

**Kenmure Property Owner's Association
Board Meeting
Friday, November 18, 2011
Phone: 828-692-2346
Fax: 828-697-0138**

Motions:

- A motion was made by Linda Mensch and seconded by George Brown to ask Mr. Bendel to correct the financial statements for the error in the road striping invoice and to submit them for approval via email. The financial statements will be entered into the minutes as corrected.
- A motion was made by Don Sheffield and seconded by Bob Wilson to approve two new members of the RMC, Dennis Delahunty for Right of Way and Peter Dunderdale for New Construction. The motion was unanimously approved.
- A motion was made by Dick Brown to adopt a policy that documents identified as "attached" will be posted online with the minutes after security procedures are in place. The motion was seconded by Bob Wilson and passed unanimously via voice vote.
- A motion was made by Dick Brown and seconded by George Brown to approve KRMC - 01 and the associated form. The motion was passed by unanimous voice vote.
- A motion was made by Bob Wilson and seconded by Dick Brown that the proposed guidelines for the KPOA Office be published online after approval by the Board via email. The motion unanimously passed via voice vote.

President Linda Mensch called the meeting to order in the KPOA Conference Room at 8:47 AM. Members present were: Bob Wilson, Dick Brown, George Brown, Bonnie Niehoff, Don Sheffield and Mike Mulcahy, Corporate Secretary. Members absent were Rob Freeman, and Dick Bendel.

Agenda:

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

Property Owners Comments:

Mike Beckerman appeared before the Board to ask for action on the sale of a piece of property which is known as the old emergency exit and which is adjacent to his property. The Beckerman's and Palmer and Phyllis Sanders feel there was an agreement in the past with KPOA to either sell or grant an easement to them for this property at some future date. Mr. Beckerman would like the following: 1. a written agreement that KPOA intends to sell the property to the previously mentioned residents and to have that agreement entered into the minutes in order to preserve a history for future Board members. 2. To remove the fill material which was placed on the property by KPOA and which is considered unsightly and dangerous by Mr. Beckerman. 3. To develop a plan to go forward with the purchase of the property considering there are certain legal issues of title transfer and the change of covenants to gain approval of residents. Mr. Beckerman and Mr. Sanders intend to develop driveways to their homes off of the property. It is not their intent to open the road to Pinnacle Mountain Road.

After discussion with Mr. Beckerman it was decided the Board would need further study before placing any agreement in writing. Mr. Beckerman agreed verbally that because of the legal issues, he would accept a long term easement prior to the fill being removed. Mr. Mulcahy will research the legal issues and report back to the Board. This request will be revisited by the 2012 Board.

Minutes:

The October 2011 Minutes were unanimously approved as submitted.

Financial Report (attached):

- Because a discrepancy was found in a road striping invoice approved by the Road Maintenance Committee, the financial statements for October are incorrect. The financial report was not approved. A motion was made by Linda Mensch and seconded by George Brown to ask Mr. Bendel to substitute the corrected financial statements for the error in the road striping invoice and to submit them for approval. The financial statements will be entered into the minutes as corrected.
- Mr. Mulcahy reported that one lien has been discharged and removed. One more remains and is still in effect. That property is in the process of being sold.

President's Report:

- The 2012 KEI Security Agreement was signed on November 11, 2011 by Linda Mensch and Lee King. It has been filed in the locked file cabinet. In the future all written contracts/agreements will be located in the locked cabinet. Mr. Wilson reported that he will notify Mr. King that all future contracts/agreements must be in writing and that any charges from KEI must be approved in advance.. Mr. Wilson will follow up with a memo to Mr. King.
- The landscaping contract has been signed with JCA Landscaping and filed in the locked cabinet.
- Two new RMC members have been recommended, Dennis Delahunty for Right of Way issues and Peter Dunderdale for New Construction. A motion was made by Don Sheffield and seconded by Bob Wilson to approve these members. The motion was approved via voice vote.
- It was pointed out that the RMC will need a new secretary. Discussion followed regarding the best method to inform residents about new volunteer positions open within KPOA. It was agreed that open positions will be announced at the Annual Meeting and a new area will be added to the website and newsletter with the positions available posted.
- Discussion was held regarding how residents will know that information via email is from the KPOA Board. Linda Mensch will send an Alert Now email to residents reminding them to vote, and informing residents that Alert Now messages will be sent and signed by the President, Acting President or KPOA Board either via email or presented at the Annual Meeting.
- A letter has been received regarding the performance of Security personnel and the arrival time of County Fire personnel during an auto fire. Dick Brown addressed the issues raised. According to the Security report they arrived promptly and did attempt to put out the fire. However because the fire involved an engine fire the extinguisher on hand was not effective. The fire was successfully extinguished by the county fire

personnel using foam. The Security officer also warned the car's owner not to return to the vehicle but the rules state they may not physically restrain anyone unless the officer feels he/she is threatened. The owner of the car is responsible for road damage. Dick Brown will address questions in a draft and Linda Mensch will respond to the residents sending the letter. It was also decided that Security should notify the President of any unusual occurrence. A procedure will be drafted by Linda Mensch and Bob Wilson regarding when Security should notify the President of unusual occurrences and will be added to the post orders. George Brown will check with Van Bell to make sure he has insurance information from the owner of the auto.

Director Reports (attached):

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

Community Relations:

- The new URL for KPOA has been purchased and will be operational shortly.

KARC:

- Additional discussion was held regarding a variance for the new home on Pineholt Lane. A written approval from the Village of Flat Rock is needed as well as a written approval from KARC and the resident involved. Bonnie Niehoff will check on this.

RMC:

- The "hold harmless" letter from "Fletcher" has not yet arrived. Van Bell has asked Fletcher to send the appropriate information. Mr. King will be notified as soon as the information is available.

