



Board of Directors Minutes

November 19, 2015

(4:15 PM King’s Deer Golf Course Clubhouse)

Members Present: Dan Snelling (ACC & Neighborhood Watch), Joe Willis (Vice-President), Stephanie Waltman (President), Patrick Staffieri (Common Area, CEOC & NEPCO), Joe Carlson(Treasurer & Water), Kathy Carlson (Secretary)

Guests: Jason Aguilar,

Meeting brought to order at 4:15PM

- I. Election of Board Officers, duties and positions - (president, vice president, secretary, treasurer)
 - a) President – K. Carlson moved to recommend we nominate Stephanie Waltman for the position of President of the King’s Deer Homeowners Association. Motion seconded and approved unanimously.
 - b) Vice President – Snelling moved to recommend we nominate Joe Willis for Vice-President. Motion seconded and approved unanimously.
 - c) Secretary – J. Carlson moved to nominate Kathy Carlson for Secretary. Motion seconded and approved unanimously. K. Carlson will be Wasson’s supervisor. Snelling voted nay, Motion carried.
 - d) Treasurer – Snelling moved to nominate J. Carlson, K. Carlson seconded the motion and approved unanimously.

The Board approved the following appointments:

 - e) Snelling recommended J. Carlson for Water Resources. J. Carlson stated he would contact the current individual and seek the status of the 2015 water report to the State.
 - f) Willis recommended Patrick Staffieri as the NEPCO representative, Board Liaison to the CEOC, and BOD member responsible for Common Area Maintenance
 - g) Willis recommended Dan Snelling for the Board Liaison to the ACC and Neighborhood Watch.
 - h) J. Carlson recommended approval of Snelling as Chair of Architectural Control Committee, G. Highhouse as Chair of CEOC, Pat Staffieri will liaison
 - i) Snelling volunteered to be the liaison to the Neighborhood Watch Program.

II. Officers’ Report

A. President

- 1. Establish meeting day of month and start time – Recommend that the BOD meet on Wednesday, December 9 1615 hours, Wednesday, January 27 1615 hours then each third Thursday at 1630 hours – meetings at 19255 Royal Troon – for February until next November. J. Carlson moved to approve. Motion seconded and approved unanimously.
- 2. Discuss what is the Mission of the BOD and prioritize what the BOD goals for the current BOD year are:
 - Streets
 - Trails
 - Common Areas
 - Reserve Study and funding needs
 - Water augmentation needs – short and long term
 - Covenant enforcement
 - Comments from Annual Meeting
 - Forestry
 - Water

Communication

J. Carlson moved and K Carlson seconded the motion to table until December meeting, discussion of basic mission statement. What are our priorities? Will discuss emails? Following discussion the motion passed unanimously.

3. Establish a Water Resources Committee and appoint volunteers to the committee. This committee would, on behalf of the Board of Directors, work on current water issues and advise the Board on all matters pertaining to King's Deer HOA water resources.

Willis moved to approve tabling until December 9 meeting for discussion by Board members prior to making up a committee. J. Carlson seconded the motion and motion passed unanimously.

4. Review Insurance coverage - Record assignments in Board minutes to ensure insurance coverage for new HOA members. Was not discussed at this time.

5. HOA website

- a) Appoint/hire someone to maintain the email accounts and website for the HOA, or develop a new website. K. Carlson will do research on possibility of changing the website so that it may be more easily maintainable. Waltman recommended liaison with Alchian who is the current webmaster. K. Carlson & Waltman will meet and talk about new website development.
- b) Designate who will authorize the content and dispatching of electronic notices to the membership. K. Carlson was recommended. She stated that the new Board should approve accepting procedures and policies from 2015. Ask Alchian to initiate new email addresses for present Board members and clear past addresses. The 2016 Board members recommend using the individuals title rather than name, etc: vp@kingsdeer.org

6. Board position opening.

K. Carlson moved to approve Kris Salo as the Interim director at large for a one year period. Motion seconded and approved unanimously.

7. Digital attendance" - i.e., Skype, speaker phone or FaceTime, for voting ability in abstention. Snelling moved to approve. Motion seconded and approved unanimously.

B. Vice President – no report

C. Secretary

1. Approval of October 15th BOD minutes
Tabled until December Board meeting, Will send out again.
2. Annual Meeting presentation.
The Annual meeting slides will be posted on the website.
2. CAI Membership
J. Carlson moved to approve membership for 2016. Motion seconded and approved unanimously.
3. Conflict of Interest forms
Wasson handed the forms out, requesting signatures. 5 members turned theirs in at the meeting
4. Newsletter – Snelling moved to table until December 9 Board meeting
 - a) King's Living establish ongoing relationship.
 - b) Determine when the newsletter will be produced in 2016 –
 - c) Appoint or hire someone to produce and distribute the final document after all content is written and approved by the Board.
5. Email procedures and approvals

- 6. K. Carlson volunteered to put together policy and procedures. Designate Face Book account administrator and be able to post information to the FB account. Adopt procedures, K. Carlson volunteered to be an administrator.

