Kings Cove Neighborhood Association

Wednesday, July 15, 2020 @ 6:00 p.m.

Board Meeting Minutes

Attendees:
Donna Maurer - President
Bill Fiore- Vice President
Carolyn Inhoffer-Montes -Treasurer
Terry Burt- Secretary
Dennis Thompson - KCNA Property Manager, Thompson Realty (via conference call)

Donna called the meeting to order at 6:01 p.m.

1. Review Previous Minutes-Reviewed and approved by Board
2. Financial Review:
   New Year Budget 2020-2021
   Review Monthly Report

Terry asked Dennis to explain the check number discrepancy on the TD Bank statement. Dennis will speak to his bookkeeper who can explain and get back to the Board tomorrow.
Donna asked that an addendum be added to this statement explaining the check numbering discrepancy since we cannot alter the bank statement.
Note: The following morning, Dennis supplied copies of all TD Bank checks, reconciling the statement.

Determine correct Reserve amount required and Monitor Reserve *1)* Accounting of reserve - specifically line item the details (to the penny) of what was taken from the reserve, for what and when:
Dennis stated that the auditor will continue mention a reserve study as they do every year. If requested, written estimate would still need a study. A reserve study would cost roughly between $3000 - $5000. We are on target to replace the reserve the board has approved and put in place as discussed during previous meetings
It was determined that Kings Cove major asset, the sprinkler system, is estimated to be between $200,000 and $250,000. Carolyn ask Dennis, based on $200-$250K what would a reserve study tell us or what is the percentage that we should use to get to study/standard percentage number? Dennis will get back to board with a definitive answer.
Donna noted that we have had numerous sprinkler issues; she asked Dennis if this is normal. Dennis stated that the sprinkler issues this year were numerous early on but have reduced. Overall, the number is in line with previous years. Early issues may have been due to the new company getting to know the system and our environment. It was also noted that Steve (Fresh Cut) has been on top of everything and that not all brown spots are water related, fungus can be caused by humidity. Dennis also stated that he has never seen a reserve study on just a sprinkler system
Carolyn asked for clarification in auditor report regarding missing item. It was noted that a couple of homeowners asked for a reserve study. Dennis noted that we have a review every year and nothing out of order has ever been reported. The review has and will continue to note that a reserve study is missing. Board agreed to hold off on a reserve study at this time and revisit once reserve is adequate rather than incur the cost now and avoid a HOA fee increase.

Dennis informed the Board that the water cost went down and is now $11,339; the budget is $13,500. The water bill is from March to March.

3. Sign Replacement - Dog Sign & Private Property Qty 4 each? Three private property signs went up today, dog signs still on order. Dennis asked for the location of the 4th property sign. Carolyn and Bill will let Dennis know the location of the 4th sign.

4. Status update on violation letters - Letters were mailed as was the Cove-A-Teer newsletter in early July.
Dennis stated a few responses have already been received from homeowners stating they have completed their work.
People were happy with Cove-A-Teer

5.Status of letter to 7 Gull Cove to remove enclosed shower on deck. Dennis said homeowner did not respond to his previous request of approval and a letter went out 7/14 stating the enclosure must be removed.

6. Maintenance of the open lot on Gull Cove- Donna and Terry visited City Hall, and spoke to John Doring, Public Works. He helped resolve this issue and stated he would handle.

7. Status of American Flag - John Doring had no issue with KC flying a flag. He ordered a pole rope and will install rope once received and truck is available. Kings Cove will supply the flag. We need to determine height of pole to know what size flag to fly. The City cuts this area and will continue to do so. Carolyn suggested we ask if the Garden Club can maintain this city owned property. This will be added to topics to pursue during our less busy time over the winter. Carolyn mentioned there is no irrigation there so whatever is planted so will need to be hardy. Donna motioned all in favor and all approved.

8.Verizon Box near 52 Horizon - Dennis was to contact Verizon. Dennis contacted Verizon and they stated they would come out; they have not been out. April will follow up Verizon.

9. Dennis to supply further detailed invoices of the Marrone's sprinkler repairs from approximately 2 years ago.
Dennis supplied all Marrone invoices which noted the work completed and cost for repairs. Board reviewed and are satisfied that all expenses for this time period are accounted for by way of invoicing.

Board member was asked by a homeowner once again if we had details of invoice, date and for what, were Dennis signed a check without official Board approval. Board determined that this topic was discussed in February (noted in minutes) and that there the Board is satisfied and feels there is no need to continue to investigate

Board member asked Dennis to review December discussion related to short term lease/rentals. Dennis stated, Fred Hess went to attorney and asked if we could prohibit short term leases. The attorney stated that we will need to amend the Covenant and By-Laws; he did not recommend this as it would be difficult and costly. Current documents to do prohibit short term leasing. Attorney's recommendation was to follow the City's ordinance on leasing. Dennis also noted that the City tried to eliminate AB&B's but were unsuccessful.
Homeowners who are concerned about rentals can always call the City and ask if the property is registered as a rental. The City will handle if the property is not properly registered.

