

**Kenmure Property Owner's Association
Board Meeting
Friday, July 15, 2011
Phone & FAX 828-692-2346**

Motions:

- A motion was made by Bob Wilson and seconded by Rob Freeman to accept the 2010 Board Response to the Auditor's Comments of the 2010 KPOA Financial Review as written. The motion was passed by unanimous consent via voice vote.
- A motion was made by Rob Freeman and seconded by Dick Brown to approve the purchase of a sign for the KPOA Office. The motion passed unanimously by voice vote.
- A motion was made by Rob Freeman and seconded by Bob Wilson to donate six adult CPR manikins, three child manikins and the practice AED trainer to Blue Ridge Community College and two adult CPR manikins and one child manikin to Mr. Dan Hayes. The motion passed unanimously via voice vote.
- A motion was made by Rob Freeman that KPOA purchase the Argyle Lane property from KEI for \$6000 (six thousand dollars) at the closing on July 26, 2011. The motion was seconded by Bob Wilson and unanimously approved by voice vote.
- A motion was made by Rob Freeman and seconded by Bonnie Niehoff to approve the addition of Patty Truax and Rosemary Mulcahy to the Election Committee. The motion was unanimously passed by voice vote.
- A motion was made by Rob Freeman and seconded by Bonnie Niehoff to accept the changes in KSC-05, Contractor Work Hours. The motion passed unanimously by voice vote.

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

Agenda:

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

Minutes:

The June 2011 Minutes were unanimously approved as submitted.

Financial Report:

The June 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 2011 cost updates for inclusion in the next newsletter.
- Mr. Bendel presented the revised 2010 Board Response to Auditor's Comments of the KPOA Financial Review (attached). A motion was made by Bob Wilson and seconded by Rob Freeman to accept the Board Response as written. The motion was passed by unanimous consent via voice vote.

President's Report

- Mr. King would like to transfer all properties under consideration during the closing on the Sales Office. A question was raised on obtaining title insurance on the various properties. It was decided that the acreage near the tunnel and the Argyle Lane property do not need title insurance however the Sales Office property will need it. The Board approved obtaining title insurance for the Sales Office. Mr. Wilson will ask the KPOA attorney to obtain the insurance prior to closing.
- Ms. Mensch and Mr. Wilson met with the Long Range Planning Committee and requested they begin to look at the possibility of the sale of KCC and the Golf Course and how that would affect KPOA. Alice Soder, Chair of the LRPC, will be stepping down shortly. Discussion was held regarding a replacement. Mr. Freeman will approach Kathy Newbold as a possible replacement. Ms. Mensch would like the committee to have input in the choosing of a new chair. Katherine Timms was suggested in the event Ms. Newbold declines the position.
- Ms. Mensch read Mr. Caudle's email reply requesting a change in the wording of the hold harmless agreement (attached). Mr. Mulcahy suggested that the wording not be changed since the Board believes a dispute exists. Mr. Mulcahy will draft the discussed response to Mr. Caudle.
- Mr. Oke Johnson recently passed away and among his possessions was a scrapbook of Kenmure. This album was presented to Dries Jansma who would like to offer it to KPOA. It was agreed the album should be displayed in the new office.
- Discussion was held regarding frequent misspellings and grammatical errors in the newsletter. It was agreed that Julie Ashbeck should proof read the newsletter prior to printing. Mr. Freeman will discuss this with Mr. Keenan.
- The Board discussed a request for changing the date of the August meeting. It was agreed that the Board would meet August 22, 2011.
- Discussion was held regarding dead trees in the right of way on both Winding Meadows and Pinnacle Peak. This tree appears to be in the middle of the property line. Ms. Mensch will contact the property owners affected on Winding Meadows to request removal. Chris O'Leary is working on finding the property owner for the tree on Pinnacle Peak. It was agreed that according to the by-laws if the owner cannot be contacted RMC should remove the tree and bill the property owner.
- Ms. Mensch presented sketches of the proposed sign for the new KPOA office (attached). Discussion was held regarding payment for the sign and changes in the design. The Board agreed that the sign should be ordered as soon as possible, with non-changeable lettering, the Kenmure logo and 4x4 inch posts. The monies for the purchase will come from the capital reserve. Ms. Mensch will check on the price of the sign as approved and report to the Board. A motion was made by Rob Freeman and seconded by Dick Brown to approve the purchase of a sign for the KPOA Office. The motion passed unanimously by voice vote. Ms. Mensch also reported that the mailbox will be moved to the beginning of the driveway, near the new sign.
- Ms. Mensch presented a request by Susan Delahunty and Andy Barnwell to donate six adult CPR manikins, three child manikins and the practice AED trainer to Blue Ridge Community College and two adult CPR manikins and one child manikin to Mr. Dan Hayes who teaches CPR in the community. These manikins were used by the Kenmure First Responder Group which has now been disbanded. Discussion was held. A motion

was made by Rob Freeman and seconded by Bob Wilson to donate the manikins in the distributions previously stated to Blue Ridge Community College and Mr. Dan Hayes. The motion passed unanimously via voice vote. Mr. Dick Brown will verify that G4S is responsible for training the guards in CPR and the use of the AED. Ms. Mensch will notify Ms. Delahunty to proceed with the donations. Ms. Mensch will notify Linda Fletcher that the phone numbers for First Responders should be updated for both the pool area and the fitness center.

