

**Keys at Kure Beach Homeowners Association**

**BOARD OF MANAGERS MEETING - February 25, 2012 - 9:00 AM**

**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 9:05 AM by Bryan Strickland, President.

**MINUTES** from previous regular meeting, December 10, approved via email, confirmed.

**VOTES TAKEN VIA EMAIL DURING PERIOD FOLLOWING 12/20/11 MEETING:**

1. Approval to attorney to proceed w/ judgment claims against J. McClancy 1/12/12
2. Approval of Arch. Change Request from P. Lukaszewski - 621 SL - porch windows
3. Approval of J. McClancy \$400 monthly debt repayment in lieu of proceeding to judgment

**FINANCE**

-- Grace

1. CHECK DETAIL -- Dec, 2011 **ATTACHMENT A-1**
2. P & L Budget vs Actual -- Jan - Dec, 2011 **ATTACHMENT A-2**
3. BALANCE SHEET -- as of Dec. 31, 2011 **ATTACHMENT A-3**
4. CHECK DETAIL -- Jan, 2012 **ATTACHMENT A-4**
5. P & L Budget vs Actual -- Jan, 2012 **ATTACHMENT A-5**
6. BALANCE SHEET -- as of Jan., 31 2012 **ATTACHMENT A-6**
7. ACCOUNTS RECEIVABLE **Agging Summary** (Feb 24, 2012) **ATTACHMENT A-7**

**NOTES re BUDGET:**

2011 "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.**

**AGING SUMMARY**

**#1** - ??

**#3** - Payment plan needed - Micki to notify

**#5** - Letter to be sent from Board re past payment to be made or lien will be placed - Nancy

**#8** - paying \$200 per month

**#9** - notified by Grace; awaiting outcome

**#11** - Legal proceedings enacted / \$400 monthly payment set up

AGING SUMMARY (cont.)

**Discussion/Action:** Late Dues Payment

- Research feasibility of reporting delinquent dues payments of 90 days or more to credit unions. -- Grace
- Discussion re possibility and legality of KBV withholding parking passes from Keys owners delinquent on dues payments -- Ken to research

**GOVERNANCE**

-- Bryan, Micki

**NEW COVENANTS & BYLAWS**

1. Documents have been placed on Keys website
2. Owners notified of ratification via memo inserted in qtrly dues invoice 12/31 - **ATTACHMENT B**

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

**Next steps:**

1. Edits received from Ed Wilkinson
2. John Chadwick and Nancy Brickman to assist w/ final draft
3. Meeting to finalize draft - **Sat. March 24 - 9:00 AM**

**NEW BOARD JOB DESCRIPTIONS**

--forwarded prior to meeting / approved

**POND MAINTENANCE**

-- Ken

**Permit Issues -**

- a. JBS Consulting firm completed pond survey; pond is more than adequate size for area it covers. No construction changes are needed.
- b. Application for new permit signed by Brian Strickland and Tim Upton Feb. 22, 2012; checks to accompany permit application forwarded to JBS Feb. 24, 2012.
- c. JBS Invoice for services to date \$2,000

**Maintenance -**

- a. Fountain - 3/4 horsepower is maximum allowed for fountain pump.  
Ken to further research floating pumps and equipment (pipes, etc) needed to activate. Price range for preferred 'dirty pump' is in \$1,400 range.
- b. Expense for tilapia is at least \$475 per year; expectation is that this would not be needed if fountain is utilized on regular basis.
- c. Pump house door needs new lock - one key to Sam; one in office -- John

## **ARCHITECTURE**

### **CHANGE REQUESTS**

-- Nancy

- 621 Settlers Lane - P. Lukaszewski - windows in rear screened porch  
Same as attached neighbor

### **TERMITE INSPECTION** - conducted by Canady - Oct. 7, 2011

-- Nancy

- a. 2 owners not in compliance with inspection
  - J. McClancy - advise bank
  - Moghadaas - property for sale / advise realtor
- b. Final Reports and cover memo for those completed mailed with  
1st Qtr dues 12/31.

**ATTACHMENT C**

- c. New Canady Contract (10 year guarantee has expired)

**ATTACHMENT D**

#### **Questions:**

- contract expiration date
- does new contract treatment fee cover drilling around perimeter

### **CEILING LEAKS/ROOF-SIDING ISSUES**

-- Bryan

No further action taken w/ Baker; owners must contact their roofer regarding leak issues; case closed.

## **LANDSCAPE COMMITTEE**

-- John

### **1. Community wide Re-Planting plan**

Omitting junipers -- first phase completed.

Next phase: 4 units @ \$680 each approved.

### **2. Ongoing maintenance**

Pine straw and mulch to be laid mid March

### **3. Rain sensors**

All to be checked batteries, breakage of any kind.

## **OLD BUSINESS**

none

**NEXT REGULAR MEETING: Sat. April 28, 9:00 AM**

Meeting adjourned at 11:15 AM

Submitted by Micki Hobson, Secretary 2/25/12