

**Kinderton Village Homeowners
Master Association Board Meeting
Kinderton Village Clubhouse
6:30 p.m., March 26, 2014**

MINUTES

Board Meeting Call to Order

Meeting called to order by Helen Kelly, President at 6:35 p.m.

Board Members Present: Helen Kelly, President; Pat Russell, Vice-President; Ken Bateman, Secretary; Ron Morgan, Treasurer; Craig Carter, At-Large

Board Members Absent: None

Association Management Representative Present: Ann Scofield, Scofield Bishop Management

Sub-Association Representatives Present: Thomas Bongaerts, President, Single Family
Shelley Kirley, Carriage Homes

Architectural Review Committee Election: Helen Kelly, Moderator

- Interview ARC candidates by the Board:
 - Three candidates were scheduled to be interviewed. Two of the candidates were no-shows. Lynn Senger of Rosewalk Lane was interviewed and then left the meeting.
- Election of ARC members by Sub-Association Representatives to the Master Board
 - In accordance with *Master Association Covenants, Article VI, Section 1(g)* which states, “..... *the Committee (ARC) shall be elected by a majority of the votes of the Members (sub-association board representatives), cast in person or by proxy, at a meeting duly called for this purpose.*” Lynn Senger was elected to the ARC Committee by the attending Sub-Association Representatives. After casting their votes Thomas Bongaerts and Shelly Kirley left the meeting.

7:00 p.m. Vendor Presentation

- Cori Huffines, Director of Staff, Pool Professionals, Greensboro, NC, joined the meeting.
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 - There was a review and discussion of what went well/not so well and key learnings from experiences during the 2013 Pool Season. There was detailed discussion on all aspects of the 2013 Pool season with suggestions and consensus on multiple changes proposed for 2014. Ann Scofield will draft revised 2014 Pool Rules, Pool Registration Forms, and Pool Check-In Policy for Board members e-mail review prior to the April 23rd Master Association Board Meeting for final approval at the meeting.
 - There was discussion on the 2014 Pool Maintenance contract which allows addendums as appropriate. The contract is a 2-year contract which ends as of December 31, 2014. An addendum to the contract will be presented to the Board for Board approval at the April 23rd Board meeting.

Vendor Presentation (Continued)

-The following list of needed pool area repairs was given to Cori Huffines. Repairs are to be completed during the month of April. Pat Russell will confirm that repairs have been completed.

Replacement of shower head
Power wash shower
Maintenance of overflow drain
Repair broken concrete on deck area

-Cori Huffines left the meeting.

8:20 p.m. Board Action Items Conducted/Approved Via E-Mail (February 25-March 25, 2014)

- President Helen Kelly made the following motion on March 4th: "I move that the Kinderton Village Master Association Resolution 2014-01 as presented by the ARC Guidelines Study Panel be reviewed by Steve Black, Association Attorney, for his legal opinion and approval. It is requested of Steve Black to render his opinion/commentary to the Association no later than March 21, 2014, if not sooner." The motion was approved by unanimous electronic vote.
- Secretary Ken Bateman made the following motion on March 5th, "I make the motion to electronically approve the attached February 26, 2014, Board Organizational Meeting Minutes." The motion was approved by unanimous vote. The minutes will be posted on the KVHOA website.
- Declarant Trent Adams, on March 5th, by written notice to the Master Association Board, announced the appointment of Craig Carter as his representative to the Master Association Board.
- President Helen Kelly, on March 6th, announced the formation of a new committee known as the Waterfowl Containment Committee for the expressed purpose of the lawful reduction of geese from Kinderton Village. Volunteers Doug Shell and Michael Shore were appointed to the Committee.

Board Meeting Minutes Approval

- The March 12, 2014, Master Association Board Meeting Minutes had previously been distributed to all Board members by e-mail; however; not all responded with their e-mail approval. Secretary Ken Bateman made the motion that said meeting minutes be approved and released to be posted on the KVHOA and SB websites. The motion was unanimously approved.

Financial/Treasurer Report

- Financial Reports:

-Ann Scofield presented the financial reports supported by financial report statement documents. (Below figures are rounded off to nearest dollar.)