- Discussion was held regarding payment for the Argyle Lane property. Dick Brown will check on the costs remaining for the Argyle Lane project and provide that estimate to Dick Bendel. There will be an additional cost of \$2800 to “clean the slopes” because of erosion, plus the cost of insurance on the property. Mr. Bendel reported there is a balance of \$38,865 in the Capital Reserve from which these costs will be paid. A motion was made by Rob Freeman that KPOA purchase the Argyle Lane property from KEI for \$6,000 (six thousand dollars) at the closing on July 26, 2011. The motion was seconded by Bob Wilson and unanimously approved by voice vote.
- Additional discussion was held regarding the payment of \$2,800 (two thousand eight hundred dollars) for repairing the erosion damage in the right of way on the Argyle Lane property (see previous bullet point). In November of 2010 the Board voted to transfer responsibility for the right of way of the Argyle lane property to the Road Maintenance Committee. George Brown will check on funding for this project and will make sure the repair, when completed, is permanent.

Director’s Reports

All reports were approved as submitted.

Additional discussion was as follows:

- *Community Relations*
 - A motion was made by Rob Freeman and seconded by Bonnie Niehoff to approve the addition of Patty Truax and Rosemary Mulcahy to the Election Committee. The motion was unanimously passed by voice vote. This motion was previously passed via email vote (attached).
 - Ongoing problems have occurred with two residents who have had a long standing dispute. One of the residents has once again made threats. This has been reported to G4S. Dick Brown will follow up with the resident reporting the threats and will suggest she call the police to report them.
- *EMC*
 - Bob Wilson reminded the Board about the emergency drill to be held July 20. Argyle Lane will not be used as an evacuation route during this drill.
- *KARC*
 - June Rostetter and Clyde Allen have been invited to come to the next Board meeting.

- Discussion was held regarding problems with Signature Builders. The Board agreed that KARC needs to enforce their rules. Should KARC wish to change a rule that should be done and presented to the Board.
- Discussion was held regarding the request of a resident to build a gas jet open fire pit in their backyard. The Board agreed that KARC must enforce the current rule which clearly prohibits the “use of an open fire pit device on a deck or in a yard”. Any resident who already has an open pit device should be told they are not allowed.
- *Services*
 - Since there has been no money budgeted for printing updated Rules & Regulations it was decided to do the update online this year and take a look at budgeting for printing next year. Changes to the Rules & Regulations are due by Sept. 30. Don Sheffield will send a note to be published in the next newsletter regarding the updates.
- *RMC*
 - The Board voted unanimously to accept the recommendation to delay inspection of the roads by a licensed engineer.
 - Chris O’Leary has requested a definition of “right of way”. Discussion was held regarding existing guidelines. It was decided that existing RMC rules are adequate. Ms. Mensch will contact Mr. O’Leary with the Board’s decision.
 - Mr. G Brown reported that one bid has been received for scanning the culvert near the gate. A second bid has been delayed. It appears that it will not cost more than \$500.
- *Security*
 - The Board agreed that the new FireNet radios should be insured. Ms. Niehoff will make sure this is done.
 - Discussion was held regarding Contractor work hours. The Board agreed to allow lawn maintenance on Saturday as long as there is no outside noise making activity and to allow moving vans to come into Kenmure on Saturday. A motion was made by Rob Freeman and seconded by Bonnie Niehoff to accept the changes in KSC-05, Contractor Work Hours (attached). The motion passed unanimously by voice vote. Mr. Dick Brown will promulgate by writing an article for the newsletter and posting the changes on the website.

Open Action Items – Reviewed and updated

Procedure for Operating Manual Update

- The responsibility for updating the Operating Manual has been changed from the Corporate Secretary to the Vice President to facilitate a better understanding and familiarity when the Vice President steps into the President’s position.
- The Operating Manual should be available online for new Board members.
- The deadline for 2011 updates from the Directors is October 1. The Vice President will submit changes at the September meeting for review by the Directors. Initial updates should be submitted to the Vice President at the August meeting.

Relocation of the Sales Office

- The Flat Rock Board of Adjustments meeting went well. Clyde Allen made a suggestion, which was agreed upon by that Board, that should the golf course be eliminated at some future date, the property now being purchased by KPOA will be granted a 80,000 sq. ft. easement. KPOA will own 25,000 to 30,000 sq. ft. when the purchase is complete.
- Mr. King required a “hold harmless” agreement stating that KPOA would reimburse KEI for the cost of agreed repairs, not to exceed \$10,000, should there be legal action which would stop the purchase. This was added to the “Amendment to Offer to Purchase and Contract – Dated April 22, 2011 (attached) on July 6, 2011.
- Rob Anderson has submitted an inventory report. This includes upgrades for the computer and phone systems, a new “L” shaped desk, a handicap ramp, painting and patching, carpeting for library area, moving the library, etc. (attached). It was decided that the treasurer should review the report and report back to the Board with what is affordable for 2011. Mr. Bendel will capitalize all expenses related to the purchase. Mr. Wilson will send a copy of the revised list to the Board.
- Additional discussion was held on the handicap ramp. It was agreed that the Board should take a more in depth look prior to beginning work.
- The Board agreed the library should be priority, as well as having the reception area appear respectable.
- The office computer system should be password protected. A router should be installed to allow for Wi-Fi access in the building.
- The closing is now scheduled for July 26, 2011 with the final walk-through on July 25, 2011.
- Several items on the repair list have not been completed. The list was reviewed by the Board with some items being removed. The screens for the windows should be included in the sale. The revised list is attached.
- Mr. Bendel will need an exact copy of the closing costs.

Additional Items

- Alice Soder has suggested turning the upstairs room into a closet for items which can be borrowed. She also suggested the possibility of a play room for young children. The Board decided these suggestions would not work at this time because of the liability involved.

There being no further business and no public comments the meeting was adjourned at 12:05 PM. The next meeting will take place Monday, August 22, 2011 at 8:45 AM in the new KPOA office.

Debbie Evilia, KPOA Recording Secretary

Linda Mensch, KPOA President