Security:

- The Argyle Lane exit project is moving along.
- An official complaint has been received regarding a resident who rides his lawnmower to his mailbox and in the process drives onto Kenmure Drive. This situation is unsafe, a warning letter has been issued and the situation will be monitored by Security.
- Several members will be leaving. Replacements will be approved during the January Board meeting or by email.
- June Rostetter and Brant Sudderth are working on a new rule for Fire Pits. This rule will be reviewed and approved by both KARC and Security and sent to the Board for consideration and approval. KARC will be responsible for new construction and Security for enforcement. Once approved an article and the new rule will be published in the KPOA newsletter.

Long Range Planning:

- Larry McGaughy has been elected Chair of the committee. Bill Howes will serve as recorder.
- The committee feels that looking into a Community Manager will require a large amount of research. This will be tabled for now. Dirk Willms was approved as a committee member via email vote.

Unfinished Business:

KPOA Office and Library:

- Burt Richards will take over Rob Anderson's responsibilities of overseeing the maintenance of the KPOA Office and Library. He appeared before the Board to discuss items related to the office/library.
- Bob Wilson presented a job description (attached) for Mr. Richards along with a priority list of work and improvements that need to be done. Tentative guidelines were also presented (attached). He will also coordinate with the President in obtaining any permits necessary. Mr. Richards was asked to report monthly to the KPOA Services Liaison.
- A contract for yearly maintenance on the heating/cooling system was discussed. Mr. Wilson and Mr. Sheffield will provide any current documentation.
- The 2012 budget includes maintenance but not improvements, with the exception of a handicap ramp.
- Discussion was held regarding volunteer help.
- The parking lot has been added to the snow plowing contract. It was suggested that this lot be plowed prior to the roads. Repaving is in the RMC budget.
- There is a current contract with JCA Landscaping to care for the exterior on a monthly basis.

Resident's request to post attachments to minutes on website

- Discussion was held regarding the addition of attachments, financial statements and Director's Reports to the minutes on the website. It was felt that should these items be added a password should be required to access them. Mr. Reid will be asked to set up a password prior to posting.
- A motion was made by Dick Brown to adopt a policy that documents identified as "attached" will be posted online with the minutes when security procedures are in place. The motion was seconded by Bob Wilson and passed unanimously via voice vote.
- The password and notification that the above information will be available with the approved January 2012 Minutes and will be announced at the Annual Meeting.

KARC request for Architect of Record Requirement

- Ms. Niehoff presented current KPOA and KARC rules regarding approval of preconstruction plans. Discussion was held regarding the re-worded KARC requested change. It was decided that plans must be adapted to the specific site. Ms. Niehoff will take this decision back to KARC for re-wording of the rule. It will again be presented at the next meeting.

Mailbox Rule Proposal

- A final agreement has been reached by KARC and RMC regarding the Mailbox Rule. Essentially the rule remains the same but has been clarified. KARC will be responsible for new construction and RMC will take responsibility for mailboxes damaged by KPOA sponsored equipment and they will share responsibility for replacement mailboxes. A file will be set up in the office for maintaining requests. The approved RMC form (attached) will be added to the website. The rule will be published in the next newsletter in an article signed by both KARC and RMC.
- A motion was made by Dick Brown and seconded by George Brown to approve KRMC - 01 and the associated forms. The motion was passed by voice vote. Bob Wilson abstained.

Operating Manual Update

- It was suggested that anything brought to the Board be sent 48 hours prior to the next meeting. It was decided that Dick Brown and Bob Wilson will work on the wording and will bring it back to the Board at a later date.
- Discussion was held regarding the Executive Session Procedure added to the Operating Manual. Mr. Mulcahy clarified that the current procedure of having open meetings and closing them for executive sessions is usually used for governmental or public agencies operating under a “sunshine” law. According to North Carolina law, board meetings are essentially closed with public comment allowed at designated intervals and for a limited time. It was agreed that the statement from the Planned Community Act be inserted in the Operating Manual in place of the current statements. The revised Operating Manual will be distributed to the committee chairs and board members. Also discussed was the removal of the public comment section of the agenda and announcing open meetings on a quarterly basis.

Renter’s Form (attached)

It was agreed the form as written by Rob Freeman is well written and acceptable.

KPOA Office and Library

- Many favorable comments were received by those attending the open house. Approximately 35 people attended.
- Mr. Sheffield will send out the guidelines for use and maintenance of the office. These will be published in the newsletter and placed online after approval via email. A motion was made by Bob Wilson and seconded by Dick Brown that the proposed guidelines for the KPOA Office be published online after approval by the Board via email. The motion unanimously passed via voice vote.
- A photo of Rob Anderson is being framed and will be hung in the KPOA Library.

Annual Meeting

- Board members are asked to be present by 5:10 PM and to sit in the front of the room.
- Discussion was held regarding what transpires if there is no quorum. Mr. Mulcahy clarified that the new directors can be announced but cannot take office. The 2012 Budget does not need a quorum to be ratified. A second meeting must be held but only one half the number of people will be needed for a quorum. Mr. Mulcahy will send clarification via email.
- Ms. Evilia will make signs for the doors to make sure residents enter via the front door only. This should be done so residents can be checked in.
- Mr. Bendel will explain how the books are kept regarding the office purchase.
- Ms. Evilia will print the reports for the annual meeting.

Document Management System

- A volunteer or volunteers are needed to coordinate and identify which documents will be entered into the system.
- An outside vendor will be contracted to actually enter documents into the system.

Open Action Items

The Action Items were reviewed and updated by Dick Brown.

There being no further business the meeting was adjourned at 12:02 PM by Ms. Mensch. The next meeting will take place immediately after the Annual Meeting on Thursday, December 8, 2011 in the King Room of the Kenmure Country Club

Debbie Evilia, KPOA Recording Secretary

Linda Mensch, KPOA President

Upcoming Events:

Annual Meeting – Thursday, December 8, 2011

Addendum I

It was decided on December 2, 2011 that the October financial statements would not be corrected since the entire adjustment affected the road reserve account. On December 7, 2011 motion was made by Dick Brown and seconded by Rob Freeman to approve the October financial statements as submitted. The motion passed by email vote.

