

**March 21, 2018**  
**BOARD OF DIRECTORS MEETING**  
0034 Kings Row Drive North

The March meeting was held at the Dahlgren Residence. In attendance were Directors Carolyn Dahlgren, Julie Hazard, Jo Ashton, Sauron Chapman, owner Mimi Trombatore, bookkeeper Krystle Beattie, and newly retained manager Keith Edquist.

**Meeting topics: email authorizations for owners, required annual reports, “bandit trail” easements discussion, recent letters to owners, ARC applications lots 26 and 37, ‘clean up letter to owners, spring projects including “entry point” installation at pumphouse, EPC contract, resolution regarding back flow prevention devices, pumphouse phone list, financial reports, assessment from Mountain Meadows Irrigation Ditch Co, forms update for ARC applications, SWPP update.**

**Approval of Minutes**—the Board approved the minutes of the January 31, 2018 meeting without changes. These will be posted to the website.

**Manager** - Carolyn introduced manager Keith Edquist. He will be sending an email to all owners as an introduction to his services, and this will be combined with a request for owners to update their email addressees and phone numbers to facilitate communication among owners in the neighborhood. Annual reports required by the State were discussed, with direction for Keith to file the corporate report and the Association’s registration with the Department of Regulatory Agencies (DORA) for 2019. Edquist was provided with current copies of these files and Krystle advised that the on-line forms are completed each December for the following year.

**Update on ‘bandit trail’**---there was discussion of the status of trying to connect existing open space with a trail across 4 lots which do not presently have such designation. An easement from these four owners would need to be secured. Owner Trombatore attended and provided the Board some more recent information regarding legal issues still surrounding this effort. It will be necessary for the Association’s attorney to finalize the proposed easement agreement with all 4 owners. Whether established eventually or not, there is also a concurrent issue regarding posting signage for open space and trail uses, and what that signage would say. Carolyn will provide Julie with the file of attorney communications regarding wording of signs.

President Hazard will work with Mimi Trombatore, the other three lot owners, and the Association’s attorney to finalize an agreement regarding this easement and signage thereon. There was agreement by all that open space signage will indicate such trails are open only to Kings Row owners and their guests.

**Update on letters to owners and ARC applications-** President Hazard recounted letters sent to owners of lots 1, 21 and 48. She has received a response from the owners of lot 21 who are in non-compliance regarding covenant 11; manager Edquist was directed to work with President Hazard to respond to this latest communication dealing with a boat and a motor home. Letters to owners of lot 1 regarding poultry, lot 48 regarding an unscreened RV, and lot 21 were sent February 19<sup>th</sup>. There was no response from the owners of Lot 1. Lot 48 has a signed agreement with KRHOA for the removal of the RV by April 1st, 2018. Responses will be monitored and the Board updated should any of these require additional action.

There was extended discussion on the language of Covenant 11 and a related letter to be sent to all owners requesting their 'self policing' of their properties. Covenant 11 deals with the enclosure of unsightly facilities and related property appearance concerns. Edquist was directed to attempt to shorten the existing draft of the letter to be sent to owners. He will do so and send back to the Board for comments. After approval the letter is to be sent out by mail and email blast.

There is disagreement regarding the language of covenant 11. President Hazard will continue to work with the Board to adopt a policy or pass a resolution in regard to covenant 11, which –as she suggested- will strike the right balance.

Director Ashton is to forward to Edquist the present ARC application form, with the understanding that ARC is working on a revision. This form is available on the KR website. Lots 26 and 37 are expected to file landscaping applications in the near future. Keith is to send reminders to these owners. Carolyn is to send contact information from prior communications regarding Lot 26 to Keith and Julie.

