

**Kenmure Property Owners Association
Board Meeting
Friday, September 16, 2011
Phone 828-692-2346, FAX 828-697-0138**

Motions:

- A motion was made by Bob Wilson and seconded by Bonnie Niehoff to approve the August Financial Report as submitted. The motion was unanimously approved.
- Dick Brown made a motion to join with Mr. King in hosting the Volunteer Appreciation Dinner April 6, 2012 and to pay half of the costs. Bonnie Niehoff seconded the motion and it was passed by unanimous voice vote.
- Bob Wilson made a motion to appoint David Niehoff to the Judicial Review Committee. Dick Brown seconded and the motion passed unanimously via voice vote.
- A motion was made by Bob Wilson to approve Marian Hansen as co-chair of the Quality of Life Committee. Bonnie Niehoff seconded. The motion was unanimously approved by voice vote.
- A motion was made by Bob Wilson and seconded by Dick Brown to approve the Long Range Planning Committee Charter, with the suggested changes. The motion unanimously passed by voice vote.

President Linda Mensch called the meeting to order in the Conference Room of the KPOA Office at 8:47AM. Members present were: Dick Bendel, Bob Wilson, Rob Freeman, Dick Brown, Don Sheffield, Mike Mulcahy and Bonnie Niehoff. Debbie Evilia served as Recording Secretary.

Agenda:

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

Property Owners Comments:

There were no property owners present.

Minutes:

The August 2011 Minutes were unanimously approved as submitted.

Financial Report:

A motion was made by Bob Wilson and seconded by Bonnie Niehoff to approve the August Financial Report as submitted. The motion was unanimously approved.

- The bills for the repaving and patching of roads have not been received.
- Dick Johannes has asked for clarification on what happened to the monies donated in honor of Joanne Jones. Linda Mensch will contact Melinda McCormick and Dick Bendel will contact Madeline Daubert to ascertain what happened to the money.

President's Report:

- The minutes of the July 21, 2011 Special Meeting were approved by email vote and filed under the July 2011 KPOA Board Minutes. An Addendum has been added to the August 2011 KPOA Board Minutes regarding the email vote. The Special Meeting Minutes have been posted on the website along with the July Minutes.
- Kathrine Tims was approved by email vote to be Chair of the Long Range Planning Committee. On August 23, 2011, Dick Brown made the motion. It was seconded by Rob Freeman. The email vote was unanimous.

- Dick Bendel, Bob Wilson and Linda Mensch attended a meeting with Lee King recently. The following items were discussed:
 - Mr. King has proposed having the Volunteer Appreciation Dinner on April 6, 2012. He has requested that KPOA pay half of the wholesale cost. Dick Brown made a motion to join with Mr. King in hosting the Appreciation Dinner and to pay half of the costs. Bonnie Niehoff seconded the motion and it was passed by unanimous voice vote.
 - Mr. King and Kathy Meersman, of the Cottages, have requested an update on the status and use of the Argyle Lane entrance/exit gate. Dick Brown informed the Board that although the Board initially approved the use of the gate as an exit/entrance for residents, a bar code reader has not been installed due to budget restraints. The gate may currently be used as an entrance however protocols must be set up by KARC to maintain security when using the gate. The Board agreed that the primary use of the gate at this time should be for emergency use and as a heavy duty construction entrance only. Mr. Brown will write a report and send it to Ms. Mensch who will forward it to Mr. King and Ms. Meersman.
 - Mr. King would like the old gate back when it is no longer needed by KPOA. Mr. King has suggested that several Leyland Cypress trees be planted in front of the boulders blocking the old emergency exit road. The Board agreed.
 - The Long Range Planning Committee would like to look at ways to make Kenmure more attractive to potential buyers.
 - A review of KEI charges/payments was done during the meeting with Mr. King. He has agreed to write up the charges/payments and send it to Ms. Mensch for review. Several items were discussed and it was decided that Linda Mensch, Bob Wilson, Dick Bendel and Rob Freeman will negotiate with Mr. King and will circulate the final charges and payments before approval.
 - After a question regarding the Judicial Review Committee came up it was determined that the following are current members: George Clement, Chair, Nita Yates, Joe Carter and Bob Ogden. The Declaration requires three to five people on the committee. The Board agreed that a fifth person should be appointed. Bob Wilson made a motion to appoint David Niehoff to the Judicial Review Committee. Dick Brown seconded and the motion passed unanimously via voice vote. The Judicial Review Committee should be listed with other committees and should be insured.
 - The new office sign will be installed Tuesday, September 20, 2011. The mailbox will be moved also.

Mr. Van Bell, Chair of the Road Maintenance Committee appeared before the Board to present right of way recommendations. After discussion, it was determined that the right of way, as described in the KPOA Rules and Regulations, will remain unchanged. Additional discussion was held:

- A follow-up letter needs to be sent to the property owner on Pinnacle Peak Lane who has not yet removed a dead tree. Mr. George Brown will be asked to sign the letter.
- Discussion was held on the maintenance of grounds on either side of the tunnel on Pinnacle Peak Lane. It was agreed that ownership of the land should be determined. Ms. Mensch will contact Nick Weedman to see if he remembers who did the current landscaping. Improved KPOA owned property should be maintained by the Common Grounds Committee. Mr. Sheffield has a quote on the cost of maintenance from last year but a current quote should be obtained so it can be included in the 2012 budget.

- It has not yet been determined if “Fletcher” carries insurance coverage for use of KEI equipment. Mr. Shane Laughter is checking.

