

Kenmure Property Owners Association, Inc.
Board Meeting
Friday, October 21, 2011
Phone 828-692-2346, FAX 828-697-0138

Motions:

- A motion was made by Mr. Freeman and seconded by Dick Brown to approve the September Financial Report as submitted. The motion was approved unanimously by a voice vote.
- A motion was made by Mr. Wilson and seconded to enter into a new special security agreement with KEI for an evening walk-through of the Fitness Center/Indoor Pool for \$1500 annually. The motion was approved unanimously by a voice vote.
- A motion was made and seconded that a contract be signed with JCA for lawn maintenance services beginning October 24, 2011. The motion was approved unanimously by a voice vote.
- A motion was made by Mr. Freeman and seconded by Dick Brown to set the 2012 KPOA Assessment for finished homes at \$1100. The motion was approved unanimously by a voice vote.

President Linda Mensch called the meeting to order in the Conference Room of the KPOA Office at 8:46 AM. Members present were: Dick Bendel, Bob Wilson, Rob Freeman, Dick Brown, Don Sheffield, Mike Mulcahy, George Brown and Bonnie Niehoff. Julie Ashbeck served as Recording Secretary. June Rostetter was present as Chairman of the Architectural Review Committee. Nick Weedman was present as a property owner.

Agenda:

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

Property Owners' Comments:

Nick Weedman expressed his appreciation that the Agenda and Minutes of KPOA Board meetings are now being posted on the KPOA website. He is concerned that the financial reports and other attachments to the Minutes are not being posted. In order to promote transparency and openness, he requested that the financial reports and other attachments to the Minutes be posted on the website along with the Minutes. Mr. Weedman volunteered to convert the Minutes and attachments to PDF files for posting. Ms. Mensch said that Mr. Weedman's request will be taken under advisement by the Board.

Minutes:

The September 2011 Minutes were unanimously approved as amended.

Financial Report:

- Mr. Bendel reported that the owner of one of the properties in foreclosure has agreed to pay all assessments, interest and penalty up to the date of closing on the property. Mr. Bendel will request payment from the owner so that liens can be discharged and closing will not be delayed. Another property is in the process of being foreclosed on.

- The Road Reserve Model is being reviewed by George Clement. Corrections are being made. Mr. Bendel feels that \$130,000 in the budget for the Repaving Reserve will be sufficient for 2012.
- A motion was made by Mr. Freeman and seconded by Dick Brown to approve the September Financial Report as submitted. The motion was approved unanimously by a voice vote.

President's Report:

- Kathrine Tims has resigned from the Long Range Planning Committee.
- Ms. Mensch and Mr. Wilson met with Lee King regarding the 2012 Update of Annual KPOA/KEI Fees, Assessments, Services, and Gate Access. During the discussion, Mr. King requested cancelling the 2008 Security Agreement if a fee was charged. Later it was decided to propose having KEI pay \$1500 annually for an evening walk-through of the Fitness Center/Indoor Pool with lights turned off by guards around 10:30 pm. A motion was made by Mr. Wilson and seconded to enter into a new special security agreement with KEI for an evening walk-through of the Fitness Center/Indoor Pool for \$1500 annually. The motion was approved unanimously by a voice vote. Ms. Mensch and Mr. Mulcahy will draw up the new agreement. Dick Brown clarified that once each shift, the Security Officers should drive by the Clubhouse, the Maintenance Shed and all other properties on which KEI pays an assessment to KPOA. The new contract will cover a walk-through and turn off of lights in the Fitness Center/Indoor Pool only.
- There was a recent report from Golf Pro Steve DeWitt about a pack of coyotes causing damage to the golf course. Dick Brown will ask the Security Committee to contact Animal Control to help address the coyote issue.

Directors' Reports:

All Directors' Reports were approved as submitted (attached).
Additional discussion was as follows:

Community Relations:

- Mr. Freeman reported that he looked at the price of adding additional emails on the proposed website and also looked at how secure our email address database would be. He was assured that our database would be secure. Mr. Freeman's recommendation is that we look at AlertNow for sending mass emails.
- The proposed budget will be included in the election packet. It will be suggested that members bring their copy of the proposed 2012 Budget to the Annual Meeting.
- Copies of last year's Committee reports for the Annual Meeting were handed out. Ms. Mensch would like to have the Committee reports for this year's Annual Meeting sent to Ms. Evilia electronically before the November KPOA Board meeting. Ms. Evilia will assemble them and see to it that they get printed for the Annual Meeting.
- Mr. Freeman suggested that at some time in the future, the Board may want to look at some different process for dealing with nuisance complaints that deal with behavior by

residents or their pets. There may need to be a more immediate response to this type of complaint than our rules now allow. Send ideas to Mr. Freeman.

EMC & Enforcement Process

- Mr. Wilson would like to put some information on the website for people who live alone in order to protect themselves and keep themselves safe. Mr. Sheffield suggested having a Quality of Life program on this subject. Dick Brown will call Marcia Caserio for information.
- Mr. Wilson spent some time on the AlertNow website to determine what it can do in terms of sending email messages to a large group of people. Mr. Wilson said the process of creating and sending an email is cumbersome, but effective. Dick Brown said that you can call AlertNow and have them send the message.
- Mr. Wilson has rewritten the KPOA AlertNow Communication System guidance document, which includes the provision that Board actions of interest to the residents and approved by the President may be sent on AlertNow. Dick Brown questioned whether this should be a Rule or an Operating Manual document. It was agreed to include it in the Operating Manual.

