

Keys at Kure Beach Homeowners Association

BOARD OF MANAGERS MEETING - April 14, 2012 - 9:00 AM

MINUTES

NOTE: This meeting originally scheduled solely for preparation of Maintenance Guidelines; regular agenda added due to Bryan Strickland schedule change and thus cancellation of April 28th meeting.

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

Not present: John Chadwick

Accountants: not present; financial reports provided

Committee Members present: None

Homeowners present: None

Meeting called to order at 9:10 AM by Bryan Strickland, President.

MINUTES from previous regular meeting, Feb. 25, 2012 approved via email.

VOTES TAKEN VIA EMAIL DURING PERIOD FOLLOWING 2/25/12 MEETING:

1. Approval of Arch. Change Request from Marla Fields - 640 SL - enclose rear porch

FINANCE

1. CHECK DETAIL -- March, 2012 **ATTACHMENT A-1**
2. P & L Budget vs Actual -- Jan - Mar, 2012 **ATTACHMENT A-2**
3. BALANCE SHEET -- as of Mar. 31, 2012 **ATTACHMENT A-3**
4. ACCOUNTS RECEIVABLE **Aging Summary** (Apr. 14, 2012) **ATTACHMENT A-4**

LIENS, JUDGMENTS and/or FORECLOSURES:

#43 - ACTION: Approval for attorney to follow up next steps in bankruptcy process which was discussed via email.

AGING SUMMARY

Note: Listings in "1-30" column are not delinquent until April 30.

Late Dues Payment: Discussion/Action

1. Reporting delinquent dues payments of 90 days or more to credit agencies: Grace reported via email that a much greater volume than could be met by Keys would be needed for agencies to consider action.
2. Proposal for using a Collection Agency to recover delinquencies submitted by Ken.
Board will review and submit for vote via email or at next regularly scheduled meeting.
3. KBV may not withhold parking passes from Keys owners delinquent on Keys dues payments. -- per Ken via email post-mtg.
4. Reporting delinquencies to mortgage holders was discussed / No action taken
5. Request for Accountant to submit monthly report of delinquencies to Treasurer with notation of any payment plans, liens or judgments attached to those > 90 days.

GOVERNANCE

-- Bryan, Micki

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

Next steps:

1. Meeting to finalize draft on **March 24 rescheduled to April 14**, following this meeting.

RULES & REGS VIOLATIONS

-- Nancy

1. Knight - 644 Settlers - silver foil covering on rear porch windows / **resolved**
2. Unsupervised dogs and dog's droppings / Town Ordinance --
ACTION: Ken submitted draft outline of Town policy and procedure for insertion in next dues mailing.

POND MAINTENANCE

-- Ken

Permit Issues -

- a. JBS Consulting confirmed that renewal permits should be coming soon
- b. Fountain can be installed after permits received / could be purchased prior to receipt of the permits.

Maintenance - details below from previous meeting; not reviewed at this meeting

- 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 does not need a new lock --- per John via email post-mtg.

new issue: see landscaping re broken pump/ pipe

ARCHITECTURE

CHANGE REQUESTS

-- Nancy

- 640 Settlers Lane - Marla Fields - windows in rear screened porch

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

-- Nancy

- a. all are complete
- b. New Canady Contract /
10 year expiration date was not this year / will be 2013
Board will set contract details prior to budget deadline this year.

LANDSCAPE COMMITTEE

-- Ken for John

1. **Rain sensors** need batteries / Sam will replace
2. Owners are being billed for broken sprinkler heads.
3. Irrigation pump has broken loose from foundation / Ken & John to resolve.

NEW BUSINESS / IDEAS

1. Paper Shredding Day - Ken suggested a Keys-wide day for shredding paper / \$99 for 500 lb. -- perhaps could have company at one location for half day, or some such.

NEXT REGULAR MEETING: TBA

Meeting adjourned at 10:15 AM / Maintenance Guidelines meeting followed.

Submitted by Micki Hobson, Secretary 4/16/12