

**Keys at Kure Beach Homeowners Association**

**BOARD OF MANAGERS MEETING - November 29, 2010 - 6:00 PM**

**MINUTES**

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

**Accountant:** Grace McGee

**Committee Members present:** Barbara Upton

**Homeowners present:** Herb Snyder, Evelyn Bowman

Closed Session called to order at 5:45 PM by Tim Upton, President.

See ADDENDA p. 4.

Regular Meeting called to order at 6:02 PM by Tim Upton, President.

Minutes for Annual Meeting and October 23 meeting (with 1 correction) unanimously approved.

**VOTES TAKEN VIA EMAIL DURING PERIOD FOLLOWING 10/23 MEETING:**

**none**

**FINANCE**

-- Grace

- |   |                       |
|---|-----------------------|
| 1. CHECK DETAIL - Oct., 2010                                | <b>ATTACHMENT A-1</b> |
| 2. P& L and YTD - Oct., 2010                                | <b>ATTACHMENT A-2</b> |
| 3. P & L Budget vs Actual - Jan. thru Oct., 2010            | <b>ATTACHMENT A-3</b> |
| 4. BALANCE SHEET -- as of Oct. 31, 2010                     | <b>ATTACHMENT A-4</b> |
| 5. ACCOUNTS RECEIVABLE <b>Aging Summary</b> (Nov. 29, 2010) | <b>ATTACHMENT A-5</b> |

**NOTES to finance statements:** same as Oct. 23 minutes

**LIENS, JUDGMENTS and/or FORECLOSURES:**

**Aging Summary - Attachment A-5**

Move to file judgment on 2 units marked with yellow highlight, approved unanimously.

**ADMINISTRATION**

1. MANUAL UPDATES

-- Micki

Memo re Owner preference for receiving updates to be included with First Qtr. Dues mailing (end of Dec.) was not ready for approval - will be forwarded via email.

2. LANDSCAPE Memo re gutters and other issues also to be included in Dec. Dues mailing; to be prepared by Barbara.

**ARCHITECTURE**

1. CHANGE REQUESTS: -- Tim
  - 638 Sloop Pte - Kerr** - request for rear deck extension. Board did site inspection on 11/14 and determined first step to be approval by attached neighbor. To date not received, no further action to be taken until written confirmation is in hand.
  - 653 Settlers - Upton** - request for addition of double window on second floor. Precedent has been set previously; unanimously approved.
  
2. TERMITE INSPECTION - Oct. 1, 2010 -- Harry

Inspection complete - reports received. Copies of individual reports to be forwarded to owners within the next two weeks. Cover letter will advise that indications of damaged wood or mold (or lack of same) are relative only to the lower portions of the unit.
  
3. LIGHT FIXTURE ABOVE GARAGE DOOR -- Barbara

Request from Barbara for new light fixture options. Board voted unanimously to research possible replacement model(s) made of non-corrosive material, include motion sensors and LED bulbs. Barbara accepted the task.

**RE-SHINGLING**

- a) NEW APPLICATIONS: none -- Tim
  
- b) REMAINING # **BUILDINGS TO BE RE-SHINGLED: 9 (20 units)**  
 Status Report & Map: **ATTACHMENT B & C**
  
- c) NEXT STEPS -- Harry & Tim
  - RFP to be sent in December to Baker and Easterling.
  - RFP will include request for charge for leak investigation

**RE-PAINTING**-- Ed & Micki

- a) Ed conducted major research with 5 additional paint companies to confirm the opinion provided by Behr Paint reps regarding the **use of stain with latex and oil components**. All agreed that the product would be best for Keys weather conditions.  
 Report of meeting w/ Behr Paint reps: **ATTACHMENT D**
  
- b) **Owner Color Preference** status: All **41** buildings are represented w/ total of **83** owners having returned the preference form. A few problems of owner agreement are still pending. When resolved, Micki will forward map w/ color chip of first choice taped to each building and copies of preference forms to Jennifer France, designer, who will prepare the final layout.

**RE-PAINTING** (cont.)c) **Inspections** related to Re-Painting:

- Rear Decks completed by Jim Crute -- Cost= \$450.
- Front Decks & Gutters completed by Con & Betty Swann and Linda Newton.
- SIDING - Ed has contacted to independent home inspectors - Fee for a complete inspection of 92 units including drawings and idents for damage would be @ \$7,500. Current consensus is to include inspection as part of RFP and use this expense as a guideline for comparison. If the decision is made to do separate inspection, approval by Board will be requested.

**NOTE:** Owners will be advised of ALL items requiring repair and given 30 days for completion. If not repaired by deadline, HOA will have repairs done and bill owners.

d) **Rear Deck sanding clarification:** It will be included as part of Re-Painting expense.**GROUNDS COMMITTEE** (formerly Landscape)

-- Barbara Upton

**---POND MAINTENANCE**

- a) PERMIT ISSUE - Ongoing process to obtain quit claim deed for pond.
- b) PUMP - alternatives to replacement of current pump
  1. replace with less powerful pump; Retention Pond Services estimate not including light kit is @ \$2,000.
  2. Arboretum has programs/classes for pond maintenance; Barbara has volunteered to attend.

**ACTION:** Barbara to explore pond maintenance plan, not including fountain, to satisfy the State of NC regulations for certification per Motion passed at last meeting.

**DISCUSSION:** Harry: Several owners have requested fountain be turned on more often. Barbara: Explanation should be given that significant monetary savings have been garnered since fountain use was reduced. Micki noted that if fountain is to be replaced with new maintenance plan, it should happen prior to Spring 2011 to avoid major algae growth that has occurred in past when fountain was not in service.

**---GROUNDS MAINTENANCE**

- a) **Landscape GUIDELINES** -- draft forwarded to Board on 10/19 -- Micki recommended the new items be combined with Landscape Section of Owner Manual and include references to all Rules & Regs that apply so that it can also be 'stand alone' document.

**ACTION:** Barbara & Micki will work up draft by mid- Jan.

- b) **Gutters** - Owners will be advised that gutters across front of unit are useful for better plant maintenance and the prevention of flooding beneath the foundation.

**ACTION:** Barbara will draft memo for Dec. Dues mailing.

**---GROUNDS MAINTENANCE (cont.)**

c) **Tree removal** - Request for tree removal in 3 locations w/ replacement of palm in one location; approximate cost: \$1,000. Board approved; unanimous vote.

**NEW BUSINESS - none**

**NEXT REGULAR MEETING TBA**

Meeting adjourned 8:15 PM

Submitted by Micki Hobson, Secretary 12/1/10

-----

**CLOSED SESSION ADDENDA - 1 item:**

--Judy Larrick request for use of Keys owner labels for a mailing to determine their preference between current 'pastel' colors and those which have been chosen for re-painting in 2011. She would incur all expenses.

Discussion included concerns regarding privacy and the precedent of providing list for use that is not an issue or concern held by the Board or a Committee. In this particular case, 83 owners have responded to preference requests with only two indicating displeasure with the choices, one of them being Ms. Larrick's. While there may be others who would prefer the 'pastel' range, the opportunity to express those concerns was available both at the Annual Meeting and on the preference form, among others.

Board vote unanimous to not provide labels. Ms. Larrick to be advised that those that are not in Village address book may be obtained from NC tax records.