Addendum II

On December 3, 2011 Linda Mensch, KPOA President received five votes via email in favor of the motion that Brant Sudderth become chairman of the security committee and that Bob Palmer and Tom Murrill become members of that committee for the year 2012. The motion was made by Bonnie Niehoff and seconded by Dick Brown. This is a majority so the motion that Brant Sudderth become chairman of the security committee and that Bob Palmer and Tom Murrill become members of that committee for the year 2012 was adopted.

Addendum III

On December 5, 2011 Linda Mensch, KPOA President, received five votes via email in favor of the motion that the KPOA Office Guidelines(attached) presented by Don Sheffield be posted online. The motion was made by Rob Freeman and seconded by Dick Brown. This is a majority so the motion passed.

FINANCIAL COMMENTARY
KPOA BOARD OF DIRECTORS
October, 2011

Balance Sheet:

Certificates of Deposit totaled \$291,681 as of October 31, 2011. There is currently a balance of \$95,143 in the money market account at Macon Bank earning interest at .90%, \$68,454 at First Citizens at a rate of .20%, and \$52,146 in a savings account at Mountain 1st earning interest at 1.07%.

Accounts Receivable totaled \$2,995 as of October 31, 2011. We received the pro rata portion of the 2011 assessment and all penalties and interest from the DeBruyns in October and the balance due on that property has been billed to Wells Fargo as the new owner of the property. I have not heard anything new regarding the Hodges property or the remaining balance due from John Winnie.

The purchase of the office is shown under Fixed Assets and the total amount capitalized is \$278,474 which represents the purchase price and expenses to purchase the property.

The Note Receivable/Payable between the Road Division and the Administrative Division is now properly shown in the financial statements. Roads shows a receivable of \$278,474 and Administrative shows a payable of the same amount.

Payables totaled \$64,537 which includes \$27,440 due to G4S Secure Solutions for security services, \$7,671 due to GDS for trash pickup, \$6,037 to Land of the Sun (Fletcher), and \$5,091 to Kenmure.

The Repaving Reserve was reduced by a net of \$4119, this is made up of the following: \$4,305 was reclassified as a shoulder repair cost and \$8,470 was incurred in striping costs and was charged against the reserve. Also see the separate schedule of Reserve for transactions affecting the other reserve accounts for the year.

Statement of Operations (Income Statement):

Revenues for the month of October 2011 totaled \$749 including \$528 of interest income on the investments and \$159 in bar code sales. You will also notice that road maintenance shows \$179 on interest income for the month on the interdivision note from administrative division, which shows the same amount as an expense and the amounts offset in total. The reduction in DEI Building Assessment was due to an adjustment we owed KEI for the annual assessment they paid to us on the sales office. We reimbursed KEI for the pro rata amount of that assessment from the date of closing through the end of the year.

Road Maintenance expenses totaled \$11,483. This statement reflects a reclassification of expense, in the amount of \$4,290, from mowing expense to asphalt patching as this was incorrectly booked to the wrong account in September.

Security & Garbage expenses are close to budget with 79% of its annual budget expended as of October 31 compare to budget of 81%. There were 5 invoices rendered in October for security services resulting in the increased expense for the October.

Administrative expenses includes \$1,234 as a adjustment to rent expense as KEI reduced the annual rent that they charged us because we did not use their facilities as was originally thought. We paid three bills for insurance during the October. Included in insurance this year is coverage on the office and the Argyle gate that was not in the 2011 budget.

**KPOA
BALANCE SHEET
OCTOBER 2011**

	Totals		Road Maintenance		Security & Garbage		Administrative	
	9/30/2011	10/31/2011	9/30/2011	10/31/2011	9/30/2011	10/31/2011	9/30/2011	10/31/2011
<u>Assets</u>								
<u>Current Assets</u>								
Certificates of Deposit	255,000	291,681	255,000	291,681				
Mountain 1st-Operating Acct.	1,002	1,002	1,002	1,002	0	0	0	0
Mountain 1st-Savings Acct	87,082	52,146	87,082	52,146				
1st Cit.-Checking Account	44,664	69,140	28,687	37,129	18,560	19,372	(2,583)	12,639
1st Cit.-Savings Account	68,772	68,454	8,252	14,937	36,864	43,726	23,656	9,791
Macon Bank Savings	155,036	95,143	23,219	8,235	111,585	71,662	20,232	15,246
Petty Cash	100	100					100	100
Accrued Interest	3,617	2,284	3,617	2,284	0	0	0	0
Accounts Receivable	5,082	2,995	1,091	936	2,928	1,202	1,063	857
Total Current Assets	620,355	582,945	407,950	408,350	169,937	135,962	42,468	38,633
<u>Fixed Assets</u>								
Land & Bldg-Office	278,474	278,474					278,474	278,474
Land	11	11	10	10			1	1
Total Fixed Assets	278,485	278,485	10	10	0	0	278,475	278,475
<u>Other Assets</u>								
Note Rec(Pay)-Office	0	0	278,474	278,474			(278,474)	(278,474)
Total Other Assets	0	0	278,474	278,474			(278,474)	(278,474)
Total Assets	898,840	861,430	686,434	686,834	169,937	135,962	42,469	38,634
<u>Liabilities & Capital</u>								
<u>Current Liabilities</u>								
Accounts Payable	35,988	64,537	360	15,685	28,103	35,834	7,525	13,018
Park Development	1,483	1,483					1,483	1,483
Deferred Revenue	2,940	2,940	1,000	1,000	1,740	1,740	200	200
Income Tax	(905)	(905)	(905)	(905)	0	0	0	0
Builder's Deposits	6,000	6,000	6,000	6,000				
Landscape Deposits	1,500	1,500					1,500	1,500
Total Current Liabilities	47,006	75,555	6,455	21,780	29,843	37,574	10,708	16,201
<u>Reserves</u>								
Capital Reserve	15,534	15,342					15,534	15,342
Repaving	604,416	600,297	604,416	600,297				
Storm Expense	25,000	25,000	25,000	25,000				
Total Reserves	644,950	640,639	629,416	625,297	0	0	15,534	15,342
Total Liab. & Reserves	691,956	716,194	635,871	647,077	29,843	37,574	26,242	31,543
<u>Capital</u>								
Current Year Profit/Loss	206,884	145,236	50,563	39,757	140,094	98,388	16,227	7,091
Total Capital	206,884	145,236	50,563	39,757	140,094	98,388	16,227	7,091
Total Liab. & Capital	898,840	861,430	686,434	686,834	169,937	135,962	42,469	38,634