	<u>INCOME</u>	<u>BUDGET</u>	<u>VAR</u>	<u>EXPENSE</u>	<u>BUDGET</u>	<u>VAR</u>	<u>CASH BALANCE</u>
Feb	\$11,996	\$11,793	\$204	\$ 6,166	\$ 8,927	\$2,761	
YTD	\$23,336	\$22,313	\$ 23	\$15,151	\$19,531	\$4,380	\$202,697

Covenants Non-Compliance Report

- Outstanding Covenants Non-Compliance Issues Status

-Ann Scofield reported that there were two (2) outstanding non-compliance property owners who did not show up at their scheduled hearing date and violation fines are accruing. Both property owner accounts have been turned over to our attorney, Steve Black, for collection. One (1) property account is in the foreclosure process.

- Proposed “Results of Harsh Winter” letter addressing Mold/Stain Issues

-Helen Kelly led a discussion on a proposed letter that had been drafted addressing the effects of winter on the exterior of houses and associated outside patio and yard items that show signs of mold and stain. The intent of the letter is to provide property owners up to thirty (30) days notice prior to potential non-compliance letters being mailed.

-After the discussion, Member-At-Large Craig Carter made the motion to have the letter mailed to all Single Family Association Members. The motion vote was unanimously favorable. Ann Scofield will e-mail the letter to all other sub-association property managers for communication to their members as appropriate.

Committee Reports

- Waterfowl Containment Committee:

-Helen Kelly gave a report on the scope of work Committee volunteers Doug Shell and Michael Shore will take to lawfully reduce the geese population congregating at and around the lake. The Committee will follow NC State Wildlife guidelines. The KVHOA has a permit to compromise eggs found in a nest with the requirement of reporting same to the State.

Committee Reports (Continued)

- Waterfowl Containment Committee (Continued)
 - There was discussion on previous efforts and expenditures to discourage geese from roaming on common areas, streets, sidewalks and private yards. Geese “mess” left behind is a nuisance, damaging and unhealthy to a residential community. The success of past efforts to discourage geese from the area has been temporary with little success Craig Carter suggested posting stakes with Mylar tape strips around the perimeter of the lake to scare the geese away from the lake banks. The consensus of the Board was to try this method of discouragement. Pat Russell volunteered to purchase the wood stakes and Mylar tape and install them around the lake to test the effectiveness of this method.
- Architectural Review Committee:
 - ARC Request to install Solar Panels on roof.
 - Due to time restraints Helen Kelly made the motion to “table” this item for discussion at the scheduled April 23rd Master Association Board Meeting. The motion was passed by unanimous vote.
- Resolution 2014-01: ARC Committee Guidelines, Standards and Specifications.
 - Ann Scofield provided copies of attorney Steve Black’s commentary on the draft of Resolution 2014-01. The attorney’s response was received on the evening of March 25th which was not enough time for the Board to review and discuss.
 - Helen Kelly made the motion to re-schedule the discussion on Resolution 2014-01 at a Special Called Board Meeting in April prior to the April 23rd scheduled Master Association Board Meeting. The ARC Committee will be invited to attend this meeting and participate in the discussion. The motion was favorably approved by unanimous vote.
 - Ron Morgan will coordinate the scheduling of the Special Called Meeting.

Unfinished Business

- Master Covenant Amendment - Dedication of Streets to the Town of Bermuda Run:
 - Ann Scofield reported that she had not received any update on the status from attorney Steve Black on the next steps in making a language change in the Master Association Covenants to allow the dedications of streets.
 - Helen Kelly made the motion to table this item until we receive a status update from Steve Black.

Unfinished Business (Continued)

- Association Insurance:

- Due to the full content of this meeting's agenda, Ann Scofield suggested that this item be tabled for detailed review and discussion at the scheduled April 23rd MB Meeting. Board members were e-mailed a copy of each of the insurance policy details for review and study. Helen Kelly made the motion as stated above to table this item until the April 23rd Master Association Board Meeting. The motion was unanimously approved.

- Ann Scofield stated that Jim Everhart, Agent, Mount Castle Insurance Agency, Lexington, NC, will attend the April 23, 2014, Master Association Board Meeting to lead the insurance review.

- Common Area Landscaping & Grounds issues: :

- Downed tree(s) at Lake

- Ann Scofield and Helen Kelly reported that the downed trees at the lake were successfully removed during the month of March.

- Infected tree on common area behind 145 North Field Drive

- Ann Scofield reported that the property owner nearest to this common area tree has requested that the tree be saved. Ann Scofield is to secure the services of a licensed arborist to inspect and evaluate if the tree can be saved.

