

**Board of Directors**

Mark Pfundstein, President  
 Tina Smith-Goins, Secretary  
 Chris Fowler, Treasurer  
 Thomas Loftin, Director

**Meeting Information**

Date: September 21, 2022  
 Time: 5:45 pm  
 Location: 155 Brookstone  
 Meeting Type: Regular

**Minutes of the  
 Kinderton Village Residential Homeowners Master Association Board of Directors**

Board – Attendee Name	Title	Status	Guest Attendees
Mark Pfundstein	President	Present	Diane Pfundstein - SF Board, ARC, Clubhouse
Tina Smith-Goins	Secretary	Present	Angel Jackson – Communications
Chris Fowler	Treasurer	Present	
Thomas Lofton	Director	Present	
Michael Bailess	Director	Present	Becky Myers - Priestley Management

**Call to Order**

- 5:46 pm – call to order by Mark Pfundstein.

**APPROVAL OF MINUTES**

- Review and approval of meeting minutes from:
  - KV Master Board Minutes 08-30-2022
  - KV Master Board Vacancy Election Minutes 09-15-2022
- Motion to approve (Chris)
  - Second (Thomas)
  - Approved

**TREASURER REPORT:**

- Operating
  - Cash ended: \$92,000
- YTD
  - Income – 29,000 received over budget due to carryover and new homes
  - Contract Pool Maintenance - \$4000 over budget – rate increased mid-year
  - Pool attendant – Currently \$5000 under budget of \$15,000
  - Pinestraw/Contract Landscape - \$2000 under budget
  - Irrigation/Tree Removal - \$5000 under budget
  - Total Repair and Maintenance Exp - \$4000 underbudget
  - General and Admin Expenses - \$4000 under budget
  - Utilities - \$3000 under budget
  - Net - \$40,000 under budget
- Reserve
  - Cash ended \$185,000
- Net income \$44,000 Under budget due to no expenses
- Motion to approve (Thomas)
  - Second (Mark)
  - Approved

**COMMITTEE REPORTS****POOL – DIANE PFUNDSTEIN**

- 2023 – Request for Staffing Change
  - Diane to step down as pool lead in 2023
  - Recommends combining pool attendant and pool manager
  - Becky to investigate pool management company vs hiring an individual
- Access Cards - Mark
  - Michael Bailess has technology background
  - Mark will review access card and camera systems with Michael for future support.

**ARC VIOLATIONS - Diane**

- Waiver to MB from North Forke – Privacy Fence missing around Hot Tub
  - Homeowner asking to use pull down shades instead of privacy fence.
  - Committee reviewing variance request to be brought forward in follow-up meeting.
- Greenway – mini-split ARC request
  - Mark has contacted homeowner on their revised remediation request. Homeowner confirming one addition option for compressor placement before ARC will review.
- Town Park –
  - Dead shrubs and not responding to requests to remove/replace
  - Diane will go to home to address
    - Will call to hearing if not resolved
- Archer –
  - Two First Key homes with neglected yards outside of fenced area
  - Becky to send violation/fine notices
- **Hearings needing to be scheduled:**
  - Glenmore: Two homes need hearings
    - Location 1:
      - Grass maintenance
    - Location 2:
      - Unapproved garage door paint
      - Unapproved screened porch
        - Needs to either be wrapped in vinyl or aluminum

**GROUNDS:**

- **Sidewalks** – City is still not fixing sidewalks
    - Tina to contact Town Manager regarding claims exposure due to injuries occurs
    - Need repaired ASAP
  - **Neighborhood signage** –
    - We need 4 “**No Swimming/kayaking**” signs (and posts) at the pond & new signage throughout the neighborhood
    - We need 2 “**No Solicitation**” signs (current signs are faded)
      - No posts needed
      - Need to add verbiage around misdemeanor offense w \$500 fine
    - Need new “**Park closes at dark**” sign at Town Park playground
      - No post needed
      - Tina has requested quotes from 3 companies.
        - None have provided quotes yet
      - Becky will get quote from prior sign company
- \*\*UPDATE: Receiving multiple quotes on the signs and install of new signs\*\***
- **Trees** – Town still ignoring requests to trim trees
    - Town is responsible for roadside trimming
    - Diane, Mark and Tina have all reached out to town
      - Per Mark, Town Mgr Andrew Meadwell, advised they are evaluating project expenses and will have a better idea by **mid-October**