10. **Fresh Cut-**
Written quote received for repairs needed to sprinkler system dated July 2, 2020 (attached) Approve or Disapprove

A resident contacted Carolyn and stated that they had a conversation with the city public works person who oversees city water questioning backflow due to a sprinkler leak code? Donna asked if we knew the code for backflows; knowing this information, we can then determine next steps. Below is the standard code

Residential Customers: Backflow 101

In-ground Irrigation and Lawn Sprinkler Systems Automatic irrigation systems pose a significant threat to the drinking water system. By their nature, sprinkler heads may reside in a pool of yard/animal waste, pesticides and/or fertilizers. And because the supply lines are under constant pressure and flow, and controlled by underground control valves, a typical vacuum breaker is not an appropriate form of protection against backflow. There are two types of backflow prevention assemblies allowed:

1. *Pressure Vacuum Breaker (PVB) – ASSE 1020; this assembly must be able to be located outside, one (1) foot above the highest sprinkler head, and no more than five (5) feet above grade at the installed location.*

2. *When the parameters for a PVB cannot be met, a Reduced Pressure-Principle (RP) - ASSE 1013 shall be installed. Required to be outside, no restriction on elevation of sprinkler heads, and mounted 18"- 60" above grade at the installed location.*

The homeowner who contacted Carol stated that boxes with KC documents which the previous property manager had were given to Thompson Realty when they were award the property management contract and schematic of the sprinkler system were in the boxes.
Dennis said he has been had to go through all the documents boxed by the previous manager on different occasion for other issues when attorney's request information and there are not schematics in the boxes.
Based on this information and Fresh Cuts sprinkler division, the Carolyn motioned, Donna seconded it and the Board approved Fresh Cuts quote to correct the backflows and to create a schematic of the system.

A question was also asked if there are rain gauges. Bill stated yes and our sprinkler man confirmed that there are rain gauges which should periodically be inspected.

Status of cherry tree on Arbegast were the roots have grown over sprinkler heads. Did we contact owners?
Dennis contact his tree service and is hopefully within the next few days to have cost to inform homeowners of this problem.

Berms.
Fresh cut was to do two berms that appeared to be the worse with Pachysandra. Status of that.
Donna wanted to make everyone aware of the time Bill spent cleaning up the Lagoon berms. They look nice now thanks to his efforts. Bill raked all the grass around berm, raked pine needles around the trees which did not wash away during a recent storm, removed pine cones.
Donna took a long screwdriver and noticed that the berms are not as root infested as Fresh Cut lead us to believe. Bill and Donna both stated there is plenty of dirt to plant. Fresh Cut did not plant Pachysandra in the two worse berms as we had requested. Dennis will ask Fresh Cut for a status update.

Explain True Green responsibilities and relationship to Fresh Cut.
Dennis stated every landscaper subcontracts this service. It was noted by Board members that the weeds are out of control in beds, driveway dividers and Donna the numerous complaints

from homeowners. Carolyn stated that the beds were treated last year. It was also said that Angerman used Preen, is Fresh Cut using anything in bed and how often are they treating.
Carolyn, we use to get flags when chemicals were put down. Dennis will contact Fresh Cut for answers and tell them to be sure to have True Green place pesticide treated flags with each application.

New Items:

1. Website - Investigate possible source not as expense as the current source who can update and revise our website to a more user-friendly site
Bill motioned and Carolyn 2 seconded to look for a new provider.
This will be added to topics to research during a less busy time. Terry noted that will need specifications of our expectations before soliciting pricing; Dennis does not currently have specifications.

2. Recommendations on how to collect homeowner email addresses to create a group email to keep homeowners informed. Donna, from time to time it would be good to communicate with homeowners; important to send piece of info they need to know to keep them informed.
Terry stated that an IT person who does website would be able to offer suggestions on how to accomplish complying a group email.
Dennis has some homeowner email that he can provide. Dennis stated that he does ask for new homeowner email addresses during settlement letters that goes to a title company. Carolyn asked if there were other times other than settlement that email addresses were requested. Dennis said no, not on an ongoing basis, Dennis will ask for email addresses with any letters sent to homeowners.

3. Discussion on how to handle community general membership meeting.
Donna asked with the limitations due to COVID how do we handle; The Community Center is still closed.
Dennis said many other HOA's are putting their annual meetings off for now and Zoom would be difficult to setup for homeowners' attendance.
Dennis also said the laws have changed for mail in ballots and have become difficult
Ballots would require a raised seal, 2 envelopes to be returned: proxy document in 1 and ballot in other. The ballot envelope would remain sealed until a public meeting requiring a quorum was held at which time the ballots would be opened ant counted. Since the law makes it difficult; Board has decided to revisit at each meeting to see if COVID restrictions have eased.

4. This year's Board Election. - As noted in #3 above.

5. A Real Estate agency in charge of selling a unit needs to be made aware of existing violations that must be corrected before the unit can be sold.
Dennis stated that this information is included with documents sent to a title company as part of settlement.

6. Carolyn asked to discuss implementing a transition plan when new Board members are elected for consistency and continuity, I'd like us to establish something, so that anyone new coming on the Board does so through some sort of on boarding process.
All members agreed that this was a good idea and will work on a plan during our less busy time.

Next Meeting will be held on Saturday, September 19th, and 12:30 PM.