**KPOA STATEMENT OF OPERATIONS
OCTOBER AND YEAR-TO-DATE 2011**

	KPOA Total			Road Maintenance				Security & Garbage				Administration			
	Budget	Curr Month	YTD	Budget Total	Actual Cur Month	Actual YTD	% of Budget	Budget Total	Actual Cur Month	Actual YTD	% of Budget	Budget Total	Actual Cur Month	Actual YTD	% of Budget
Member Assess. Annual	800,649	0	801,926	249,820	0	250,449	100%	467,220	0	467,919	100%	83,609	0	83,558	100%
Member Assess. KEI	5,190	369	3,268	2,120	151	1,335	63%	2,420	172	1,524	63%	650	46	409	63%
KEI Building Assessment	8,885	(366)	7,394	1,540	(135)	1,485	96%	6,870	(188)	5,442	79%	475	(43)	467	98%
Assess. Penalties/Interest	2,000	59	2,438									2,000	59	2,438	122%
Builder's Fees	6,000	0	0	4,500	0	0	0%					1,500	0	0	0%
Interest Income-Taxable	13,500	528	8,595	10,000	430	6,356	64%	2,750	81	1,889	69%	750	17	350	47%
Interest Inc (Exp)-Interdivision		0	0		179	537							(179)	(537)	
Miscellaneous Income	1,500	159	2,537		0	516		1,500	159	2,011	134%		0	10	
Total Revenues	837,724	749	826,158	267,980	625	260,678	97%	480,760	224	478,785	100%	88,984	(100)	86,695	97%
Operating Expenses															
Administrative	5,324	(1)	2,934									5,324	(1)	2,934	55%
Accounting Services	13,200	1,037	10,708									13,200	1,037	10,708	81%
Rent	5,200	(1,123)	2,128									5,200	(1,123)	2,128	41%
Newsletter	4,500	0	1,974									4,500	0	1,974	44%
Legal Expense	1,500	0	3,942									1,500	0	3,942	263%
Recognition Dinner	2,500	0	1,998									2,500	0	1,998	80%
Architectural Committee	500	0	0									500	0	0	0%
Quality of Life	500	0	105									500	0	105	21%
Emergency Management	3,600	0	3,881									3,600	0	3,881	108%
Office/Copy Costs	3,500	184	3,352									3,500	184	3,352	96%
Insurance	8,000	2,470	8,221									8,000	2,470	8,221	103%
Information Systems	5,500	0	5,532									5,500	0	5,532	101%
Contract Security	362,100	33,161	295,152					362,100	33,161	295,152	82%				
Garbage Service	95,900	7,670	76,699					95,900	7,670	76,699	80%				
Gatehouse Maintenance/Supplies	6,000	302	1,813					6,000	302	1,813	30%				
Gatehouse Utilities	6,000	434	4,513					6,000	434	4,513	75%				
Gatehouse Equipment	2,000	0	845					2,000	0	845	42%				
Gate Access Maintenance	5,000	363	1,069					5,000	363	1,069	21%				
Pinnacle Gate Maint/Utilities	2,800	0	306					2,800	0	306	11%				
Engineering Services	10,000	0	5,000	10,000	0	5,000	50%								
Asphalt Patching	6,000	4,290	4,650	6,000	4,290	4,650	78%								
Tree Removal,Canopy,Encroachment	8,000	2,823	4,429	8,000	2,823	4,429	55%								
Right of Way Repairs	28,000	4,350	24,695	28,000	4,350	24,695	88%								
Mowing	22,000	(1,626)	17,854	22,000	(1,626)	17,854	81%								
Leaf Removal	18,000	0	2,161	18,000	0	2,161	12%								
Striping	8,000	1,043	1,043	8,000	1,043	1,043	13%								
Signage	2,500	0	1,347	2,500	0	1,347	54%								
Storm Expense	30,000	550	29,341	30,000	550	29,341	98%								
Gatehouse Grounds	5,900	5,900	5,900									5,900	5,900	5,900	100%
Railpen Gap Park	3,000	319	2,969									3,000	319	2,969	99%
Other Common Grounds	1,000	250	954									1,000	250	954	95%
Miscellaneous Expense	2,000	1	401	2,000	1	401	20%						0	6	
Total Operating Expenses	678,024	62,397	525,922	134,500	11,431	90,921	68%	479,800	41,930	380,397	79%	63,724	9,036	54,604	86%
Income before Other Expenses	159,700	(61,648)	300,236	133,480	(10,806)	169,757		960	(41,706)	98,388		25,260	(9,136)	32,091	
Other Expenses															
Repaving Reserve	130,000	0	130,000	130,000	0	130,000	100%					25,000	0	25,000	100%
Capital Reserve	25,000														
Income Taxes	4,700	0	0	3,480	0	0	0%	960	0	0	0%	260	0	0	0%
Total Other Expenses	159,700	0	155,000	133,480	0	130,000	97%	960	0	0	0%	25,260	0	25,000	99%
Current Year Profit/Loss	0	(61,648)	145,236	0	(10,806)	39,757		0	(41,706)	98,388		0	(9,136)	7,091	

