

Keys at Kure Beach Homeowners Association

BOARD OF MANAGERS MEETING - November 10, 2011 - 6:00 PM

MINUTES

Board present: Nancy Brickman, John Chadwick, Micki Hobson, , Ken Richardson, Bryan Strickland

Accountants: Grace McGee & Pat Young

Committee Members present: none

Homeowners present: Conrad Swann,

Meeting called to order at 6:02 PM by Bryan Strickland, President.

MINUTES from previous regular meeting, October 3, approved via email.

VOTES TAKEN VIA EMAIL DURING PERIOD FOLLOWING 10/3/10 MEETING:

- 1) Arch. Request - Ed Wilkinson - hurricane protection - 4 yes / see P. 2
- 2) Authorization to Attorney Andy McVey to respond to Chris Bass complaint letter. - 5 yes
- 3) Financial Services - request for job share last qtr. 2011. - 5 yes / see below

FINANCE

-- Grace

1. CHECK DETAIL -- Sept - Oct, 2011 **ATTACHMENT A-1**
2. P & L Budget vs Actual -- Sept - Oct, 2011 **ATTACHMENT A-2**
3. BALANCE SHEET -- as of Oct 31, 2011 **ATTACHMENT A-3**
4. P & L Budget vs Actual -- Jan - Oct, 2011 **ATTACHMENT A-4**
5. ACCOUNTS RECEIVABLE **Aging Summary** (Nov 10, 2011) **ATTACHMENT A-5**

LIENS, JUDGMENTS and/or FORECLOSURES:

1 judgment default received Nov. 9/ noted by * on Aging Summary above

1 lien outstanding / noted by ** on Aging Summary above

1 lien to be renewed / noted by *** on Aging Summary above

Question whether unit is in foreclosure / noted by **** on Aging Summary above

MOTION: To write-off total amount due from Unit Owner noted by ***** on Aging Summary above, made by Micki Hobson, second Bryan Strickland. Unanimous approval.

FINANCIAL SERVICES:

1. Request from Grace McGee and Pat Young for job share beginning for last quarter 2011 with no change to approved budget.

ATTACHMENT B-1

2. **MOTION:** To accept Grace McGee/Pat Young Proposal for job share in 2012, no change to approved budget, made by K. Richardson, second B. Strickland. Unanimous approval.

ATTACHMENT B-2

GOVERNANCE

-- Micki

NEW COVENANTS & BYLAWS

1. Special Meeting held November 3, 2011 - proxies received from 63 unit owners; new documents approved. (see Minutes)
2. Documents notarized by Micki; forwarded to Faison Sutton, Attny. for recording at appropriate New Hanover County agency.

NEXT STEPS:

Documents with verification of recording will be forwarded to Keys Secretary. A letter will be sent to all owners advising of specific recorded information and the ability to obtain copies on Keys website. Note: Content of the documents are identical to those provided for approval on Oct. 1, 2011; board agreed that expense for second mailing of complete documents is not warranted.

NEW MAINTENANCE GUIDELINES & SCHEDULE --to be correlated with updates to RULES & REGULATIONS

1. New Covenants require Maintenance Guidelines -- an informal committee is needed to outline basics for these documents.
2. Ed Wilkinson expressed interest in participating

NEXT STEPS:

First meeting to be held Nov. 20 - 6:30 PM - Bryan and Micki. Invite Ed Wilkinson Report to Board next regular meeting.

ARCHITECTURE**CHANGE REQUESTS** (originals on file in office)

-- Nancy

1) Hurricane Protection - Ed Wilkinson - 625 Settlers Lane

Add fabric shield to approved hurricane protection list. In this case, to be used for enclosed deck area windows. Approved via email

2) Lattice wall included w/ Pergola - Brenda Mitchell - 829 SPL

A panel of lattice included on west side of pergola addition to rear deck was not specified on Arch. Change Form description or renderings.

--Decision at previous meeting to request owner to submit addenda to Request Form covering this missing element and obtain approval of adjacent neighbors.

--Letter advising owner did not include request for neighbors approval (Micki's mistake when transferring information to Nancy, new Arch. Chair.)

DISCUSSION (summary): Board was conflicted between approving addenda as is and setting precedent for future by doing so, even with 'grandfather' clause. A concern to all was fact that complaints had been received and must be taken into account.

