

Keys at Kure Beach Homeowners Association

BOARD OF MANAGERS MEETING - May 18, 2013 - 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, March 23, 2013 approved.

VOTES TAKEN VIA EMAIL DURING PERIOD FOLLOWING 3/23/13 MEETING:

none.

FINANCE

1. CHECK DETAIL -- Mar. thru Apr., 2013 **ATTACHMENT A-1**
3. P & L Month & YTD-- Jan - Apr., 2013 **ATTACHMENT A-2**
4. BALANCE SHEET -- as of April 30, 2013 **ATTACHMENT A-3**
5. ACCOUNTS RECEIVABLE **Agging Summary** (May 6, 2013) **ATTACHMENT A-4**

LIENS, JUDGMENTS and/or FORECLOSURES: --

Keys Policy: Grace provided NC Chapter 47 “lien for assessments” rules --
reference: **ATTACHMENT B**

ACTION: To insure that our current policies adhere to these guidelines and to further understand how they may be renewed within and following the 3 year time period, Grace will provide questions to be presented to Keys legal counsel, Andy McVey.

AGING SUMMARY

1. A/R owner # 8 - **Begin formal collection process per Keys policy**

BAD DEBT ACCOUNTING

As requested previous meeting, **accounting has set up line item to record all dues that are determined to be uncollectable. reference Balance Sheet - Attachment A-3 - “Other Current Assets” sub category - A/R offset for uncollectable accounts.**

GOVERNANCE & ADMINISTRATION

--Micki

Manual Updates -- updates not yet completed; sorry :(

WELCOME COMM. - Pat Long accepted Chair position

RULES & REGS VIOLATIONS - none

-- Ken

ARCHITECTURE

-- Nancy

CHANGE REQUESTS - none

NOTE RE: **Fenced area for seeing eye dog in CA:** - reference Oct. 7 minutes

1. No Architectural Request received to date, therefore no further legal opinion requested. [See Keys files for response to initial questions re HOA compliance received from counsel on 10/24/12.] Board considers this case closed.
2. Any future requests regarding architectural changes for disability assistance purposes would need to be taken on a case-by-case basis.

TERMITE INSPECTION -

1. Un-inspected units remaining - **TOTAL: 1**
ACTION: Fines will continue to be issued

OTHER ITEMS

1. INSULATION: beneath units: Canady reported numerous incidents of dangling insulation on termite reports. Solution for most is to replace the rusted metal brackets which support it.

POND MAINTENANCE

-- Ken

PERMIT RENEWAL

1. Permit Renewal Application Form contains language that implies signatory would be personally liable for pond maintenance.

ATTACHMENT C

Questions regarding this were discussed between Brad Sedgwick (JBS Consulting) who is handling the process and Ken, with several attempts to reach legal counsel, Andy McVey.

2. Most recent attempt to obtain answers was emailed by Bryan to McVey this week.

ATTACHMENT D

ACTION: Bryan to phone McVey on Monday and will forward signed permit to Sedgwick if the legal questions are answered to his satisfaction.. *ie* Board member is agent for HOA, not personally liable, and letter to DENR in Oct. will reflect change to new Board president.

NOTE: Payment that is to accompany application forwarded to Sedgwick this week

LANDSCAPE COMMITTEE

-- John

-- Mulching - Board agreed that test should be done in 2014 as follows:

- Omit pine straw in all side and rear beds.
- Use bark chips in all front beds

IRRIGATION -

1. 2 sections require valve replacement -- expense @ \$400
2. Backflow problem in one area will require licensed plumber

ENTRANCE WALLS REPAIR - ref: 2 walls on Keys side of SPL

Repairs needed - Bryan to call KBV President with following proposal:

1. Professional contractor be hired to do the work
2. Expenses paid by KBV, not shared with Keys. Rationale: Keys owners end up paying twice on one-time items such as this.

NEW BUSINESS

Secretary's note: Not discussed formally at this meeting, but imperative that Board solicit Manager candidates to replace Bryan and Micki who will complete their second 3-year term in October and must rotate off for at least one year.

NEXT REGULAR MEETING: Saturday, August 10- 9:00 AM

Meeting adjourned at 10:40 AM

--Submitted by Micki Hobson, Secretary 5/19/13