KENMURE PROPERTY OWNERS ASSOCIATION

ANALYSIS OF RESERVE ACCOUNTS

2011

<u>PAYEE</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>CAPITAL RESERVE</u>			<u>TOTAL</u>	<u>REPAVING RESERVE</u>	<u>STORM RESERVE</u>	
			<u>ADMIN</u>	<u>PINN MTN PROJ</u>	<u>SALES OFFICE</u>				
OPENING BALANCE	1/1/2011	Beginning Balance				14,324	557,921	25,000	
2011 RESERVE FUNDING	1/31/2011	2011 REPAVING RES. FUNDING				-	130,000		
		2011 CAPITAL RES. FUNDING	25,000			25,000			
GEORGE PITTS ELECTRIC	2/8/2011	COMPLETION OF ELEC. WORK		(755)		(755)			
FINAL 2010 YEAR END ADJUSTMENT	12/31/2010		4,230			4,230			
ADVANTAGE INSPECTION	3/9/2011	INSPECTION OF SALES OFFICE			(465)	(465)			
KENNETH L COOK, INC	3/18/2011	APPRAISAL OF SALES OFFICE			(350)	(350)			
MOUNTAIN VALUATION SERVICES	3/18/2011	APPRAISAL OF SALES OFFICE			(400)	(400)			
MARTINWOOD CORP/ED RUSSELL	4/11/2011	REPAIR COSTS - SALES CENTER	(180)			(180)			
DUNGAN LAW FIRM	5/16/2011	LEGAL FEES - PURCHASE CONTRACT			(791)	(791)			
WESTWOOD ENTERPRISES	5/19/2011	PINNACLE GATE CONSTRUCTION		(1748)		(1,748)			
ADVANTAGE INSPECTION	7/13/2011	REINSPECTION OF SALES OFFICE			(125)	(125)			
DUNGAN LAW FIRM	7/14/2011	REVIEW PURCHASE CONTRACT OFF.			(60)	(60)			
CITY OF HENDERSONVILLE	7/14/2011	RAISING OF ROAD WATER METERS				-	(484)		
ROB ANDERSON	8/31/2011	PAINT & SUPPLIES-OFFICE	(228)			(228)			
ADJUSTMENT - REVERSE OFFICE	8/31/2011	TO CAPITALIZE COST TO PURCHASE			2191	2,191			
DAVID & LISA CAUDLE	8/29/2011	PURCHASE USED FURNITURE	(865)			(865)			
PURCHASE ARGYLE LAND	8/1/2011	PURCHASE LAND FOR GATE PROJ		(8052)		(8,052)			
GEORGE PITTS ELECTRIC	8/2/2011	ELECTRIC WORK ARGYLE		(3741)		(3,741)			
LAND OF THE SUN	8/22/2011			(2800)		(2,800)			
CINCINNATI SYSTEMS	8/24/2011	REPAIR LOOP - GATE		(931)		(931)			
CINCINNATI SYSTEMS	8/29/2011	BALANCE DUE ON GATES		(8573)		(8,573)			
ROB ANDERSON	9/26/2011	SHELVING FOR LIBRARY	(146)			(146)			
TARHEEL PAVING	9/29/2011	2012 OVERLAY COST				-	(83021)		
SIGNATURE SIGN & GRAPHICS	10/2/2011	OFFICE SIGN	(438)			(438)			
CONTINENTAL ENGINES	10/31/2011	BALANCE DUE ON TRANSFORMER		245		245			
INTERSTATE ROAD MGMT	10/31/2011	STIPING				-	(8470)		
TARHEEL PAVING	10/31/2011	ADJ-CHARGE SHOULDER WORK TO REPAIRS				-	4350		
						-			
TOTAL			27,373	(26,355)	-	-	15,341	600,296	25,000

COMMUNITY RELATIONS COMMITTEE REPORT TO THE KPOA BOARD
November 18, 2011

Concerns: The continuing issue of a dog barking on Brookhollow appears to be nearing resolution. A demand letter was sent to the owner of the property and he has responded. While we continue to have some issues here, it appears that the renters are taking the steps to remediate the problem. Jim Heidebrecht has done a great job in handling this situation. I would like to nominate Herman Boda for membership on the Concerns Committee. Herman is a trained mediator whose skills should be invaluable on this committee. He would come on to the committee when his term on the Security Committee ends in December 2011.

Elections: The Elections Committee has sent ballots to the residents and both paper and electronic voting is currently occurring. As you know, we have had a mass emailing from someone at Kenmure.owners@aol.com and kenmureowners@aol.com. These are email addresses and not domain names. Unfortunately, the individual(s) did not identify themselves, and appeared to be requesting that residents forgo their right to vote for three candidates. One can only assume the objective is to favor a candidate or candidates by having fewer votes cast for other individuals. Beyond this, I will not speculate. It is, however, an unfortunate set of circumstances when an individual or individuals attempt to impact an open election with antics of this nature.

We need to replace two members of the Election Committee (Joyce Ann and Dirk). If anyone has suggestions for members, please forward these to me.

Communications: Nothing new. The next Newsletter is scheduled to go out in mid-January. Submissions will need to be to Don shortly after the first of January.

Website: KPOA now owns the following website domains: www.kenmure.org (thanks to KEI for their donation of this site to KPOA) and www.kenmure-kpoa.com. Both sites are currently in operation. Following the election, the Kenmure.org site will be gradually eliminated. The www.kenmure-kpoa.com is much more descriptive of the organization and should serve us well for the future. Once all of the switching is done our costs will be approximately \$15 per year.

Rob Freeman, Liaison
Community Relations

KENMURE ARCHITECTURAL REVIEW COMMITTEE

Monthly Report

November, 2011

Submitted by Bonnie Niehoff

- **New Homes Completed- 0**
- **New Homes Under Construction-0**
- **New Home Plans Under Review-0**
- **New Home Plans Anticipated-1**
- **Major Alterations in Process-0**
- **Significant Events- 2**

June Rosetter and Brant Sudderth are continuing to tweak the new fire rule.

