

Keys at Kure Beach Homeowners Association
BOARD OF MANAGERS MEETING - April 3, 2010 - 9:00 AM
MINUTES

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

Accountant: Grace McGee

Committee Members present: Betty Swann, Linda

Homeowners in attendance: John Lingo, Carol Malecki

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

VOTES TAKEN DURING PERIOD FOLLOWING 10/3 MEETING:

1. Exterior Change requests (2) - see "Architecture" p. 2

FINANCE

-- Grace

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|---|-----------------------|
| 1. CHECK DETAIL - Feb - Mar, 2010 | ATTACHMENT A-1 |
| 2. P& L and YTD - Feb - Mar, 2010 | ATTACHMENT A-2 |
| 3. P & L Budget vs Actual - Jan. - Feb-Mar, 2010 | ATTACHMENT A-3 |
| 4. BALANCE SHEET -- as of Mar. 31, 2010 | ATTACHMENT A-4 |
| 5. ACCOUNTS RECEIVABLE Aging Summary (Mar. 31, 2009) | ATTACHMENT A-5 |

NOTES:

- **Question re Board Liability Policy:** Is coverage per incident or per Board Mbr.?
- Sam's Landscaping invoice = 3 repairs for 3 complaints
- "Admin." category - includes new computer purchased/ 50% cost shared w/ KBV.
RECOMMENDATION: Purchase external hard drive
- CD coming due in May - still too early to know best reinvestment deal

LIENS, JUDGMENTS and/or FORECLOSURES:

Aging Summary:

- #8** -- On payment plan
- #13** - Attempt currently underway to locate owner. Per realtor: Extensive water damage to unit is currently being repaired
- #14** - Recently paid enough to bring total below \$1,000 lien triggering threshold.

By-Laws question (E. Wilkinson): Is language adequate for HOA to protect attached unit against damage incurred by neighbor's negligence?

ARCHITECTURE

- 1. CHANGE REQUESTS: 2 approved via email -- Tim
 - Upton - 653 Settlers Lane - composite railings
 - Upton - 653 Settlers lane - Sunsetter awning

RE-SHINGLING

- a) NEW APPLICATIONS -- Tim
 - Veazey/Randles -- 809/813 SPL ---ON FILE
- b) NEW OWNER LIABILITY for re-shingling
 - Realtors of units placed for sale will be notified of owner re-shingling obligation via letter; notice will also appear on HOA billboards until project completion.
- b) PROJECT TIMELINE -- Harry **ATTACHMENT B**
 - Inspection for underlying water damage: Board will re-review decision to do an inspection at next meeting. Timeline would be revised to begin inspection Dec. 1. Further discussion needed re owners being charged for this inspection without their agreement and possibility of combining it with Re-Painting inspection.

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:** Attorney has recommended that damaged wood be replaced by HOA and charged to owner.

DRIVEWAYS REVIEW [from 11/7/09 mtg.: not discussed during this meeting]

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) Dredging/sediment removal on Retention Pond ‘to do’ list.
- b) Application for single permit submitted 3/26/10
 - Failed inspection from DENR again/ Tim in contact w/ reps re solutions underway. Reference files for details.
- c) **Electric Expenses - 2008-09-10 Summary** **ATTACHMENT C**
 - Note:** Significant savings with reduction since Nov. ‘09 # of hrs. fountain runs each day.

LANDSCAPE

- a) Mulch/Pine straw distribution completed

- b) **SPRINKLER SYSTEM -Water Usage - 4 year Summary ATTACHMENT D**
Note: Significant savings expected from installation of rain sensors in Fall 2009.

- c) Complaint: 829 Kure Village Way -
-- remove flowering tree front yard: Committee recommendation/Board agreement: No
-- mole infestation: is community-wide problem; no solution determined at this mtg.

- d) Inquiry: 657 Sloop Point re **CARPENTER BEES** -
ACTION: Landscape Comm. to contact Canady for potential solutions and report to owner.

- e) **TICKS** - also major problem community-wide; most solutions are short term
ACTION:
--Landscape Comm. to contact Canady for potential solutions /report to Board.
--Redo 'lions, tigers & bears' warning re feeding wildlife / place on Keys bulletin boards

- e) **SHRUBBERY--Spring maintenance schedule ATTACHMENT E**
Replacements on current list and another walk-around to be scheduled in May.

LONG RANGE PLANNING:

1. HOA MANUAL

- update list to be provided by Micki;
- updated version to be placed on website in lieu of mailing

2. BUDGET PROJECTIONS

- following re-shingling and re-painting vendor selection, project 5 to 10 year escrow needs

3. BY-LAWS REVISIONS

- Review discrepancies in legal documents pertaining to governance of Keys.

NEXT SCHEDULED MEETING: Sat. JUNE 5, 2010 - 9:00 AM - Clubhouse

Meeting adjourned 12:15 PM

Submitted by Micki Hobson, Secretary
4/6/10