Long Range Planning Committee:

- The Board feels it is important to have all areas of Kenmure represented. There is no representative from Brookwood. Ms. Mensch will call the Board's recommendation with a request to serve on the Committee.

Unfinished Business:

- Ms. Rostetter proposed new KARC members for 2012. Bob Hribernik will be the Chair and Roger Musgrove will be the back-up person for all areas. All other Committee members will remain the same.
- KARC request for Architect of Record Requirement – Ms. Rostetter presented proposed new wording for the Rules and Policies for Construction of Single Family Dwellings, Page 6, II. B. 1, Rule 1. The purpose of this change is to avoid having to send back plans because of incomplete documentation. After discussion, it was decided that what is needed is a “full set of site adapted plans” and there was no need for an “architect of record”. Ms. Rostetter will have Burt Richards rewrite Rule 1 and Ms. Niehoff will present it at the November KPOA Board meeting.
- Mailbox Rule Proposal – Present mailbox replacement guidelines are not being followed by many homeowners and rules are not being enforced. There was discussion regarding which Committee is responsible for compliance with mailbox standards. It was discussed that KARC be responsible for compliance of new mailboxes during construction and RMC be responsible for compliance of replacement mailboxes. Dick Brown was asked to write a new mailbox replacement rule and form which will be forwarded to the Board for approval at the November KPOA Board meeting. When approved, this new rule and form will be published in the next KPOA Newsletter and on the website and enforcement will begin. KARC and RMC will be informed of their responsibilities.

- Operating Manual Review - Mr. Wilson has received proposed changes to the Operating Manual from Ms. Mensch, Mr. Dick Brown and Mr. Mulcahy. Any additional changes should be submitted to Mr. Wilson by next week so that they can be emailed to the Board before the November meeting. Mr. Mulcahy asked whether the Board wants to keep the guidelines for public participation in KPOA Board meetings as they are now or to make them more in line with NC law. Mr. Mulcahy will send the NC law regarding public participation at Board meetings to Board members for their review. After discussion, Mr. Mulcahy said that he would write up a summary of Board members' comments. They will be discussed at the November KPOA Board meeting.
- KPOA Office and Library
 - The Open House for the KPOA Office and Library will be on November 5, 2011 from 10 AM to 2 PM. One Board member should be present during each hour of the Open House. Notice of this event will be sent out through AlertNow. No refreshments will be served.
 - Don Sheffield sent out a copy of the KPOA Office Guidelines. He views these guidelines as part of an evolving process. Mr. Wilson would like to have these guidelines posted on the website. Mr. Dick Brown suggested that in paragraph 2, "Kenmure business related activities" should be changed to "KPOA approved activities". The Board agreed. Mr. Mulcahy would like a statement added that outside group functions will not be permitted. This will be in keeping with our application for tax-exempt status. In paragraph 3, it should be added that KEI has a separate door lock code. Cleaning services will begin in 2012. A motion was made and seconded that a contract be signed with JCA for lawn maintenance services beginning October 24, 2011. The motion was approved unanimously by a voice vote.

New Business:

Proposed Budget

- Based on current figures, Mr. Bendel stated that the 2012 assessment on finished homes would be \$1097. This is a 6.505% increase over last year. Mr. Freeman suggested that the assessment be increased to \$1100. This would be less than a 3% increase over 2011 if you take out the increased expenses related to the purchase of the KPOA Office building. The KPOA members already approved an assessment increase of \$37 for the KPOA Office building. The increased costs in the regular operating budget are about \$30. This is a smaller percentage increase than last year. Mr. Bendel will show these figures on the budget mailer. A motion was made by Mr. Freeman and seconded by Dick Brown to set the 2012 KPOA Assessment for finished homes at \$1100. The motion was approved unanimously by a voice vote.

Mr. Wilson mentioned that Rob Anderson had been taking care of the relocation of the library and other improvements to the building. He was also overseeing to some degree Steve Walden and the issue of handicap access to the building. Because of Rob's untimely death, Mr. Wilson

asked the Board for approval to ask Burt Richards to cover Mr. Anderson's remaining responsibilities. The Board agreed.

In memory of our friend Rob Anderson and his dedication to the Library transition, a picture of Rob and a plaque expressing our appreciation will be placed in the KPOA Library

Mr. Freeman has been working on a Renters Form. It will contain basic information that renters should know. Mr. Freeman will send what he has been working on to Ms. Ashbeck for her review.

Open Action Items:

The Action Items were reviewed and updated by Dick Brown.

There being no other business the meeting was adjourned at 12:10 PM by Ms. Mensch The next meeting will take place on November 18, 2011 in the Conference Room at the KPOA Office at 8:45 AM.

Julie Ashbeck, KPOA Recording Secretary (for Debbie Evilia)

Linda Mensch, KPOA President

Upcoming Events:

The Annual Meeting will take place on December 8, 2011.

Financial statements and attachments are available for review in the KPOA office.