors installation complete; 18 clocks also replaced.  
 b) Dredging to begin Nov. 11 at south end of pond  
 c) Request by Peg Fisher for pond fountain to be turned on for more than 3 hrs. per day. Tim to review cost of adding one or two hours to this new winter schedule. Rationale for decrease is reduction in utilities expense. Less wear and tear on pump is also an advantage.  
 (Note: Summer schedule initiated this year reduced the # of hrs. per day from 8/10 to 6 with no adverse affects to algae volume.)

**LANDSCAPE**

- a) 2010 Contract for services from Sam's Landscaping is needed.  
**ACTION:** Tim to obtain.
- b) Areas immediately south and east of pond pump continue to be 'eye sores' ---  
**ACTION:** resolve with either mulch or grass seeding or planting of some sort in immediate future.
- c) List of needs provided by Committee member Jennifer Scott - **ATTACHMENT E**  
**ACTION** (unanimous consent by Board)  
**1. Remove Patio Blocks from list - volunteer group will complete**  
**2. All tree removal to be contracted to Fitness Tree Co.**  
**3. Sam's Landscaping to complete ALL other items on list ASAP.**  
 Note: Expense allocation for items such as these are budgeted each year.

**LONG RANGE PLANNING:**

The following items to be reviewed throughout the next several months for ongoing planning scheduling and task assignments:

**1. RE-SHINGLING**

- Preparation of RFP
- List of 3 to 4 vendors to receive RFP
- Owner Assessment Payments (schedule / forms / etc.)
- Re-shingling schedule

**2. RE-PAINTING**

Committee has production schedule which will need to be coordinated with Re-Shingling schedule

**3. DRIVEWAYS**

- Review 10/09 report -- determine driveways needing repair over next 3 to 5 year time frame

**4. BUDGET PROJECTIONS**

- Determine escrow requirements for 5 to 10 year period

**5. BY-LAWS REVISIONS**

- Review recent recommendations from lawyer Andy McVey to determine next steps in resolution of any discrepancies in legal documents pertaining to governance of Keys.

**ACTION:** No further details decided at this meeting.

**NEXT SCHEDULED MEETING: Sat. JAN. 9, 2010 - 9:00 AM - Clubhouse**

Meeting adjourned 12:10 PM

Submitted by Micki Hobson, Secretary  
11/8/09