**WORK ORDERS:**

- **Clubhouse repair items (DIANE)**
  - Expense for concrete patch/filler for small holes on walk at front of clubhouse. \$12 cost
  - Mark – motion to approve (Chris)
    - Second (Michael)
  - Approved 5/0

### PLAYGROUND – TINA

- Picnic Tables at OakWind Park
  - Purchased approved during July meeting and subsequently ordered.
  - Tina to provide Becky name of company for payment
  - **UPDATE:** Pending payment/delivery
- SHADING(Chris) – Can we get quotes on shade at park? Both free standing or sails)
  - Tina to get quotes

### COMMUNICATIONS - ANGEL

- **Updates going out via:**
  - **Newsletters**
  - **Emails**
- **Upcoming topics:**
  - **Yard Sale:** Joana Bryant managing event
    - Will hire police officer to patrol neighborhood during event
    - Paid for out of yard sale registration fees
  - **Halloween:** Police Patrol needed
    - Prior years Single Family board has handled scheduling and payment
    - Diane to take back to Single Family and get scheduled
  - **Future add-ins to communications:**
    - **Lost and Found** section
    - Per Becky: continue to use website, social media and Priestly vs housing a lost and found
    - Angel to include Lost/Found contact as Priestly and social media
  - **“Suggestion Box”**
    - If someone clicks it, will send to MB Directors
  - **House Numbers:**
    - Call out for house numbers to be posted and visible from the front and alley

### WORK ORDERS – PREISTLY (BECKY):

- Weed control at volley-ball court
  - Per Chris – postpone due to weeds having gone dormant

### NEW BUSINESS:

- Welcome Michael Bailess
  - (The following struck through sentence was revised following clarification from MB legal counsel)
  - ~~During the September 15 2022 meeting to determine a replacement candidate for the vacant Master Board position, the current Directors collectively elected Michael Bailess to fill the vacancy for the remainder of Charles Akers term. Michael's tenure will be thru Feb, 2025,~~
  - *During the September 15 2022 meeting to determine a replacement candidate for the vacant Master Board position, the current Directors collectively elected Michael Bailess to fill the vacancy from Charles Akers departure.*
  - (The below bullet was added denoting a substitute director after clarification from MB legal counsel)
  - *Section IV.B.3 of the Master Association's Bylaws adopts the Board's right to fill vacancies. However, it limits the term of the substitute director to the time until the next Annual Meeting. Specifically, it provides, in pertinent part, that: “[v]acancies in the Board of Directors may be filled until the date of the next Annual Meeting by the remaining Directors.” Accordingly, when a vacancy occurs prior to the end of a director's term, the remaining members of the Master Board have the authority and responsibility to identify and appoint a possible replacement. That person serves as a substitute director until the date of the next Annual Meeting.*
  - This meeting today will serve as the organizational meeting, to be held within 10 days of that election.
  - There was some discussion as to an officers' role Michael will hold, but that decision is still pending.
- Waterfowl Committee:
  - With the decision to engage Goose Master as the means to remediate the Canadian Geese, Mark suggested we reactivate the previously established Waterfowl Committee.
  - Michael Bailess to take the lead on that committee, evaluate effectiveness of the current remediation effort, evaluate other options if necessary, and craft follow-up neighborhood communication.
- KV domain for email addresses for directors, committees, etc
  - Mike Bailess to lead investigation
- Sept Town of BR HOA Presidents bi-monthly meeting
  - Going forward, respective HOA Presidents plus one other board director will attend.

## **SUB-ASSOCIATION REPORTS:**

### **Single Family – Diane Pfundstein**

- No news to report.

### **Carriage Homes – Chris Fowler**

- No news to report.

### **Townhomes - no representative present**

- No news to report.

### **Condos: no representative present - BECKY**

- No news to report

### **Quads: no representative present**

- No news to report

### **Charleston Townhomes: no representative present**

- No news to report

## **ADJOURNMENT:**

- Chris – Motion to adjourn
  - Mark 2<sup>nd</sup>
  - Approved: 5-0
  - Meeting adjourned 7:50 pm

Tina Smith-Goins - Secretary

Kinderton Village Residential Homeowners Master Association Board of Directors