

Kenmure Property Owner's Association
Board Meeting
Monday, August 22, 2011
Phone: 828-692-2346
Fax: 828-697-0138

Motions:

- A motion was made by Rob Freeman and seconded by Bonnie Niehoff to approve the purchase of the digital lock system for the KPOA Office. The motion passed unanimously by voice vote.
- A motion was made by George Brown and seconded by Dick Brown to approve the cost estimate for the upcoming elections. The motion was unanimously passed by voice vote.

President Linda Mensch called the meeting to order in the KPOA Conference Room at 8:49 AM. Members present were: Dick Bendel, Bob Wilson, Rob Freeman, Dick Brown, George Brown, Bonnie Niehoff and Mike Mulcahy, Corporate Secretary. Members absent were Don Sheffield and Debbie Evilia. Dick Brown took notes. Also present were Suzy Jones and Tilden Edelstein as property owner observers.

Agenda:

The agenda for the August meeting was unanimously approved as submitted.

Minutes:

The July 2011 Minutes were unanimously approved as submitted.

Financial Report:

The July 2011 Financial Report was unanimously approved as submitted.

- Mr. Bendel reviewed the delinquent resident yearly assessment accounts. Mr. Freeman will notify Mr. Keenan of the names of the delinquent property owners for inclusion in the September newsletter.
- Mr. Bendel reviewed the worksheet that he will use to book the purchase of the KPOA Office and Argyle Lane land (attached).

President's Report

- Ms. Mensch reported that the closing on August 1 at the Van Winkle Law Offices went smoothly. Jennie E. Ramsey, Paralegal from the Dungan Law Firm represented KPOA at the closing and was most helpful. Ms. Mensch will send a letter of appreciation to the Dungan Law Firm from the KPOA Board.
- Ms. Mensch and Mr. Wilson will provide Parcel ID's to Mr. Mulcahy who will file tax exempt status for the KPOA Office and Argyle Lane property between January 1 and January 31, 2012. Mr. Mulcahy will attempt to get the tax exempt status applied retroactively to August 1, 2011.
- Kathrine Tims has been appointed by the board to the LRPC. She has been appointed to the unfilled term of Alice Soder who has resigned.
- The Board reviewed the Long Range Planning Committee Charter (attached) that had been previously circulated. The Board agreed to have the "Potential Concerns" section

removed and unanimously approved the charter. Ms. Mensch will develop a planning document for issues that the Board would like the LRPC to study and will review with the Board at the September meeting.

- Ms. Mensch reported that Mr. Caudle had signed the Hold Harmless agreement and the KPOA Treasurer refunded the \$4,500 deposit to Mr. Caudle on August 9.
- Mr. Wilson showed a proposed digital key system for the front door to the KPOA Office. A motion was made by Rob Freeman and seconded by Bonnie Niehoff to approve the purchase of the digital lock system for the KPOA Office. The motion passed unanimously by voice vote.
- The sign for the KPOA Office has been ordered and should be delivered in the next 4-6 weeks. RMC will coordinate installation of the sign and move the mailbox.
- Ms. Mensch and Mr. Wilson met with The Village of Flat Rock and Henderson County officials regarding permits required for construction of a handicap ramp for the office and requirements, if any, for ADA compliance within the office building (documents attached).

Village of Flat Rock:

- A construction permit will be required from Henderson County.
- A variance will not be needed for the setback, since the ramp is not considered part of the structure for setback purposes. (Flat Rock Village issued a “Construction Form Not Requiring Certificate of Zoning Compliance” to submit with the permit application)
- The Village of Flat Rock has jurisdiction over building use, which is stated in the approved Special Exemption Application as being an office with library.

Henderson County:

- Explained that unless there was a change of use or the building interior was modified, that the ramp installation would not require further ADA modifications.
- Henderson County will issue, at no cost, a construction permit for the ramp, with the submission of an application signed by a KPOA Officer, a drawing of the ramp and the Village of Flat Rock Certificate of Zoning Compliance.
- Ms. Mensch reviewed the KPOA Board decision of November 19, 2010 to post meeting agendas and minutes to the KPOA website. Agendas have been posted, but not the minutes. Safeguards are now in place to review and protect privacy concerns (names, etc.) and minutes will be posted to the KPOA website beginning with the July minutes.

KARC Committee Review

June Rostetter and Clyde Allen attended the meeting to present proposed changes in KARC’s supervision with new home construction in order to tighten building rules and regulations. The essence of the proposal was to add a requirement that all building diagrams and proposals will be reviewed and certified by a licensed architect. After much discussion the Board requested that KARC modify some of the proposed language and attempt to define the extent of the issue that is driving the proposed changes. Based on this, KARC will resubmit the proposal at the September Board meeting for review by the Board.

