MINUTES: KINGS ROW HOA BOARD MEETING, OCTOBER 17, 2018

HAZARD RESIDENCE, 0344 KINGS ROW NORTH, LOT 17

Board Members present: Julie Hazard, Jo Ashton, Sauron Chapman, Carolyn Dahlgren

Owners present: Carol Nieuwenhuizen, Tom Hazard

Bookkeeper, Krystle Beattie, and Manger, Keith Edquist, were not present.

Opening and Minutes:

1. President, Julie Hazard, OPENED the meeting shortly after 7pm.

2. Secretary, Carolyn Dahlgren, reviewed the DRAFT MINUTES from September 19, 2018. Board members filled in the blanks and corrected the information on page 2 in the sub- paragraph titled “Domestic Water System Maintenance.” Carolyn’s draft mixed up standard maintenance by EPC and the work done on Wells 3 and 4. The Minutes were accepted, as amended during discussion.

*Assignment: Julie will make corrections and upload the corrected Minutes to the web site*.

3. PREPARATION FOR ANNUAL MEETING:

a. Budget: Julie reviewed the 2-page budget that was distributed to the membership by e-mail on October 10, 2018. The first page shows Actuals 2016, 2017, 2018 and, as approved at the September meeting, the Board’s proposed 2019 budget in a column labeled ”Approved by Board 9/19/18 w/o HOA Management.” The 2016, 17 and 18 Actuals are included so the membership can see the increases in the Water System Maintenance line item. This document will be updated to show 2018 Actuals as of a November date close to the Annual Meeting on November 10.

b. Budget Specifics:

(1) Capital Improvements: The Board reviewed a separate “Capital Improvements” summary sheet showing the Association’s capital expenditures 2002, 2005, 2011, 2015, 2017 and 2018. The Board assumes the $38,500.00 expenditure for painting the water tank is included as capital – and not maintenance - because it is over a certain dollar amount and predicted to last for an extended period of time.

*Assignment: Julie will work with Krystle and update this summary to include the new isolation valve on the main in Kings Row as a 2018 capital expense. She will also talk with Krystle about the CPA’s inclusion of the 2015 water tank painting.*

(2) 2018 Domestic and Irrigation Expense: Julie prepared an updated expense sheet for the membership, “Money Spent in 2018 Maintenance and irrigation,” showing money spent on Wells 3 and 4; the Entry Point project; and the domestic water main leak above the intersection of Kings Row and the east end of Prince. There was a brief discussion of the subdivision’s original Preliminary Plan. Carol Nieuwenhuizen was surprised that the domestic water mains are shown as buried under the surfaced part of the roads. The Board briefly discussed the known placement of irrigation infrastructure and the unknown location of domestic mains and valves.

(3) Lean-To for Pump House: Julie updated the Board on her recent discussion with the retailer of the storage unit, listed on page 2 of the budget sheets as a proposed 2019 reserve expenditure. The retailer will keep the price at $1630.00 until December 2018. The shed is 6x6, 8 1/2 foot high, and has a 6’ high/4’ wide door. It is delivered on treated wood skids. Tom Hazard and Sauron Chapman advised the Board that the unit can rest on compacted, level dirt; a concrete pad is not necessary. The floor will be sealed and the metal file drawers will be placed above floor level, on wood or risers of a different material.

c. Administrative Tasks: Krystle will be at the meeting to sign people in; record updated ownership and contact information; determine whether we have a quorum, adding together those present and proxies received; and help Carolyn take Minutes.

d. Agenda: The Board discussed and decided on inclusion of the following:

(1) Introduction of new owners and those present, including Board Members (jh);

(2) Last Year’s Minutes (presenter not specified);

(3) Termination of Management Contract (cmd);

 (4) President’s Report (jh) – Julie will include an update on Back Flow Preventers testing and compliance. Association Attorney, Jeff Conklin, will be available at the meeting to discuss State law and regulation on each of these topics and the Board’s authority under our present Covenants. The Board hopes the membership understands the need for Isolation Valves on the mains and the Board’s authority to maintain these valves, because of the multiple system-wide turn offs in 2017 and 2018. The Board, will continue to educate the membership on the importance of having and maintaining individual curb stop valves;

(5) 2019 Proposed Budget (presenter not specified), including “Capital Improvements Summary”;

(6) Review of Covenant Re-write, distribution of Sections 1 -11, and presentation of Covenant 11 related provisions (Jo and Carolyn).

*Assignment: Carolyn to attempt to have committee meeting prior to Annual Meeting; Jo and Carolyn will re-draft and* *organize Covenant 11 sections and, specifically, those regarding Boats/RVs/and Utility Trailers. The Covenant 11 version to be presented at the Annual Meeting will show the majority opinion of those who returned surveys, not just the actual survey numbers as now drafted.*

(7) Review of Board Membership, those staying and resigning; request for new members.

e. Social Time: Carolyn will purchase cups, napkins, etc.; Jo will buy beer and wine and water. They will send receipts to Krystle.

f. Final Preparation: Board will arrive at 5 pm for the 6 pm meeting in order to organize room and discuss last minute details.

4. OTHER BUSINESS:

a. Balance Sheet: The Board reviewed Krystles’ “Customer Balance Summary.” 2 owners remain 2 quarters behind; they have a November 30 deadline. Julie reported on a conversation with one owner who believes late fees are not appropriate, despite Kings Row’s one-month grace period and long existing policies on both late fees and interest.

b. P. O. Box: Krystle is no longer working in Carbondale. Julie, therefore, will order a second key from the PO for back up. The Board supported purchase of a second key.

c. Lot 9: Julie reported that the new owner, Kathleen Cooper, asked for an extension to her deadline of Mar 21, 2019. Carolyn made a Motion to extend the time for completing changes to the exterior of the house, as approved by Board, to April 30, 2019. Sauron seconded the Motion. The Motion passed unanimously.

*Assignment: Julie will communicate with Kathleen*.

d. Outstanding Board Resolutions: Right to be Heard and Back Flow Prevention Resolutions are at the lawyer’s office.

5. NEXT BOARD MEETING: The Board’s Annual Meeting for seating of new members and selection of Officers, and, 2019 planning, based on membership action at the 2018 Annual Meeting, will be Wednesday, January 16, at Jo Ashton’s house.

6. Julie CLOSED the meeting at 9:51 pm.

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