

**KINDERTON VILLAGE HOMEOWNERS ASSOCIATION
SINGLE FAMILY ASSOCIATION BOARD MEETING
HAMPTON INN, BERMUDA RUN, NC
6:30 PM, Monday, June 24, 2013**

MEETING MINUTES

I. MEETING CALL TO ORDER

- A. Ken Bateman, President, called the meeting to order at 6:30 p.m.
- B. Board members present: Ken Bateman, President; Thomas Bongaerts, Vice-President; and Matt Davidson, Treasurer
- C. Board members absent: Trent Adams, Declarant (Traveling)
- D. Board member resignation: Mike Jenkins, Secretary, had resigned effective June 17, 2013.
- E. Matt Davidson volunteered to be "Acting Secretary" and Thomas Bongaerts volunteered to assist until there is a replacement Board member. A call for volunteer candidates will be e-mailed this week.
- F. The meeting was open to the public.

II. APPROVAL OF MINUTES OF PREVIOUS MEETING

- A. Thomas Bongaerts made a motion to approve the June 6, 2013, Single Family Association Board Meeting Minutes. This meeting was not open to the public and will be posted on the KVHOA web site.

III. TREASURER REPORT

- A. Matt Davidson presented the attached financial report as of May 31, 2013.
- B. Explained the new format for understanding. Indicated reasons for budget deficits for month of April due to all insurance and some back landscape maintenance costs being incurred all in this month.

IV. UNFINISHED BUSINESS

- A. Single Family Association Owned Common Area Greens. Ken Bateman provided an informational overview.
 - 1. Landscape maintenance contracted with Blakely Landscape Service, Inc.
 - a) SFA Owned Common Area Greens include:
 - 1) Greenway Street
 - 2) Lake Point Drive
 - 3) Sweetwater Circle
 - 4) Windsor Circle (*)
 - Has water meter installed with no irrigation system.

5) Kilbourne Drive (*)

-No water meter or irrigation system

-Above ground electrical wiring and conduit in place for water meter installation.

-Electrical wiring and conduit in place for installation of lighting at mail kiosk. Management has requested the Town of Bermuda Run to complete the installation of lighting to the kiosk.

6) South side of Brookstone Drive, a parcel between the two vacant lots on the east and west to the alley behind the Townhomes.

7) Brookstone Drive west across alley to Sweetwater Circle (near mail kiosk), a 20' (est.) wide strip

(*)Declarant owned area. On 4/22/2013, 12:19 PM, Trent Adams wrote:
"The bank will not release the common areas until last 21 lots completed. It is a sign of the times, bank does not want to release. I would obviously like Kinderton to take care of Common Area because it is just a formality. As for empty lots, we will try to mow quarterly but they are empty lots. We are presently weighing our options on the final 21 lots. We are working with 2 builders and the financing. Should move forward in 60-90 days. Thank you."

b) SFA Owned Common Area Greens **not** included in current landscape contract:

- 1) Lake west to Lake Point Drive (near mail kiosk), a 20' (est.).wide strip.
- 2) Lake west to Brookstone Drive, a 20' (est.) wide strip

c) Irrigation system start-up, shut down, days and time settings for watering the greens are covered under the landscape maintenance contract with Blakely Landscape Services, Inc.

d) Irrigation system repairs and general maintenance work are done on an "as called" basis by management to Foothills Irrigations at a time and material rate.

e) In the May start-up period there were repairs totaling approximately \$1,000 to some lines and sprinkler head replacements. At the direction of the Board, management has ordered rain sensors at the 3 green areas with operating irrigation system at the estimated expense of \$100 each.

2. There were no further comments or discussion by the Board

B. SFA Cash Reserve Study. Ken Bateman provided an overview and explained the need for a Reserve Study.

1. Purpose/Need:

- a) Cash reserve is needed for future maintenance of common area greens, irrigation systems, and/or repair of potholes in alleys.
- b) Cash reserve is needed for potential amenities that would be in the best interest of Kinderton Village.
- c) Cash reserve is needed to lessen the possibility of an unexpected circumstance requiring a special assessment, such as total resurfacing of alleyways.
- d) Estimated Reserve Study Expense: \$1,500 to \$2,000.
(Master Association 2012 Reserve Study cost was \$2,200.)

2. The following motion was made by Matt Davidson. "Have the SFA property manager secure three (3) bids to conduct a SFA Reserve Study." The motion was unanimously approved.

C. Single Family Association Annual Members Meeting Quorum Discussion

- 1. Ken Bateman made an informational presentation on how critically important it is for homeowner members of the Single Family Association to participate either by their attendance or by proxy at the Single Family Association Annual Members Meeting held in February of each year. Basically, for the past several years approximately 40 or 13% of 300 single family lot owners have done the electing of members of the Single Family Board of Directors and those who did not fill their elected term were replaced by the vote of the remaining Directors at that time.
- 2. A quorum for the Single Family Association Annual Members Meeting is achieved when 25% (77 est. lots) are in attendance and/or by proxy. Otherwise, it requires a future meeting of 12.5% (39 est. lots) in attendance and/or by proxy. Otherwise, it requires a future meeting of 6.25% (20 est. lots), and so on.
- 3. The Single Family Association Board will provide continuing information and education on the importance of homeowner's involvement in the process of achieving the Single Family Annual Members Meeting quorum and the importance of being interested and involved in the governing functions of both the Single Family Association Board and the Master Association Board. The best place to start is to read the meeting meetings of both Boards when they are posted on the KVHOA web site and attend SFA Board Meetings when announced.
- 4. The following motion was made by Ken Bateman "I make the motion that the Single Family Association Board solicit homeowners input on ideas to help achieve a quorum at the Single Family Association Annual Members Meetings." The Board unanimously approved the motion.

V. NEW BUSINESS

A. Single Family Board identified issues to **monitor, report, and influence (MRI)**

1. The Single Family Association Board has identified issues and opportunities for improvements in the best interest of Kinderton Village. These items are not under the direct control of the Single Family Board. The Board is seeking input from Single Family residents on what should be higher priorities for the SFA Board to monitor, to report and influence on behalf of Single Family residents.
2. The following list is of no particular order or perceived priority.
 - a) Community Engagement/Involvement
 - b) Web site, E-mail, and Social Media Communications
 - c) ARC Interaction
 - d) Street Parking Safety and Appearance
 - e) Old Towne Drive Entrance Safety and Appearance
 - f) Enforcement of Covenants and Standards
 - g) Playground Improvements with Cover and Shaded Area
 - h) Dog Nuisance Issues
 - i) Sidewalk Safety and Appearance

VI. BOARD MEMBERS CLOSING COMMENTS

A. Thomas Bongaerts: None

B. Matt Davidson None

C. Ken Bateman expressed his appreciation for the interest of approximately 35 KV residents attending this first open Board Meeting of this newly elected Board. Also, Ken expressed his appreciation for Thomas and Matt's willingness to serve on the Board by being elected by the then existing Board members to fill the two unexpired terms of office until the February 2014 Annual Meeting. :

VII. BOARD MEETING ADJOURNMENT

With no further Board business to be conducted, Matt Davidson made the motion to adjourn the meeting. The motion was unanimously approved at 8:30 PM.

Submitted By: Matt Davidson, Treasurer (Acting Secretary)