As a result of Clyde and June's presentation to the board, KARC has come up with a slight change to the rule under 7D in the approval process which is found in the Rules and Policies book for Single Family Dwellings. I will pass the approval Process and the rule (changes made by KARC in red) out at the board meeting. The board will have to vote on the change in the rule.

- **Problems/Requested Actions- 1**

Pineholt Lane- Austin: An "as built survey" of this home indicates that the nearest house point to the Blazzard property is 29.8' versus the variance approved by the Village of Flat Rock and KARC of 31.5'. Judy Boleman, the Village Zoning Administrator, has requested that the Blazzard's suggest landscaping changes that will help mitigate the violation. Austin will not have a say in the landscaping and KARC will have authority to approve or reject any changes to the landscaping. As A result of this agreement, there will be no fine imposed on the Austin's.

INSURANCE:

1. We received the Travelers Workers Compensation and Employers Liability Policy
The amount due was \$1069.

RMC Report to KPOA

November 18, 2011

- 1. RMC Modeling of Road Resurfacing** - Van Bell and George Clement have performed some modeling of the road resurfacing program and found that extending the road life by 5 years could save \$200,000 over a 10 year period. The reduced use of Kenmore roads by heavy construction trucks would be an important part in allowing achievement of these results. This information has been presented to appropriate members of both KPOA and Security committee members.
- 2. Leaf Removal** – Will start removal in the next 1-2 weeks.
- 3. Letter to Morris Broadband** - RMC has sent a letter to Morris Broadband regarding the amount of painting used on streets when doing excavations. As yet, no response has been received.
- 4. Mail Box Responsibility** – After a meeting with Van Bell, June Rostetter, and Linda Mensch, a compromise has been reached with both KARC and RMC regarding responsibilities for approval of replacement mail boxes. Both KARC and RMC will have joint responsibilities for approval of replacement mail boxes. There are no changes in the current procedure as KARC will continue to handle the installation of new mail boxes with the construction of homes. RMC will continue to handle the replacement of the mail boxes that are damaged during snow removal. Both RMC and KARC have agreed to work together to handle those issues when the existing home owner requests to change his mailbox.

George Brown – KPOA

RMC Liaison

Security Committee Report to the KPOA Board
November 18, 2011

Argyle Lane Emergency Road Project:

- Cameras have been installed and tested and are fully functional; picture quality is excellent. A modem change will be required to improve downloading of images at the guardhouse. Camera serial numbers will be provided to Bonnie Niehoff.
- Light at entrance sign is functional. Road lights have been installed and tested to work with the camera system. Still working on linking the lights into the gate loop to automatically turn on and off.
- Awaiting installation of a meter between the PSNC gas line and generator. When gas line is completely installed, generator will be tested. This generator will be added to the maintenance contract for the front gate generator.
- Bob MacKay is working with KARC, with input from RMC, to develop guidelines for use of Argyle Lane by construction and delivery vehicles.

Incident Reports

- **Medical:** Three medical incidents – S/Os responded to all incidents: two were transported by EMS, one did not need transport.
- **Non-Medical:**
 - Car fire on the corner of Kenmure Dr and Cliffbrook Ct. Hills wrecker towed the car. Car was driven by a care giver who stated that she was going thru a divorce and wanted time to drive around by herself.
 - Ongoing nuisance calls from a resident who reported that a neighbor had come into her house on 10/12 and cut her sheets. Resident was advised to call the sheriff's department.

Ongoing issues

- Resident operating riding lawn mower in an unsafe manner on Kenmure roadway. This continues to be a problem. A formal, written complaint was received by SecComm Chair and Board Liaison. After discussion, it was agreed that SecComm would begin the traffic safety enforcement process and sent a first (Verbal Demand) letter to the resident on November 12.
- Wandering resident
 - In October, a resident reported his wife missing. S/Os informed HCSD and requested assistance. A security officer responded in the patrol vehicle to search the area where the missing person was last seen. The officer located the missing person and returned her to her home. HCSD was immediately informed and did not respond.
 - On November 6, the wandering female resident was observed leaving Kenmure on foot onto Hwy 225. A security officer responded and was informed by the resident that she was walking to Wal-Mart. HCSD was notified and responded. The female resident was dropped off at the front gate and walked home.

- On November 7, the resident informed the front gate that his wife had not returned from walking her dog. An officer responded in the patrol vehicle to search the area where the missing person was presumed to be. The female resident was eventually dropped off at the front gate by an unknown person and she walked back to her residence.

Coyote Update: When Security first noticed the coyote issue a few months ago, Andy Barnwell, Site Supervisor asked the county if there was anything that they would or could do to help us. The reply received is that coyotes are considered a nuisance animal and unless signs or symptoms of rabies are shown, the county says we are on our own. There are private companies that will trap/hunt them for us but at a cost. Trapping is more expensive and not as effective as hunting. Hunting has its own risks. They go on to say that most of the animals will leave the area if we remove their food source i.e. food left out, cats and dogs, rabbits and so on but that's not something we can do either. In a nut shell it's on us to do something about them if we see them as a risk.

On a side note, an EMT noted the turkey population that we have here as well and stated that they will eventually need controlling. Wild turkeys apparently spread some nasty diseases that humans and pets can catch.

KSC-06: Fire Safety and Fire Pits: KSC (Brant Sudderth) and KARC (June Rostetter) are still working on drafting a proposed update to the rule.

Dick Brown
Director Liaison to KSC

Long Range Planning Committee Report

November 18, 2011

Linda Mensch

The Long Range Planning Committee met November 14. Larry McGaughy was elected Chairman for calendar year 2012 and Bill Howes will be the Recorder. Linda Mensch and Bob Wilson presented the board's list of Potential Concerns. The committee plans to begin their study with these concerns:

1. What actions/initiatives can KPOA undertake to enhance property values by making Kenmure more attractive to potential buyers?
2. What are the implications for KPOA should there be a change in ownership of Kenmure Country Club at some future date?