MOTION: To retain existing lattice, owner must provide approval from both adjacent unit owners (east and west side), made by B. Strickland, second N. Brickman. Unanimous approval.continued next page

ARCHITECTURE**2) Lattice wall included w/ Pergola (cont.)**

ACTION: Architectural Request Form will be revised to include 'adjacent owner approval' section and forwarded to Ms Mitchell with apology that this step was overlooked in previous addenda request.

TERMITE INSPECTION - conducted by Canady - Oct. 7, 2011 -- Nancy

- 1) Letter sent to owners not in compliance using list from Harry Birch
- 2) List was not in sync w/ Canady records
- 3) Final Reports for those completed received 11/20, just prior to this meeting.

NEXT STEPS:

----Nancy will coordinate lists w/ Canady and contact those requiring inspection via phone.

----Final Reports of completed inspections will be mailed to owners in the next two weeks.

CEILING LEAKS/ROOF-SIDING ISSUES

-- Micki

Context: Numerous leaks reported following Hurricane Irene and more recent rain storm. Baker Roofing called by affected owners, including Micki and 4 neighbors in immediate area. Baker conducted tests on roofs and concluded that in lieu of it being a roof issue, the siding was abutting the shingle line and needed to be cut back @ 1/2" to allow water to run along flashing.

1) Previous Board requested a proposal from Baker for potential of a group rate should Board and/or owners wish to pursue this option for leak repair.

2) Proposal received: price for 'all units' @ \$610 per unit

ATTACHMENT C**DISCUSSION (summary)**

Clarification re the presumptions behind the quote request to Baker: a) Board would not be taking action on this beyond informing owners of the option b) Board would not be prepaying and re-billing the work. c) Because there is no proof that this theory will work, owners must make individual decisions.

Bryan: Baker should be responsible for those that they re-shingled. It is a roofing issue.

ACTION:

Bryan to inform Baker that Board will not be involved and advise that they should be in touch w/ owners for whom they have done re-shingling.

Micki will inform neighbors with whom she has spoken.

RULES VIOLATIONS

-- Micki

Benches on driveways (Limited Common Area)

Linda Newton requested rule that if benches are allowed, they be painted white or the color of the unit.

DISCUSSION (summary)

Board not in agreement on this issue. Tabled for further review following report from Rules & Regs. committee.

LANDSCAPE COMMITTEE

-- John

1. Water usage -- chart provided by Grace McGee**ATTACHMENT D**

Increased expenses may be due to sensors and/or sprinkler clock settings.

John to request Sam's Landscaping to review.

2. Bush removal and Planting - 825-829 K VW Junipers are overgrown and ugly.

ACTION:

Sam's Landscaping replacement proposal reviewed -- recommendation to remove palms from list and proceed with work. John to oversee planting of the other plants listed.

3. Community-wide Re-Planting plan

To avoid disparity re the process of which LCA areas receive attention, Board agreed to John's recommendation to prepare a full plan to be implemented throughout the coming year and perhaps the following if 2012 budget cannot accommodate all that is needed.

4. Change request from John (Chadwick) -- 610 SPL: To remove bushes at entrance to his unit; replace at his expense. Unanimous approval.**POND MAINTENANCE**

-- Ken

1. Permit Issue -

Context: Pond permit was rejected this past January. Subsequent efforts by Tim Upton, former Keys Bd. Pres., to insure Jim Hill, engineer hired to complete required documentation, were unsuccessful. Ken contacted Mr. Hill last month and consulted with Keys Attorney, Andy McVey. To date the work has not been completed and McVey has recommended an alternative engineer. Reasons for permit rejection seem to be lack of completion of documentation needed

MOTION: To terminate Mr. Hill, by Bryan; John second. Unanimous approval.

NEXT STEPS: Ken will:

---provide Board w/ cc of Rejection Letter and Contract w/ Hill, if it exists.

---advise KBV Board of status to date and action to be taken w/ Hill

---proceed with obtaining work proposal from engineer recommended by McVey.

NOTE: For the record: \$2,700 in fees paid directly to Hill; \$1,100 licensing fee to County.

All permit related expenses are shared 50/50 w/ KBV

2. Signage re No Fishing

Ken expressed concern re liability issues resulting from not having enough signs regarding this rule. All agree that signs do not = prevention, but they are important when it comes to liability.

MOTION: To add 3 more no fishing signs around pond, by Ken, Nancy second. 4 yes.

Meeting adjourned at 9:15 PM

NEXT REGULAR MEETING: Tues. DECEMBER 20, 6:30 PM

Submitted by Micki Hobson, Secretary 11/14/11