

**Board of Directors**

Michael Bailess, President  
Steve Genaway, Vice-President  
Chris Hundley, Treasurer  
Leah Amering, Secretary  
Mark Pfundstein, Member at Large



**Meeting Information**

Date: Mar. 07, 2024  
Time: 6:00 pm  
Location: Virtual Google Meets  
Meeting Type: Officer Election

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

Board – Attendee Name	Title	Status	Guest Attendees
Michael Bailess	President	Present	
Steve Genaway	Vice-President	Present	
Chris Hundley	Treasurer	Present	
Leah Amering	Secretary	Present	
Mark Pfundstein	Member at Large	Present	

**Call to Order**

- 6:03 pm – call to order by Michael Bailess.

**Roll Call**

- Introduction of current and newly elected Master Board Members
  - Michael Bailess
  - Steve Genaway
  - Leah Amering
  - Chris Hundley
  - Mark Pfundstein

**Agenda**

- Officer Elections
- Clubhouse and Gazebo Roofing Discussion
- Landscaping RFP Review
- Topics for March 20<sup>th</sup> Agenda
  - Pool Attendant Next Steps
  - Landscaping RFP Review
  - Clubhouse and Gazebo Roofing RFP Review

**Officer Position Discussion**

- Michael provided an overview of the roles and responsibilities for each officer position.
- Officers are elected each year following the Master Association Annual Meeting.

**Officer Position Election**

- Based on the directors present, votes cast resulted in the following officers being elected.
  - Michael Bailess - President
  - Steve Genaway - Vice-President
  - Leah Amering - Secretary
  - Chris Hundley - Treasurer
  - Mark Pfundstein - Member at Large

## **Director Terms**

- In most years, the open director positions being filled at the annual meeting are for three-year terms.
- However, in 2024 two directors had expiring three-year terms, and one was vacated during 2023 after serving just six months of a two-year term (see "KVMB Budget Meeting Minutes 08-16-23"). The decision was made to retain the current terms so no more than two directors expire in a given year. (Reference: Kinderton Village Master Board Bylaws; Section 4; Paragraph B; Subparagraph 4)
- Following the election of officers, the newly elected directors choose their respective term durations.
  - Leah Amering - 2024 to 2027
  - Chris Hundley - 2024 to 2027
  - Mark Pfundstein - 2024 to 2025
- Existing directors maintained their terms.
  - Michael Bailess - 2023 to 2026
  - Steve Genaway - 2023 to 2025

## **Clubhouse and Gazebos Roofing**

- Based on the Master Association Reserve Analysis Study, the clubhouse roof has a forecast replacement in the year 2024. One vendor has provided an on-site inspection and opinion, citing that the roof does have wear and some minor shingle damage; however, it is not in an immediate state of disrepair/failure.
- Becky solicited a bid from Capital Exteriors and Renovations, who provided a quote for both the clubhouse and the three gazebos in the common areas. Capital did indicate a price increase for shingle material effective 01-April. For the bid from Capital to remain in effect, it must be approved by 01-April.
- The Master Board agreed additional quotes should be obtained for a fair cost/price comparison.
- Michael will contact Becky, providing an overview of our next steps, which include:
  - Steve will compile a list of roofing contractors and provide those to Becky.
  - The roofing RFP scope needs to be modified to indicate:
    - Installation of drip edge
    - Grade of shingle being quoted, 15-year, 20-year, 30-year, etc.
    - Separate line-item option for gutter and gutter guard installation.
  - Becky will contact each vendor soliciting bids to our RFP.
  - Vendor submittal deadline needs to be on/before Friday March 15<sup>th</sup>.
  - Master Board will review received bids posing any questions to vendors by Monday March 18<sup>th</sup>.
  - All roofing bids will be reviewed during the March 20<sup>th</sup> Master Board of Directors meeting.

## **Landscaping RFP Decision**

- Steve briefed that all vendors have finalized their RFP submissions.
- Chris crafted a matrix of the proposals withing an Excel workbook, allowing for easier comparison.
- The intent is to further review all quotes and options during the March 20<sup>th</sup> BOD meeting.

## **Topics for March 20<sup>th</sup> Agenda**

- The following topics were identified for agenda inclusion at the upcoming March Master BOD meeting.
  - Pool Attendant Next Steps
  - Landscaping RFP Review
  - Clubhouse and Gazebo Roofing RFP Review

## **Adjournment**

- Motion to adjourn - Michael  
Second – Steve  
Approved 5-0  
Meeting adjourned – 06:53 pm

Mark Pfundstein – Interim Secretary  
Kinderton Village Residential Homeowners Master Association Board of Directors