

Keys at Kure Beach Homeowners Association

BOARD OF MANAGERS MEETING - January 15, 2013 - 6:30 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: None

Meeting called to order at 6:35 PM by Bryan Strickland, President.

MINUTES from previous regular meeting, Nov. 27, 2012 approved.

VOTES TAKEN VIA EMAIL DURING PERIOD FOLLOWING 11/27/12 MEETING:

none

FINANCE

1. CHECK DETAIL -- Nov. 2012
2. CHECK DETAIL -- Dec. 2012
3. P & L Budget vs Actual -- Jan - Dec., 2012
4. BALANCE SHEET -- as of December 31, 2012
5. ACCOUNTS RECEIVABLE **Aging Summary** (Jan. 15, 2013)

ATTACHMENT A-1
ATTACHMENT A-2
ATTACHMENT A-3
ATTACHMENT A-4
ATTACHMENT A-5

LIENS, JUDGMENTS and/or FORECLOSURES: -- no change

AGING SUMMARY

Late Dues Payment: Discussion/Action

#1 - at end of Jan. 2013, if not paid, collection agency letter to be initiated

#2 - will likely become bad debt

#3 - making periodic payments

POLICY re ADMINISTERING FINES:

1. Warning letter (initiated by applicable Comm. Chair including deadline for violation compliance)
2. Fine letter -- copy to Accountants for invoicing

DEBT WRITE-OFF -- legalities:

-- in case of bankruptcy, cancelled by statute

-- in case of foreclosure, not cancelled by statute

BUDGET - water bills

Annual comparison / 2011 to 2012 prepared by Pat Young

to assist with monitoring utility expenses and potential need for repairs.

Primary reason for increase in 2012 = rate increase and overage in october

ATTACHMENT B

ARCHITECTURE

CHANGE REQUESTS -

- 1. **Request for fenced area for seeing eye dog** in Common Area - Bryan
No action for current period

TERMITE INSPECTION -

-- Nancy

- 1. Un-inspected units remaining - **TOTAL: 1**
ACTION: Fines will be issued for those who did not meet deadline specified in letters issued on 12/4/12. Grace will check w/ Canady re compliance of the remaining unit.

RULES & REGS VIOLATIONS

-- Ken

- 1. Unlicensed car - 562 Anchor Way -
ACTION: 30 day warning letter re removal to be sent

POND MAINTENANCE

-- Ken

- Geese issues - unresolved - no new action planned

LANDSCAPE COMMITTEE

-- John

- 2 new committee members:
Rose Romano and Betty Swann
- Development of plan for areas behind units to begin shortly
- sink holes at 609 SPL - drainage from street to retention pond being considered by Town of KB

GOVERNANCE & ADMINISTRATION

--Micki

- Manual Updates -- additional updates to be completed by Micki and Nancy within the next month

NEW BUSINESS

none

NEXT REGULAR MEETING: Saturday, March 23 - 9:00 AM

Meeting adjourned at 7:45 PM

--Submitted by Micki Hobson, Secretary 1/19/13