

Keys at Kure Beach Homeowners Association

BOARD OF MANAGERS MEETING - December 20, 2011 - 6:30 PM

MINUTES

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

Accountants: Grace McGee & Pat Young

Committee Members present: Jennifer Scott

Homeowners present: none

Meeting called to order at 6:34 PM by Bryan Strickland, President.

MINUTES from previous regular meeting, November 10, approved via email.

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

1) Authorization to select JBS Consulting (firm recommended by Keys counsel, Andy McVey) to submit proposal for engineering services related to storm water project for Keys and Kure Beach Village. Unanimous

FINANCE

-- Grace

1. CHECK DETAIL -- Nov, 2011 **ATTACHMENT A-1**
2. P & L Budget vs Actual -- Nov, 2011 **ATTACHMENT A-2**
3. BALANCE SHEET -- as of Nov. 30, 2011 **ATTACHMENT A-3**
4. P & L Budget vs Actual -- Jan - Nov, 2011 **ATTACHMENT A-4**
5. ACCOUNTS RECEIVABLE **Aging Summary** (Nov 20, 2011) **ATTACHMENT A-5**

NOTES re BUDGET:

“Pond Maintenance” line item includes \$1,800 for annual pond maintenance contract, with remaining balance to be placed in reserve until such time as permits are finalized and specific requirements are determined.

LIENS, JUDGMENTS and/or FORECLOSURES:

No actions taken this meeting.

GOVERNANCE

-- Bryan, Micki

NEW COVENANTS & BYLAWS

Documents with verification of recording received from attorney, Faison Sutton.

NEXT STEPS:

1. Place documents on Keys website -- **Bryan**
2. Advise owners of it being passed; reference Keys website for copies. (Note, per previous meeting, Board voted not to mail hard copies as they are identical to those sent for initial approval.) Memo will be included in next dues mailing end of this month.

--**Micki**

GOVERNANCE (continued)

-- Bryan, Micki

**NEW MAINTENANCE GUIDELINES & SCHEDULE --must precede updates to
RULES & REGULATIONS**

First meeting held Nov. 17 - 6:30 PM with Bryan and Micki. Ed Wilkinson unable to attend.

First draft outline for document forwarded to Ed. No response to date.

NEXT STEPS:

1. Get response from Ed to first draft. --Micki
2. Recruit additional owners to assist with finalizing document
3. Convene meeting in January 2012

NOTE: The above actions must precede updates to RULES & REGULATIONS

POND MAINTENANCE

-- Ken

1. Permit Issues -

- a. Previous contractor, Jim Hill terminated per action vote at previous meeting.
- b. New engineering firm- JBS Consulting recommended by Keys attorney, Andy McVey submitted work proposal. **ATTACHMENT B**

MOTION: To accept JBS Consulting work proposal with change in billing procedure to be at the completion of each of the 3 deliverables specified on Page 2 of the proposal -- by Micki, Ken second. Unanimous approval.

NEXT STEPS: Ken will:

- 1) notify Tim Upton, KBV Board Pres.
- 2) contact JBS Consulting to finalize contract
- 3) if confirmed, convene any meetings, if needed, prior to work commencing.

Question: Jennifer Scott: Will actions taken include increase of pond volume so fountain can be turned on?

Ken: Will add this question to consultant's list.

2. Signage re No Fishing

Signs have been installed.

Nancy noted that some owners have complained. Ken suggested concerned owners be reminded that these are a part of Keys protection from liability issues.

ARCHITECTURE

CHANGE REQUESTS (originals on file in office) -- Nancy

1) Lattice wall included w/ Pergola - Brenda Mitchell - 829 SPL
Owner has provided the request for approval from both adjacent unit owners (east and west side). Case closed.

2) Architectural Change Request Form -
Revision to form to include reference to items requiring neighbors' approval will be reviewed with Rules & Regs revisions.

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

- 1) 3 owners not in compliance with inspection
- 2) Final Reports and cover memo for those completed will be included with First Quarter dues mailing end of this month.

CEILING LEAKS/ROOF-SIDING ISSUES -- Bryan

CONTEXT: see minutes, previous meeting.

DISCUSSION (summary):

Bryan had further discussions w/ Baker and informed them that Board will not be involved with these repair issues. Baker agreed to do repairs to units on a 'cost only basis' of \$_____ per unit.

ACTION:

--Board again agreed that HOA should not be involved in any way with this issue.

--Bryan agreed to contact Baker one more time to clarify that the Board's position is that Baker should be responsible for the units which they re-shingled and request that they contact the owner's who have contacted them regarding leaks.

--Micki will inform neighbors with whom she has spoken after Bryan has spoken to Baker.

RULES VIOLATIONS -- Micki

Benches on driveways (Limited Common Area) 636 and 633 Settlers Lane

CONTEXT: see minutes previous meeting.

UPDATE: One of the two benches in question has been painted the color of the unit alternating with white, the other is natural wood.

MOTION: To allow these benches to remain and take any additional such issues on a per case basis. by Micki, second Ken. **3 yes, 2 abstained. Motion passed.**

[Sec'y Note: this issue is listed under 'violations' as Rules & Regs specify no items allowed in LCA other than potted plants on either side of garage doors.]

LANDSCAPE COMMITTEE

-- John

1. Jennifer Scott has joined Landscape Committee.

2. Community-wide Re-Planting plan

John presented photographs of 6 areas recommended for re-planting.

Board agreed he should obtain estimates from Sam's for these and proceed whenever weather conditions are appropriate.

3. Entrance walls - electric lights

--expense comparison-- chart provided by Grace McGee

ATTACHMENT C

--John & Ken presented new LED light bulbs which match those currently being used in both style and brightness and recommended that they be used as replacement.

MOTION: To replace all 27 bulbs (@ \$14 per bulb) with ulti tech-pro LED's,
by Micki, Ken second. **Unanimous approval.**

[Note: Keys will not request KBV to share cost as they have paid for all bulbs used for past 15 years.]

OLD BUSINESS:

Committees:

Linda Newton was not contacted to confirm her offer to Chair Welcome Committee.

Bryan will contact her and Betty Swann, who offered to assist her.

BOARD MEETING SCHEDULE:

Meetings will be scheduled every 2 months / Board members will call for additional meetings as needed.

During winter months, meetings will be scheduled on Saturday mornings;
late spring/summer will change to weekday evenings.

NEXT REGULAR MEETING: Sat. FEBRUARY 25, 9:00 AM

Meeting adjourned at 8:45 PM

Submitted by Micki Hobson, Secretary 12/21/11