- Infected trees in common areas between sidewalks and streets

- Trees found to be infected will be tagged/taped by Helen Kelly who will notify Ann Scofield. Ann Scofield will notify the Town of Bermuda Run Town Manager, Lee Rollins. The town will cut down and remove the tree(s). The KVHOA will be responsible for planting of tree replacements.

- Drainage (water runoff) near 141 North Field Drive

- The water drainage runoff is not on common area property. Property owner(s) are responsible to repair as needed. Ann Scofield will advise property owner(s).

- Status of the slope (hill) along backside of homes on North Forke Drive and Rosewalk Lane

- Ann Scofield will ask Blakley Landscaping to make an inspection and provide an assessment report.

- Clubhouse

- Hallways and Restroom Floor Painting

- Pat Russell will contact the painting contractor for scheduling work to be done prior to the end of April.

Unfinished Business (Continued)

- Kilbourne Drive Sidewalks Power Wash

- The Board came to a consensus that it would be more prudent to have the subject sidewalks power washed by a professional contractor who would have the proper equipment and water source instead of volunteer Board members attempting to do the work.

- Ann Scofield will secure three (3) bids from professional power washing companies for Board review at the April 23rd Master Association Board Meeting.

- Sidewalks:

- Missing section of sidewalk at northwest corner of Oakwind Drive and Kilbourne Drive and other sidewalks in need of repair.

- Due to limited time this item was tabled for discussion at the April 23rd Master Association Board Meeting.

- Mail Kiosks

- Due to limited time this item was tabled for discussion at the April 23rd Master Association Board Meeting.

- Lake Maintenance Issues:

- Report on e-mail discussion with Tom Pullaro, Dragonfly Pond Works.

- Helen Kelly gave a brief report on her discussions with Tom Pullaro. The 2013 Master Board voted and approved placing twenty (20) grass eating carp in the lake. Apparently Dragonfly Pond Works was not informed of the approval and the carp were not ordered. Ann Scofield suggested that she could get a bid from another provider. The Board unanimously approved.

- A question was raised about how those fishing at the lake would know to release the carp if one were caught (catch and release). Due to time restraints this discussion was tabled for more thought and discussion at the April 23rd Master Association Board Meeting.

Unfinished Business (Continued)

- Lake Maintenance Issues (Continued):
 - Action on the silt collecting in the dell - channel area at the northwest side of the lake near Old Towne Drive.
 - Helen Kelly reported that Blakley Landscaping was almost finished with clearing the area of overgrowth of weeds and other unwanted plant life.
 - After a presentation by Helen Kelly and subsequent Board discussion Helen Kelly made the motion to have Blakley Landscaping plant lespedeza and Pink Muhly around the top perimeter of the lake and dell. Work to be done at the expense of up to \$6,000. The motion was unanimously approved by the Board.
 - This expense item was not planned in the 2014 Master Association Budget for lake maintenance; however, it is necessary in order to control the amount of silt and overgrowth within the dell (channel). For the long-term it is anticipated that this work will reduce the expense of dell (channel) clearing in the future.

New Business

- Landscape Maintenance Contract - Blakley Landscaping Services
 - After a brief discussion Helen Kelly made the motion to continue the annual landscaping contract with Blakley Landscaping Services for landscaping maintenance of Master Association Common Area Greens at a 3% increase over the current contract. The new contract period is from 04/01/2014 to 03/31/2015. Work to be done in accordance with the Kinderton Village Landscape Maintenance Schedule which will be posted on the KVHOA website. The motion was unanimously approved.
- Website Utilization
 - Scofield Bishop Website
 - Due to limited time this discussion was tabled for discussion at the April 23rd Master Association Board Meeting.
 - KVHOA Website
 - After a brief discussion Ken Bateman made the motion to post on the KVHOA website with e-mail notice an announcement of the Davie County Library Technology Impact Survey. The motion was unanimously approved.
 - Due to limited time further discussion on the utilization of the KVHOA website was tabled for further discussion at the April 23rd Master Association Board Meeting.

New Business (Continued)

- Master Association Board Primary Functions and Common Area Responsibilities

-Development of reference list of functions/responsibilities and names of service providers.

-Due to limited time this item was tabled for discussion at the April 23rd Master Association Board Meeting.

Board Meeting Adjournment

Helen Kelly made the motion to adjourn the meeting at 10:05 p.m. The motion was unanimously approved.

Meeting Minutes Respectfully Submitted by: Ken Bateman, Secretary
Master Association Board
April 3, 2014