There was also a discussion of KSC-06 – Fireworks and Fires regarding the prohibition of open fire pit devices on a deck or in a yard. The Board felt that clarification of “open pit fire devices” may be required. KARC and KSC should jointly review the rule and recommend possible

revisions to this rule. KARC and KSC Chairs will each nominate a representative to review this issue.

Director's Reports

All reports were approved as submitted. Additional discussion was as follows:

Community Relations

- Rob Freeman reviewed cost estimates for the upcoming Board election. Cost of materials and postage is estimated to be approximately \$1,500. A motion was made by George Brown and seconded by Dick Brown to approve the cost estimate for the upcoming elections. The motion was unanimously passed by voice vote.
- The search for a new ISP software and provider for the KPOA website has been halted. Ron Reid has agreed to continue to work with the current software and has agreed to continue to be the KPOA webmaster.
- Articles for the KPOA Newsletter are due September 1 with an estimated publish date of September 15.

EMC

- The emergency drill held July 20 was successful.
- Longer-term renters will be allowed to participate in the Alert Now notification system.
- EMC has developed a draft rule for use of the Alert Now notification system (attached). A suggestion was made to use the Alert Now system as the preferred e-mail notification from KPOA to property owners for "non-emergency" notices, rather than the Nick Weedman's "Items" e-mail system. Mr. Wilson will check to see if Alert Now can be used for "non-emergency" communication, and if so, revise the proposed rule accordingly.

KARC

- Ms. Niehoff discussed the Village of Flat Rock and Henderson County requirement for an Erosion Control Application Form (attached) for any "land disturbing" activity for 100 square feet of land or greater. This application form will be added as a required submission for any Landscape Plan Approval Request. KARC will submit an update to the Landscape Plan Approval Request guidance and form on the Forms link at the KPOA website for Board review and approval.
- KARC will resubmit proposed KARC-03 Fencing for Board Approval. In addition, KARC will update the Instructions and Approval Form for Fencing on the Forms link on the KPOA website to be consistent with KARC-03 as a part of the approval process by the Board.
- Ms. Niehoff will ask KARC to review the Mailbox guidance on the KPOA forms website to determine whether this document should be a KPOA Rule, or whether it should remain on the "Forms" website with an approval form developed to match the guidance in this document that states: "Approval will be based on "substantial compliance" in meeting the safety intent of this standard."

Services

- Decision on use of a cleaning service for the KPOA office will be deferred pending a review on frequency of need.

Security

- Mr. Dick Brown will check to see if the Morris Broadband service for Argyle Lane can be extended for Internet service for the KPOA Office and the front gate.

RMC

- RMC will revise the ROW Rule (KRMC-04) with a consistent definition of “right of way” and will submit for Board approval at the September meeting.
- Mr. George Brown will check to see if the KPOA parking lot can be resurfaced with the current resurfacing project.
- Mr. George Brown will ensure that the KPOA parking lot is added to the RMC inventory for maintenance and snow removal.
- Argyle Lane erosion control project has been completed and Fletcher Grading fully warrants the work.

KPOA Office

- Rob Anderson’s report (attached) was reviewed with the following Board comments:
 - Delete the requirement for an L shaped desk.
 - Handicap access – delete consideration of a lift. Mr. Wilson to further explore layout and design of a ramp with Messrs. Anderson, Walden and others as appropriate.
- Mrs. Mensch and Mr. Wilson reported on furniture for sale by Mr. Caudle at his warehouse. The Board was in unanimous agreement to purchase as much of the furniture as can be effectively used in the KPOA Office. The minimum purchase discussed was agreed to be at least \$800, for:
 - Conference table and 8 chairs.
 - Round table and 4 chairs
 - Four chairs
 - Twelve stackable chairs
 - File cabinets as needed (additional \$).

Open Action Items – Reviewed and updated

There being no further business and no public comments the meeting was adjourned at 12:25 PM. The next meeting will take place Friday, September 16, 2011 at 8:45 AM in the KPOA office conference room.

Dick Brown, KPOA Director

Linda Mensch, KPOA President

Addendum:

Due to an oversight at the regular August meeting, an email vote of the KPOA Board of Directors was called by Linda Mensch, President, on August 27, 2011. A motion was made by Rob Freeman and seconded by Bonnie Niehoff to approve the July 21, 2011 Special Meeting Minutes. The motion was approved by Linda Mensch, Bob Wilson, George Brown, Dick Brown, Bonnie Niehoff, and Rob Freeman. Don Sheffield was out of town and unavailable to vote.

Attachments

Attachments to the minutes are available for review in the KPOA Office.