KPOA Services Committee Report November 2011

KPOA Office

CapSure

CapSure Version 5.1 has been operating well in recent months. There has been one problem thus far in November when a bar code did not activate properly and did not work at the gate. It was reported to CapSure's tech support unit, resolved quickly, and the resident's bar code is now working.

KPOA Office

JCA Landscaping did a fine job trimming bushes and picking up leaves to make the Office presentable for the Open House on 11/5. While attendance at the Open House was light, residents seemed pleased with what they saw.

We have received service contract quotes for the Office heating and air conditioning system from McNutt Service Group and Supreme Heating & Air Conditioning. Both quotes call for two service visits per year, one in the spring for air conditioning and one in the fall for the heating unit. McNutt's quote was \$189; Supreme's was \$190.

Supreme is the company KEI used and the one which installed the existing unit. It seems prudent to continue with Supreme since they are familiar with the set up.

Quality of Life

At the October Board meeting, it was suggested that that the Kenmure website provide information to residents who live alone on how to protect themselves and keep themselves safe. Marian Hansen, the new Quality of Life Co-Chair, has been traveling and is due back in November at which time we'll discuss this subject.

Don Sheffield – KPOA
KPOA Services Liaison

KPOA Office Facilities Manager Duties

1. Oversee all approved additions and repairs to the office to ensure the end results meet all applicable standards.
2. Develop a backlog list of additions and major repairs needed for the office. The Backlog List will be submitted to the KPOA Board for approval and budget purposes.
3. Coordinate with the KPOA President in obtaining necessary Village and County permits for additions and/or construction.

Draft - KPOA Office Guidelines

Use of Building

The building is to be used as an office to conduct KPOA business and as a meeting place for the KPOA Board and KPOA Committees, Kenmure Newcomers and Neighbors (KNN) and the Kenmure homeowners associations. In addition, space is allocated for the Library.

Requests by other groups must be for KPOA related activities and will be scheduled on a time and space available basis. An Office Activity Calendar will be maintained at the front desk for this purpose.

The door lock code will be provided to all KPOA Board members, Chairperson for KARC, KRMC, KSC, KPOA Office Manager, the KPOA Office volunteers and the Newcomers Chairperson. Anyone else who is authorized may obtain a key for temporary use of the building by signing for it at the Gatehouse. KEI will have a separate code to grant access.

The door lock code is determined by the KPOA President and is to be changed at least every six months.

Cleaning the Office

Individuals or groups using the Office will clean up after themselves before leaving, placing trash in receptacles and wiping down surfaces.

There are two vacuum cleaners and a selection of cleaning supplies available for residents and volunteers using the office.

An insured cleaning service may be hired from time to time to perform agreed upon cleaning work. The cleaning service will furnish all cleaning supplies needed for their work.

No Smoking

The building is a non smoking facility.

Office Hours

The Office will be open Monday through Friday, 1:00 – 3:00 PM, except on designated holidays.

Office Staffing

The Office is staffed by a group of volunteers selected by the Office Manager.

Additional Volunteers

Use of the Office outside of normal hours may require additional volunteers to provide information and direction for use of space.

Parking

The parking area can accommodate eleven normal sized vehicles. For additional parking needs, the lower club lot can be used, but no shuttle service will be provided.

Weekdays (8:00 AM – 5:00 PM)

Because of the need for parking for business use of the building, residents are asked not to use the KPOA parking lot to meet people for carpooling. Residents should continue to use the lower Club parking lot during weekday business hours.

During the 1:00 – 3:00 PM KPOA office hours, three spaces should be left available for the office manager, an office volunteer and a library volunteer.

Off Hours (5:00PM – 8:00 AM Weekdays and All Day Saturdays and Sundays)

The lot may be used for short term parking and as a convenient place to meet other residents.

No Food or Alcohol

The Office is not to compete with or take business away from the Club; therefore, no food or alcoholic beverages are permitted on the premises.

Individuals may bring their own bottled water, and the kitchen facilities may be used to prepare coffee or tea for small committee meetings.

Trash

A large garbage can is located to the left of the building front entrance steps. This should be taken to the Office parking lot by 7:30 AM each Monday by a designated volunteer and returned to the location by steps, after trash pickup, by the first person entering the building that day, or by the KPOA Office volunteer for that day.

Library

Normal Hours

Until we get a sense for usage of the Library, the hours will coincide with the regular KPOA Office hours, 1:00 – 3:00 PM Monday through Friday.

Office Staffing

The Library has always operated on the honor system, so they do not feel it is necessary to have the facility staffed during normal operating hours. Their staff of volunteers deals with books returned as well as books donated and Operation Paperback (for our military troops).

Book Collection Boxes

Collection boxes for book returns, book donations and Operation Paperback are located in the hall area outside the Library. These boxes will be maintained by the Library volunteers.

Mailbox Replacement and Installation (KRMC-01)

The Kenmore mailbox standard is based on USPS Regulations and AASHTO Guidelines aimed at consistency and uniformity of materials used and at preventing serious injury or property damage. This standard will be enforced on all new home construction AND mailbox replacement installations. Key elements of the standard include mailbox location, box weight/size, size & permanence of the post and its installation.

Recommended Mailbox Configuration

Approval will be based on “substantial compliance” in meeting the safety intent of this standard. Non-conforming mailboxes must be corrected.

