

Kinderton Village Home Owners Association  
Single Family Association Board  
Meeting Minutes for May 20, 2013

**I. MEETING CALL TO ORDER**

- A. The meeting was called to order by Ken Bateman, President, at 6:30 p.m.
- B. Board members present: Ken Bateman, President; Thomas Bongaerts, Vice-President; Matt Davidson, Treasurer; and Mike Jenkins Secretary.
- C. Wendy Gallimore, property manager, Gallimore Management was also in attendance.
- D. Board members absent: Trent Adams
- E. The meeting was held at the Bateman residence due to unavailability of the KV clubhouse.
- F. The meeting was closed to the public.

**II. APPROVAL OF MINUTES OF PREVIOUS MEETING**

- A. Ken Bateman made a motion to approve the minutes of the April 18, 2013 joint Master Board - Single Family Board meeting. The motion was seconded by Matt Davidson and unanimously approved.
- B. The approved minutes will be placed on the KV web site.

**III. TREASURER'S REPORT**

- A. Wendy Gallimore made the following report:
  - 1. Cash on hand:
    - a) Cash checking - operating: \$11,017.91
    - b) Cash Savings - reserve: 75,032.06
  - 2. Expenses slightly exceeded income for the month due to an annual insurance payment and the payment for two months of lawn service versus the expected one month. The previous months payment for lawn service had been withheld pending the resolution of an issue with the lawn service company.
  - 3. Kinderton Village Homeowner Association Dues:
    - a) Delinquent Accounts Receivable (as of April 30, 2013): \$4,760.16
    - b) 90 Days Delinquent (as of May 20, 2013): Seven (7) homeowners for a total of \$1,462.50, and one (1) being referred to the attorney for collection.
    - c) Prepaid HOA dues: \$10,879

**IV. NEW BOARD MEMBER ORIENTATION**

- A. Wendy Gallimore lead a discussion concerning the duties and responsibilities of board members. The following items were highlighted:

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1. Must govern according to the By-Laws of the Kinderton Village Single Family Homeowners Association.
2. Board members are equals. No one member dominates or is more important than another.
3. Officers should use best-practices as guide if By-Laws aren't specific about duties and responsibilities.
4. Ken Bateman noted that the Community Association Institute (CAI) offers education and training to HOA board members as well as to property managers. He stated that members of the Kinderton Village Master Board have already joined.
5. Thomas Bongaerts made a motion to announce the Single Family Board's intent to join the CAI as an educational investment at the next open Single Family Board meeting. The motion was seconded by Matt Davidson and unanimously approved. Ken Bateman suggested that the board encourage all HOA members to explore the CAI web site at <http://www.caionline.org>.
6. The board discussed open board meetings vs. closed board meetings. The general consensus was that most board meetings should be open to Kinderton Village residents, and that meetings would be closed only when discussing contractual matters or other sensitive issues.

**V. UNFINISHED BUSINESS**

- A. Ken Bateman reviewed the process for filling a vacated seat on the board. This process was documented in the minutes from the joint meeting of the Master Association Board and the Single Family Association Board held on April 18, 2013. The Single Family Board will formally document this process as a board resolution.
- B. Ken Bateman reviewed the attorney's opinion regarding the definition of a quorum at annual Single Family membership meetings. The Single Family Association By-Laws state that "the presence, in person or by proxy, of the Owners entitled to cast twenty-five percent (25%) of the votes of the entire membership" constitutes a quorum. Chapter 47F of the North Carolina General Statutes provides that, failing to achieve a quorum, "the meeting may be adjourned to a later date by the affirmative vote of a majority of those present in person or by proxy." The statute further states that "the quorum requirement at the next meeting shall be one-half of the quorum requirement applicable to the meeting adjourned for lack of a quorum." The statute further reduces the quorum requirement by fifty percent (50%) from the quorum required at the previous meeting until a quorum is reached. It was the opinion of the attorney that the quorum process proposed by the Single Family Board did not adhere to the above requirements. The attorney also stated that a proxy is valid for 11 months, unless the proxy states that it is limited in time or for a particular issue. The board had no disagreement with the attorney's opinion, and Matt Davidson made a motion to accept the opinion. The motion was unanimously approved by the board.

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- C. Ken Bateman and Mike Jenkins lead a brief discussion of guidelines for open Single Family Board meetings. The suggestion was that these guidelines be placed on the KV HOA web site and handed out at meetings. A motion to adopt these guidelines was made by Thomas Bongaerts and approved unanimously by the board.
- D. The 2013 Single Family Board meeting schedule was discussed, and the board agreed that it would need some closed meetings but would schedule them on an as needed basis. It was also determined that monthly open meetings were not necessary, and that holding open meetings every couple of months would be sufficient. The board agreed that renters of Single Family properties should be invited to open meetings. Matt Davidson made a motion to hold open meetings on June 24<sup>th</sup> and September 17<sup>th</sup>. The motion was approved unanimously by the board. Details of these open meetings will be published at a later date.
- E. Ken Bateman reviewed an informational packet for a planned mailing to all members of the Single Family Association. This packet had received board approval previously, but since the board had changed significantly since that approval, it was decided that another review was appropriate. Some changes were made to the cover letter and Ken Bateman recommended including the KV HOA web site flyer in the packet. Thomas Bongaerts made a motion to accept the informational packet and it was unanimously approved.
- F. The board reviewed a list of identified issues, and Mike Jenkins reviewed proposed definitions of categories for these issues. The board agreed that each board member would categorize their own issues according to these definitions.
- G. Ken Bateman suggested another closed board meeting prior to the June open meeting. The board agreed to reconvene on Thursday, June 6, 2013 at 6:30 p.m. The purpose of the meeting will be to complete discussion on the list of identified issues.
- H. A discussion of the agenda for the June open meeting was tabled.

**VI. ADJOURNMENT**

- A. The meeting was adjourned by Ken Bateman at 9:00 p.m.

Respectfully submitted,



Mike Jenkins

Secretary, Single Family Association Board