

**Keys at Kure Beach Homeowners Association**

**BOARD OF MANAGERS MEETING - March 5, 2011 - 9:00 AM**

**MINUTES**

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

**Accountant:** Grace McGee

**Committee Members present:** Barbara Upton, Linda Newton, Judy Larrick

**Homeowners present:** Betty Swan, Jennifer Scott, Frank Fisher, Ken Richardson, John Chadwick, Mrs. Jeffrey W. Noah

**Closed Session** called to order at 9:00 AM by Tim Upton, President. [See ADDENDA p. 6.](#)

**Regular Meeting** called to order at 10:08 PM by Tim Upton, President.

**MINUTES** for previous meeting, November 29, 2010 unanimously approved.

**VOTES TAKEN VIA EMAIL DURING PERIOD FOLLOWING 11/29/10 MEETING:**

- 1) Baker Roofing contract to re-shingle 18 units / 8 buildings which unit owners elected not to contract individually prior to Dec. 31, 2010. / unanimous approval  
(for further details, see "Re-Shingling" next page)
- 2) Baker Roofing contract to re-shingle Gazebo located at pond - \$1,200 / unanimous approval  
(contracts on file in club house)

**FINANCE**

-- Grace

1. CHECK DETAIL -- Nov - Dec, 2010 **ATTACHMENT A-1**
2. P & L Budget vs Actual -- Jan - Dec, 2010 **ATTACHMENT A-2**
3. BALANCE SHEET -- as of Dec 31, 2010 **ATTACHMENT A-3**
4. CHECK DETAIL -- Jan - Feb, 2011 **ATTACHMENT A-4**
5. P & L Budget vs Actual -- Jan - Feb, 2011 **ATTACHMENT A-5**
6. BALANCE SHEET -- as of Feb 28, 2011 **ATTACHMENT A-6**
7. ACCOUNTS RECEIVABLE **Aging Summary** (March 4, 2011) **ATTACHMENT A-7**

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

**2 liens outstanding** / noted by \* on Aging Summary - Attachment A-7

**ARCHITECTURE**

CHANGE REQUESTS:

-- Tim

--**638 Sloop Pte - Randy Kerr** - request for rear deck extension.

Approval for extension received from attached unit owner, however, a temporary hold must be put on ALL deck extension requests until covenant issues are resolved.

(see "Covenant Committee" p. 4)

**ARCHITECTURE** (cont.)

**RE-SHINGLING**

-- Tim

Per the Re-Shingling program specifications approved at 2008 Annual Meeting, units whose owners did not opt to re-shingle by Dec. 31, 2010, would be turned over to the HOA to be re-shingled in Jan/Feb 2011.

- 18 owners/ 8 buildings in this category **ATTACHMENT B**
  - Work was completed this week.
  - HOA will receive invoice for all units and re-bill each owner the balance due after deducting \$2,000 escrowed allowance.
  - Baker will mail pertinent documents directly to owners.
  - Each unit should have received a bundle of shingles for replacement purposes.
- Gazebo adjacent to pond will be re-shingled next week.

**RE-PAINTING COMMITTEE - update**

-- Ed & Micki, Co-Chairs

PAINT CONTRACTORS

- 2 finalists have been interviewed from respondents to proposal -- a few more questions need to be answered, but we will have decision early next week.
- Fortunately, both are excellent candidates.

PAINT/STAIN PRODUCT for SIDING

- Committee is re-reviewing the product originally chosen for siding – there have been several questions raised by paint vendors during the interview process which need to be pursued

COLOR SCHEME

- Color scheme has been returned from Big Sky Design / everyone received one of their 3 choices /
- Questions regarding color components, particularly of the ‘coral’ tone, will be checked w/ paint vendor before announcing final selection
- A letter informing owners of color received and a clarification of what items will be painted will be mailed to owner's late next week.

SCHEDULE

- Work will begin first week in April through end of June - both contractors noted that pollen would not be a problem
- Owners will be notified a few days prior to their power wash and paint date.

REMINDER -- March 20 is deadline for owners to complete repairs which were itemized for each unit in a letter mailed Jan. 15, 2011.

**ATTACHMENT C**

**GROUNDS COMMITTEE (formerly Landscape)**

-- Barbara Upton, Chair

**---POND MAINTENANCE**

- a) PERMIT ISSUE - Quit claim deed has been obtained; permit application will be resubmitted due to adjusted pervious/impervious calculations.
- b) OUTFLOW PIPE - orifice needs to be adjusted to smaller size
- c) CERTIFIED LANDSCAPE PLAN -- not required for developed areas - Keys is 15 years old and likely falls into this category.

