

**Keys at Kure Beach Homeowners Association**

**BOARD OF MANAGERS MEETING - August 7, 2010 - 9:00 AM**

**MINUTES**

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

**Accountant:** Grace McGee

**Committee Members present:** Betty Swann, Jennifer Scott, Peg Fisher

Meeting called to order at 9:05 AM by Tim Upton, President.

Minutes of previous meeting accepted as emailed.

**VOTES TAKEN DURING PERIOD FOLLOWING 6/5 MEETING: None**

**FINANCE**

-- Grace

1. CHECK DETAIL - June - July, 2010 **ATTACHMENT A-1**
2. P& L and YTD - June - July, 2010 **ATTACHMENT A-2**
3. P & L Budget vs Actual - Jan. - July, 2010 **ATTACHMENT A-3**
4. BALANCE SHEET -- as of July 31, 2010 **ATTACHMENT A-4**
5. ACCOUNTS RECEIVABLE **Aging Summary** (August 6, 2010) **ATTACHMENT A-5**

**NOTES:**

- 1) YTD expense comparison to previous year: 48% reduction in water bills due to rain sensors; 25% reduction in electric due to reduced use of pond fountain.
- 2) Pond Maintenance: Over budget due to rescheduling dredging to current year.

LIENS, JUDGMENTS and/or FORECLOSURES:

**Aging Summary:** Action will be taken on accounts surpassing \$1,000 past due limit.

ACTIONS requested at previous meeting confirmed as follows:

1. Transfer of \$25K from money market to checking acct.
2. Escrow account established (per Town ordinance) for all transactions involving POND / STORM WATER CONTROL & MANAGEMENT: Maintenance and Repair, including monthly fee, debits & credits with KBV, sediment removal, etc., beginning July 1, 2010 with initial deposit of \$15,000.
3. Realtors of units placed for sale notified of any outstanding dues or other monetary obligations to the Keys HOA by owner.

**ARCHITECTURE**

1. CHANGE REQUESTS: NONE -- Tim / Harry
2. TERMITE INSPECTION - Oct. 1, 2010
  - a) Insert for Annual Mailing Notice - Harry to review with Canady and return to Micki
  - b) Volunteers needed for posting notices Sept. 29 and assisting 'walkabout' on Oct. 1.

**RE-SHINGLING**

a) NEW APPLICATIONS: NONE -- Tim

REMAINING # of UNITS TO BE RE-SHINGLED: 30

b) ROOF INSPECTION PRIOR TO RE-SHINGLING -- Harry  
Inspection to determine shingle replacement and damaged wood will be conducted by an independent professional inspector to begin Dec., 2010. Expense will be shared by owners whose units will be re-shingled by the HOA. Recommendation for licensed inspector will be requested from Joe Burke. Notification of timeline change will be announced at Annual Meeting and inserted in 4th Quarter dues notice.

**RE-PAINTING COMMITTEE** -- update -- Micki & Ed

a) The **7 siding colors chosen** by the Committee with assistance from Big Sky Design President, Jennifer France presented to Board.

b) **Owner's color preferences** -- the opportunity to indicate 3 preferences from the 7 colors will be provided with the understanding that it is not a 'given' that first choice will be received -- but every effort will be made to select one of the 3 preferred.  
----Agreement must be made with 'attached' unit owner as to the preferences submitted.  
----The same color cannot be submitted for all 3 choices.

Preference Forms will be disseminated as follows:

- Hand out to all owners attending Annual Meeting, Oct. 2, 2010
- Mailing to those not in attendance on Oct. 4, 2010

Deadline for return of Preference Form - November 15, 2010

If no form is returned, it will be assumed that owner has no color preferences.

c) **Paint Type: Stain vs. Paint**

Bryan recommended further research on efficacy of using paint in lieu of stain. His experience is that paint will peel; stain will not and is worth the down side of it fading more readily. Reminder: Once cedar siding is painted, it cannot be 'stained' ever again. The Committee will revisit this issue.

d) **RFP will include power washing and sealing & caulking.**

**DRIVEWAYS REVIEW**

Assessment process still under review. Tim to request from lawyer whether notification to owners of repairs needed is only legal action required if driveway maintenance is not the HOA's responsibility.

**POND MAINTENANCE**

--Tim.

a) PERMIT issues: DENR has denied our initial waiver request regarding Deed Restrictions. Our counsel is working toward a further review within DENR at the appropriate decision making level.

b) PUMP - Current pump (5 HP) is adequate for irrigation; however, it is too powerful for a fountain in storm water ponds. Landscape Committee still investigating available alternatives.

**LANDSCAPE**

a) Request Sam to check all sprinkler heads.

b) DRAINAGE - Engineer to be hired to determine safe and cost effective solution for drainage problems at rear of Sloop Pte Lane units. **ACTION:** Bryan to research vendors.

**ADMINISTRATION**

**1. BOARD TERM LIMITS -**

-- Tim

Micki will have completed 3rd year of second 3-year term.

Bryan will have completed 3rd year of 3-year term which followed a partial term.

Board will request owners' waiver for Micki to run for a third 3-year term without the requisite one-year hiatus.

**2. ANNUAL MEETING PREPARATION**

--Micki

a) Notification -- Micki to prepare mailing - contents sheet:

**ATTACHMENT B**

b) Agenda -- Board agreed to the following guest presentations:

1. Jennifer France, Big Sky Design -- Colors selected for Re-Painting

2. Andy McVey, Keys Attorney - Review /Recommendations re By-Laws and Deed restriction issues.

**3. 2011 BUDGET PREPARATION**

a) Worksheets provided by Micki

b) Meeting set for Mon. Aug. 9 - 6:00 PM - club house

**3. HOA MANUAL**

- Micki

When updated version is completed, Tim will provide Bryan with complete new copy for website. Option for receiving 'hard copy' will be announced via quarterly dues mailing after website upload is complete.

**3. BY-LAWS REVISIONS**

No further action taken at this meeting

**NEW BUSINESS**

**---Dog Leash Policy:**

-- Tim

Owner complaint received re dog bitten by another dog not on leash. Board is advised to refer owners to Animal Control - 798-7500 should this problem occur again.

**NEXT REGULAR MEETING WILL BE SCHEDULED AT BUDGET MEETING ON AUG. 9**

Meeting adjourned 11:30 AM

Submitted by Micki Hobson, Secretary  
8/9/10