

Keys at Kure Beach Homeowners Association

BOARD OF MANAGERS PLANNING MTG - August 21, 2012 - 6:30 PM

MINUTES

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

Accountant: Grace McGee

Committee Coordinators/members present: 0

PRIMARY Purpose: 2013 Budget Preparation and Annual Meeting preparation

VOTES TAKEN VIA EMAIL BETWEEN 7/19/12 AND THIS MEETING:

- Rules & Regulations Violations -- C. Evans letter (see p. 3)

ADMINISTRATION

A. Keys Insurance Policies

Status of Keys **insurance coverage** for a sewer back-up and/or breakage in Common Area (CA). per request from owner, Edith Fisher. John is in process of researching the issue with Woodbury Ins. Co., Keys broker. Owners are responsible for any damage to inside of unit; Town of Kure Beach is responsible for any damage caused by break between street and water meters located approximately 3' from street edge.

FINANCE

A. Collection Policy / Procedures for outstanding payments

Collection process for delinquent dues and/or assessment payments outlined in :
by Keys accountants: **ATTACHMENTS A-1 & A-2**

DISCUSSION: Initial letters will offer opportunity for establishing a payment plan; owners under a payment plan must remain current with all subsequent invoices or the payment plan will become null and void. Note: 'Second Lien' letter is for purpose of updating amount due.

MOTION to accept Collection Procedure as outlined / by M. Hobson, K. Richardson second; Unanimous approval

ACTION: Micki to draft process in new format for distribution to owners in 4th Quarter Dues mailing on Oct. 1st.

B. July financials - (for use in budget prep projections - see next page)

1. CHECK DETAIL -- July, 2012 **ATTACHMENT B-1**
2. P & L - July 2012 **ATTACHMENT B-2**
3. P & L Budget vs Actual -- July, 2012 **ATTACHMENT B-3**
4. BALANCE SHEET -- as of July 31, 2012 **ATTACHMENT B-4**
5. DELINQUENT ACCOUNTS (Aug. 21, 2012) **ATTACHMENT B-5**
6. Transaction Detail - Legal Expenses - July 2012 **ATTACHMENT B-6**

2013 BUDGET PREPARATION

Process/Discussion:

Worksheet provided by Micki prior to meeting / format same as draft proposal attached.

Note: Final proposal included w/ Annual Meeting Notice does not include Column F.

Noteworthy decisions:

EXPENSES:

-- **Final Landscape Contract** to be negotiated as soon as Sam has recovered from heart surgery - figure entered is 5% increase. Current has not been increased for 3 years.

-- **Pond** - no further escrow needed

-- **Entrance Lights** expense greatly reduced due to new LED bulbs installed. Bravo Ken and John!

-- **Termite Protection** -- 10 Year contract ends 2012. **NEW contract** includes Retreatment in 2013; subsequent 9 years, Inspections will occur at annual rate of \$5950.

-- **Legal fees** -- major expenses for Pond permit renewal and revisions of Covenants & Deeds are complete.

POLICY: No legal advice will be sought by individual Board member without consultation with full Board.

INCOME:

-- Quarterly Dues reduction to \$375 --. Unanimous agreement that current escrow total is more than sufficient to cover future needs without similar additions to it as those established over previous years.

2013 DRAFT BUDGET PROPOSAL - ATTACHMENT C

NEW MAINTENANCE GUIDELINES & UPDATED RULES & REGULATIONS

ACTION: Bryan to prepare final documents for approval.

Dissemination of documents to owners to be decided at next Board meeting, prior to Annual Meeting.

ANNUAL MEETING preparation:

---**Notification mailing**: contents forwarded prior to meeting;

- cover letter to be changed to reflect no vote needed for Board serving active terms.
- Nancy will double check wording for Termite Inspection notice w/ Canady
- Proxy and Absentee Ballot approved

---refreshments to be served / details to be decided next meeting

---raffle recommended by Ken, but it was agreed that they are likely unlawful.

RULES & REGULATIONS VIOLATIONS

1. Hurricane Shutters - C. Evans -813 KVV -

ACTION: - “informal” letter sent from Micki requesting removal of shutters from rear windows on 8/14/12. / copy in subject’s file

NEXT STEPS - if not removed in one week, formal violation letter to be sent

NEXT MEETING - THURSDAY, SEPT. 20, 6:30

Meeting adjourned 9:00

prepared by Micki Hobson, Secretary -8/25/12