**Spring Projects**-discussion passed to coming projects for spring, including contracting with a vendor to locate mains and valves and recommend locations for additional valves on the distribution system, and to locate curb stops (water valves) on or near all lots. The contract with water operator Environmental Process Control (EPC) has been reviewed and is under discussion in regard to insurance considerations. The Board will continue to work on this contract, and on the CDPHE requirement for the addition of an entry point for testing chlorinated water and 2 other possible changes to the water system. Edquist has been introduced to the association's engineer (Zancanella and Associates) via email from Director Dahlgren and may need to meet or participate in conference calls with this company to move toward required CDPHE compliance and, specifically, to get documents needed for the entry point bid packet. He is also to review levels of insurance held by EPC in relation to other water systems. Carolyn will send a marked up copy of EPC's proposed contract to Keith and Julie.

Also discussed in connection with the water system were back flow prevention devices to control cross contamination of the potable system with untreated ditch water and other contaminants. These must be installed on all homes with underground irrigation, not just those using potable and ditch water in the same system. This has been an area of focus for the Association and will continue to be so until compliance is achieved on all lots. Carolyn has drafted a resolution adopting the State required "Back Flow Prevention and Cross Connection Control Plan" for Kings Row. She will distribute a review copy to the Board and Keith. Kings Row cannot lock people out of the potable system, as the State regulations assume the Board will do, since we do not know where all of the curb stop valves are, but we can cut off delivery of ditch water to lots. This and other legal issues, regarding compliance with the regulations, require input from the Association's potable water system Operator and our attorney.

A list of persons to contact if there is an alarm at the pumphouse was provided to all present, and a summation of what actions to take in such case. New Board members were placed on the automatic dialer list. Emergency number for contacting the water operator is 888-552-8859.

**Financial Reports**-Ms. Beattie provided an aging report dated April 1, and a balance sheet and income statement for March. A current invoice for chemical analysis regarding well 4 from EPC is greater than the amount budgeted for testing in the 2018 operating account; this resulted in a motion from Director Dahlgren/seconded by Director Chapman for Krystle to make a transfer from reserves. The balance sheet indicated a total of \$217,731 available in irrigation and maintenance reserves and CD's in

March of 2018. Krystle also handed out a ledger showing money moved from maintenance reserves to the operating budget 2014 – 2018. The aging report showed several owners delinquent in assessment payments. Krystle has sent notice to them and has assessed the second quarter's charges. She will follow up with management in regard to collections. The checking account shows a negative balance of \$1,854.63, as not all dues payments have been received. There were no other questions regarding finance at this point of the evening, with ditch company assessments discussed under "Other Business."

**Other Business**-discussion passed to a tenant's request to allow direct deposit payment of assessments to the Association's checking account. This was discussed and denied due to security considerations. Our bank advised not to distribute KR account information to anyone but bookkeeper, management and Board members with a need to know. Owners who currently make automatic payments use their banks' scheduled, mailed check-pay systems.

Julie will also contact the owners of lot 9 in regard to time allowed for completion of their ARC project, which was approved with conditions. The Board decided to extend the time allowed for completion from December 2018 to March 2019.

There was discussion of the charges due from Kings Row for maintenance work to be performed this year by the Mountain Meadows Irrigation Ditch Company, which Julie said would amount to about \$16 per owner or \$800 per year for KRHOA. Julie reported on the loan payments to be made by MHMMIC to meet these expenses, as explained by the ditch company board at their annual meeting. Determination was made to pay this expense from the irrigation reserve account and not to make a special assessment to KR owners. The Directors voted to take this unexpected expense from the Irrigation Reserve, as the approved 2018 Budget assumed 2018 MHMMIC share expenses would be the same as in 2017.

In regard to the statewide 811 utilities location services, Director Dahlgren is to work with manager Edquist to make sure KR is contacted in regard to excavation/construction projects in the neighborhood, as both potable water and irrigation water lines could be damaged should these be disturbed.

Director Chapman, in the night's final piece of business, said that he would review the Source Water Protection Plan (SWPP) undertaken by a prior Board. Sauron will report on the requirements to be made of the Board and owners after Carolyn gets the hard copy of the plan to him and he has a chance to read it.

Next meeting will be held at the Hazard residence, April 18, 2018, @7:00pm

There being no further business to come before the Board, the meeting was adjourned at 9:50 pm.

Respectfully submitted,  
Keith M. Edquist, Association Manager

Julie Hazard, Kings Row President