D. Treasurer

- 1. Approval of banking relationships and check signers.
Joe Carlson (treasurer), Stephanie Waltman (President), Joe Willis (VP), will be the signatories with the current institutions. Motion seconded and approved unanimously.
- 2. October Financial Report
J. Carlson moved to approve. Motion seconded and approved unanimously.
- 3. Delinquent Member Accounts
Snelling stated we only have one delinquent member and it is a covenant violation fine for parking.
- 4. Annual assessment billing. Ensure it is on track to meet the assessment due date stated in the covenants.
 - a) Define the intended enforcement process for late annual assessments.
(Written policy exists.)
- 5. Review 2016 Budget options
Snelling stated that there were copies of the 2016 Budget available in the HOA office and that the only change was that an additional column was added for Capitol Reserve Improvements per J. Carlson suggestion.
- 6. Processing procedures for financial transactions and review by the BOD of transactions. Procedures from Last year will be maintained and will add disbursements of monies.

J. Carlson requested doing yearly contracts with companies that the HOA enters into. He also stated that the HOA would continue working with the out of state former HOA member as Assistant Treasurer until March 31st and the completion of 1120 H for the HOA when he would assume those duties. Discussion followed.

IV. Directors' Reports

- A. Common Area Maintenance
Indications from Landscape Unlimited (KDGC) that they are interested in doing all of the HOA common area maintenance and Snelling stated that he would be happy to coordinate with Staffieri and meet with them. Contracts negotiated must be approved by all of the Board members.
- B. Covenant Enforcement Oversight Committee
 - 1. Meeting Schedule for 2015 – 1st Thursday @ 3PM of each month
 - 2. Approval of committee members and Chairperson
Grace Highhouse – Chairman. Motion seconded and approved unanimously.
John Highhouse Vern Kuykendall
Allen Alchian Al Walter Patrick Staffieri (Board Liaison)
Willis moved to approve chair and members of the 2016 CEOC. Motion seconded and approved unanimously.
- C. Architectural Control Committee
 - 1. Meeting Schedule for 2015 – 2nd & 4th Thursday @ 5PM of each month except November & December which will be only on the 2nd Thursday of each month.
Snelling stated that the ACC had approved one more new construction for the year 2015.
 - 3. Approval of committee members and Chairperson
Dan Snelling – Chairman
Allen Alchian Vern Kuykendall George Panoncillo
Tom Haddan Kris Salo John Witsken Carol Groesbeck

Snelling moved to approve the members for the 2016 ACC. Motion seconded and approved unanimously,

D. NEPCO –

1. Bi-monthly meetings, determine if KD to remain a member
Snelling moved to remain members of NEPCO and Patrick Staffieri will represent the HOA at their meetings. All HOA members are welcome to these meetings. Motion seconded and approved unanimously.

E. Neighborhood Watch –

1. Confirm representative to continue program.
Snelling moved to confirm Tom Haddan as Coordinator Captain. Motion seconded and approved unanimously.

F. Water Resources

1. Update on the Annual Water Report
It was reported that all water meter readings have been received.
 - a) Appoint/hire someone to oversee & produce report in Dec 2016 – J. Carlson will send email to let Board know if the report has been mailed and he will do the 2016 Water Report.
2. Ratify actions taken at the Water Hearing on November 5th
Statement of hearings of members who failed to comply –
 1. The requested water meter reading must be received by the HOA not later than the close of business, Friday, November 20. If it is not received by that deadline, a \$100 fine will be imposed on the owner's account. Additionally, beginning Monday, November 30, and for each week thereafter that the meter reading is not received, an additional \$50 fine will be imposed upon the owner's account until the reading is received.

G. Executive Director

1. Scheduled Office Closures
November 26 & 27, 2015
2. Property Ownership Changes since last Board meeting - 1
3. Appoint Board member as supervisor – K. Carlson
4. Licensing – Wasson stated that there seems to be some confusion at the national level of CAI about her license. She is trying to straighten it out, but she has fulfilled all of the requirements.
5. Wasson was requested to submit to the 2016 Board all office closures and review of current contract.

K. Carlson moved to adjourn at 6:30PM. Motion seconded and approved unanimously.

Stephanie Waltman, President King's Deer HOA

Kathy Carlson, Secretary King's Deer HOA

Attach:

1. October financials