**---GROUNDS MAINTENANCE**

- a) SPRING SCHEDULE
  - mulching has been completed this week
  - sprinklers will be turned on in April
- b) Request by Chair for Board to assist w/ advising unit owner 662 SPL that oleanders on long side of unit must be trimmed away from house, particularly for re-painting in April.  
**ACTION:** Re-Paint Comm. to notify owner that this will be done by Sam's Landscaping during their regular schedule to avoid additional expense.
- c) Request by owner, Connie Evans (quad - 813 KVW) for removal of pine tree between quad driveways because it is a threat to the water pipes, similar to that which caused hers to break last month with a repair cost of \$600.  
**MOTION** to remove by Ed, seconded by Harry: unanimous approval

**OLD BUSINESS -**

- Sloop Pointe drainage issues** (rear of units adjacent to Sea Watch) -- Bryan
  - Bryan still working w/ Town of Kure Beach on trenching issue
  - catch basin solution is unworkable due to the number of utility lines in the area.

**NEW BUSINESS -****a) RESERVE REQUIREMENT STUDY**

-- Tim

This is the optimum year to review both the philosophical and fiscal approach to placing long term maintenance money in escrow for items for which the Keys HOA has heretofore been responsible.

Both of the major items -- re-shingling and re-painting -- will have been completed by midyear, providing the opportunity to 'zero-base' the budgeting for future escrow choices. In addition, the NC State requirement for Pond Replacement will be added to this list.

Working draft:

The Board will be reviewing these items in conjunction with the developments resulting from the Covenants Committee study (see below). A working draft, "Reserves Analysis-3/4/2011" was provided to all attendees. **ATTACHMENT D**

**b) COVENANTS COMMITTEE**

-- Tim

This Committee is being established to review the Keys deeds, plats and covenants with the intent of correcting several inconsistencies, omissions and errors which were discovered during the review necessitated by the State's Pond Permit renewal process. The errors in these founding documents must be amended.

-- Committee will report to the Board; Bryan will oversee 47F proposal.

--The Board will mail a letter seeking 1 volunteer from each of the

6 original Building Phases to form the Committee. **ATTACHMENT E**

Objectives:

1. Unify the community, through our documents, as a single association.
2. Reduce/eliminate the ambiguities in our declarations
3. Come into compliance with North Carolina's Storm-water regulations

Schedule:

Because all recommendations of this type must be put to a vote of the entire community, the Committee will need to be prepared to present them at the next Annual Meeting - October 1, 2011.

**c) OWNER'S ISSUES / COMMENTS****1. Ken Richardson (632 Settlers Lane)**

-- Requested that palms near his unit be inspected

-- Geese droppings research /USDA confirms that they are harmful to pets and children. 2 options: 1) use 'flyaway spray' - although expensive (per Barbara Upton -\$250 covers 1 acre) / further research needed to determine how often needed to be done. 2) if declared a 'health hazard' USDA will pick up geese and relocate them.

-- If expense for larger fountain is an issue, he would contribute to expense.

Tim noted that the size is State regulated, but new permit submission may increase our 'permanent pool,' thereby allowing slightly larger fountain.

**c) OWNER'S ISSUES / COMMENTS (cont.)**

**2. Judy Larrick (645 Settlers Lane)**

Regarding Re-Painting: In addition to several points about fading of paint colors made in her presentation to Board on 10/23/10 (ref: Minutes, Attach. E), she noted the following:

--She recommends that the 3 darker colors (of 7) should be taken to the next tier down on the color 'wheel'.

--Those owners receiving the coral color should be very worried.

--At the Paint Comm. meeting this week, she was emphatically told that they no longer wished to hear her objections and that the Committee has not been receptive to any of her objections.

--She requested that Bryan and Harry, as Board members not directly involved with this to date, take an objective look at her requests.

--She will be sending a letter regarding these matters to all owners.

Question by Barbara Upton: Will owners receiving coral color be contacted?

Micki responded: The color content will be evaluated along with several other choices in similar color range for potential of changing color over time, not potential fading. If that color is replaced, owners who received it will be advised.

--Judy responded: "Darker colors going to lighter shade is not what will happen; they will become 'splotchy' such as on homes that can be observed nearby. [Per request of Secretary following the meeting, she provided those addresses: Ft Fisher Blvd South: 331, 337, 535, 801, 813, 833, 905 especially on West (fronts) and South sides.]

-- She asked if Joe Burke's letter on this subject was distributed to Board?

Tim: Yes

**3. Barbara Upton (653 Settlers Lane)**

Regarding Re-Painting Committee, she noted:

--She resigned, regretfully, due to difficulties in the method of communicating opinions which was not productive.

Regarding Committee volunteers in general, she noted:

--People who volunteer need to understand the commitment required and accept responsibility for work which must be delegated as equally as possible among its members.

**Call for meeting to be adjourned by Ken Richardson; immediately done by Pres. at 12:10 PM**

**NEXT REGULAR MEETING TBA**