Director’s Reports

All Directors’ Reports were approved as submitted (attached). Addition discussion was as follows:

Community Relations:

- Discussion took place regarding sending KPOA email to residents. Mr. Freeman clarified statements made in the report about the website recommended. Several questions regarding security issues were asked. It was decided that the Board would like more information before making a decision. Mr. Freeman will clarify with Ron Reid.
- It was decided that another newsletter will not be published this calendar year.

EMC:

- Dick Brown suggested that the name of the Alert Now system be changed to KPOA Notification System. This would be used to provide information related to KPOA functions, including emergencies. Discussion was held regarding guidelines/parameters for use of the system. Mr. Wilson will clarify some of the issues discussed including the use of the name “Alert Now” and report to the Board in October.

KARC:

- The cameras and lighting for the Argyle Lane project have been insured but are not installed.
- Board approval will be given for Mr. Hribernik and Mr. Musgrove at the January KPOA Board meeting.
- KARC and RMC committee members will meet to decide on the mailbox rule and form. A proposal will be brought to the Board in October

KPOA Services:

- Additional quotes will be obtained for lawn maintenance for the office. This information will be sent out by email. Until a contract has been made with a lawn service company, KEI will mow the lawn, charging \$50 for each mow.
- Additional information on insurance coverage by cleaning services/individuals is needed before a decision can be made on a contract. The office should be cleaned once a month to start.
- Mr. King gave KPOA permission to use the KEI dumpster for disposing of wood scraps from installing library shelving. It was decided that KPOA should purchase a trash can so that garbage can be placed at the curb for pick up.
- It was agreed that Fletcher should plow snow from the office parking lot. Ms. Mensch will inform Mr. Bell it should be added to next year’s quote.
- A motion was made by Bob Wilson to approve Marian Hansen as co-chair of the Quality of Life Committee. Bonnie Niehoff seconded. The motion was unanimously approved by voice vote.

Long Range Planning Committee:

- Ms. Mensch and Mr. Wilson met with members of the committee. They suggested that the terms for members be set at three years in the charter instead of the current staggered terms.

- The KPOA Board must approve the Chair position. This should be changed in the Charter draft.
- Discussion was held regarding Potential Concerns (attached). It was decided to make the following changes: 1. Remove the list under #3 (Pros and Cons of hiring a professional manager) and add more basic questions such as when would hiring someone be appropriate, would the manager be part-time or full time, etc. Mr. Dick Brown will re-write that section. 2. It was agreed that the topic of a professional manager will be studied one year after the purchase of the office.
- A motion was made by Bob Wilson and seconded by Dick Brown to approve the Long Range Planning Committee Charter, with the suggested changes. The motion unanimously passed by voice vote.

Old Business:

- **Posting of the Minutes:**
 - Because of the file size it was decided that Committee Reports and Attachments will not be posted on the website. A last page will be added to the minutes advising residents that Committee Reports and Attachments are available in the KPOA Office.
 - KPOA Volunteers will be allowed to copy the minutes for residents however there will be twenty-five cent charge for each page copied by the KPOA volunteer. Ms. Evilia will write a new statement for the front of the Minutes binder in the office, and will create a log for volunteers to complete each time something is copied.
 - It was agreed that minutes will be posted on the website beginning with July 2011.
- **Operating Manual:**
Mr. Wilson asked the Board to review the manual over the next month and send any updates, suggestions or changes to him.
- **Mailbox Rule:**
Representatives from KARC and RMC will meet to review the current rule and make any changes. They will report to the Board in October.
- **KARC Request:**
June Rostetter will present KARC's request for an Architect of Record requirement at the October meeting.

KPOA Office and Library:

- A Guidelines Committee will be created to oversee future use of the building. Members suggested are; Julie Ashbeck, Marion Keenan, and Don Sheffield, the Services Liaison from the Board. Mr. Sheffield was asked to schedule a meeting of this committee and inform the Board of the recommended guidelines.
- Concern has been expressed about the hours the library will be open. It was decided that the library hours can be expanded if volunteers can be found and there is sufficient library use for added hours.
- The library is scheduled to open on October 1. A notice will be sent to residents.
- An Open House will be held for residents. The date has not been determined however Friday was decided to be the best day. Ms. Mensch will determine a date and notify the Board via email.
- Parking lot resurfacing will be delayed until 2012 because of budgetary constraints.

- Carpet replacement will be delayed until 2012 for the same reason.
- A meeting with local architect Clyde Allen, Steve Walden, Rob Anderson and Bob Wilson resulted in a general consensus on the handicap ramp layout. The current rough estimate to build the ramp is three to five thousand dollars and a design must be completed before an estimate can be finalized. Discussion was held on making doorways and bathrooms handicap accessible. It was decided that this cannot be done currently and is not a legal requirement.

New Business:

- The Budget workshop will be held Friday, October 7, 2011 @ 9:00AM.
- It was decided that KPOA will take no action on the possible closure of two USPS offices in the area.

Open Action Items:

The Action Items were reviewed and updated by Dick Brown.

There being no further business the meeting was adjourned at 12:15 PM by Ms. Mensch. The next meeting will take place Friday, October 21, 2011 at 8:45 AM in the KPOA Office conference room.

Debbie Evilia, KPOA Recording Secretary

Linda Mensch, KPOA President

Upcoming Events:

Budget Workshop – Friday, October 7, 2011 at 9 AM
Annual Meeting – Thursday, December 8, 2011

ATTACHMENTS

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