<u>Item</u>	<u>Recommendation</u>	<u>Substantial Compliance</u>	<u>Not Permitted</u>
Box	<ul style="list-style-type: none"> • USPS Approved • Small or Medium Size • Metal or Plastic • Color - Black 	<ul style="list-style-type: none"> • USPS Approved • Small or Medium Size • Metal or Plastic • Color - Earth Tone 	<ul style="list-style-type: none"> • Box not USPS Approved • Box larger than 22"x8"x11" • Excessive weight • Bright or pastel colors
Post	<ul style="list-style-type: none"> • 4"x 4" wood • Optional cross arm • Optional paper slot 	<ul style="list-style-type: none"> • 4"x4" extruded aluminum • Extruded / molded plastic (Color - Black or Earth Tone) anchored by 4"x4" wood post • 2-2 1/2" diameter pipe 	<ul style="list-style-type: none"> • Wood post greater than 4"x4" • Wood cross arm greater than 4"x4" • Pipe post greater than 2-2 1/2" • Stone • Masonry • Concrete, stone or masonry base
Location	<ul style="list-style-type: none"> • Front edge of mailbox 8" to 12" from edge of road • Bottom of box 41" to 45" above road surface • Locate mailbox on same side of road as direction of the mail carrier route • If a corner lot, install mailbox a minimum of 100 feet from intersection 	<i><u>Must Comply</u></i>	<i><u>Must Comply</u></i>
Post Hole Backfill	Backfill and tamp post hole with soil, no concrete or stone	<i><u>Must Comply</u></i>	<i><u>Must Comply</u></i>

Request for approval of a replacement mailbox

The KPOA Mailbox Standards and a form to request approval of a replacement mailbox are available at the Forms link (Mailbox Guidelines) on the KPOA website: <http://www.kenmure.org/forms.asp>

KRMC or KARC approval must be received before installation of a replacement mailbox.

Procedures for mailbox replacement damaged by a KRMC Contractor

Should a mailbox conforming to the above standards be destroyed in the course of ordinary maintenance of the road and right-of-way, KRMC will reimburse the property owner up to the cost of a standard replacement mailbox, not to exceed \$100.

Approved by the KPOA Board of Directors – March 15, 2004

Revised and Approved by the KPOA Board of Directors – November 21, 2008

Revised and Approved by the KPOA Board of Directors – November 18, 2011

Authority – Declaration, paragraph 3C

**KENMURE ROAD MAINTENANCE COMMITTEE and KENMURE ARCHITECTURAL REVIEW
COMMITTEE (Operating Committees of)
KENMURE PROPERTY OWNERS ASSOCIATION**

Request for Installation of a Replacement Mailbox

Name

Address of Mailbox Location

Phone Number and E-mail

We request KRMC approval for the installation of the following replacement mailbox (Please refer to KPOA Mailbox Standards on the next page):

Box Description (Size and Color): _____

Post (Description and Color): _____

Location Compliance: _____

Post Hole Backfill: _____

After completing this form, please drop off at the KPOA office. KRMC or KARC will review the request at its earliest opportunity.

Please call the KRMC Snowman or KARC Landscaping Representative if you have questions and/or need assistance or to request expedited handling. (See the Kenmure Directory for name and phone number)

Owner Signature/Date

KRMC Approval/ Date
or
KARC Approval/Date

DISTRIBUTION: Owner; KPOA Mailbox File; KRMC and/or KARC File

KPOA Mailbox Standards

Approval will be based on “substantial compliance” in meeting the safety intent of this standard.
Non-conforming mailboxes must be corrected.

<u>Item</u>	<u>Recommendation</u>	<u>Substantial Compliance</u>	<u>Not Permitted</u>
Box	<ul style="list-style-type: none"> • USPS Approved • Small or Medium Size • Metal or Plastic • Color - Black 	<ul style="list-style-type: none"> • USPS Approved • Small or Medium Size • Metal or Plastic • Color - Earth Tone 	<ul style="list-style-type: none"> • Box not USPS Approved • Box larger than 22"x8"x11" • Excessive weight • Bright or pastel colors
Post	<ul style="list-style-type: none"> • 4"x 4" wood • Optional cross arm • Optional paper slot 	<ul style="list-style-type: none"> • 4"x4" extruded aluminum • Extruded / molded plastic (Color - Black or Earth Tone) anchored by 4"x4" wood post • 2-2 1/2" diameter pipe 	<ul style="list-style-type: none"> • Wood post greater than 4"x4" • Wood cross arm greater than 4"x4" • Pipe post greater than 2-2 1/2" • Stone • Masonry • Concrete, stone or masonry base
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Post Hole Backfill	Backfill and tamp post hole with soil, no concrete or stone	<u><i>Must Comply</i></u>	<u><i>Must Comply</i></u>

*Revised and Approved by the KPOA Board of Directors – March 19, 2010
Authority – Declarations, paragraph 3C*

KENMURE PROPERTY OWNERS ASSOCIATION

INFORMATION FOR RENTERS

The 800 plus members of the Kenmure Property Owners Association (KPOA) welcome you to our community. We are from widely divergent backgrounds and experiences, but have all made Kenmure and Flat Rock our home. We hope that your stay with us, whether it is brief or extended, will be enjoyable for you and your family. Our office is located at 10 Kenmure Drive and our phone number is 828.692.2346. You may contact us at this number or by email at kpoa@bellsouth.net. Our office hours are 1-3 PM, Monday through Friday.

We have protective covenants and restrictions, rules and regulations that all residents, including renters, are required to follow. These are designed to protect the quality of life we all wish to enjoy in Kenmure. For more information, consult the website (www.kenmure.org), or pick up a copy of the Rules and Regulations and Covenants & Restrictions at the KPOA Office.”

During your stay with us, we remind you of two important safety rules. One, **the speed limit on all Kenmure roads is 25 m.p.h.** and two, **the use of a cell phone while driving is strictly prohibited**. For your safety and that of others, we strongly request that you adhere to these rules.

For your convenience, you may obtain a bar code (\$25) for your vehicle which will allow entrance to Kenmure without stopping at the guard house. You may also register for inclusion in our Alert Now System (\$5 per year) which provides emergency information by telephone and email to all property owners. You may register for both of these services at the KPOA Office. A volunteer will be available to assist you with these services and answer any other questions to assist you in a successful stay in Kenmure.