



Board of Directors Minutes

December 9, 2015

(4:30 PM King's Deer Golf Course Clubhouse)

Members Present: Stephanie Waltman(President), Patrick Staffieri (Common Areas, NEPCO & CEOC) Kris Salo (director at large), Joe Willis (VP), Joe Carlson (Treasurer), Kathy Carlson (Secretary)

Members Absent: Dan Snelling (ACC & NW)

Meeting brought to order at 4:30PM

I. Officers' Report

A. President

1. Vision, Mission, and Values Statements

Carlson reported how he came up with and where the information came from to make this statement. Stating as the Treasurer, we have limited resources and we must make the decisions how we are to allocate those limited resources because we cannot be all things to all people. The HOA needs a long term plan, and a need to prioritize capital expenditures. J. Carlson moved to approve tabling vision, mission and values statements until next Board meeting to allow for an open discussion by email. Willis seconded motion, motion tabled unanimously.

2. Establish Water Resources Committee – There is no action at current time.

3. Review Insurance coverage – Wasson to email declarations page upon receipt to Board members.

4. Discuss and prioritize BOD goals for the current BOD year: Carlson moved to table to be decided at next meeting. J. Carlson will send copy of Reserve Study to Board members. K. Carlson seconded and approved unanimously.

Streets

Trails

Common Areas

Reserve Study and funding needs

Water augmentation needs – short and long term

Water – additional water rights

Comments from Annual Meeting

Covenant enforcement

Forestry

5. Discussion and approval of 2016 office closures

Office will be closed the following:

New Year's Day	Thursday, December 31 open until 3:00 PM and Friday, January 1, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving Day	Thursday, November 24 and Friday November 25, 2016
Christmas Day	Friday, December 23 open until 3:00 PM and Monday, December 26, 2016

Willis moved to approve the 2016 holiday office closures. K. Carlson seconded motion, motion approved unanimously.

6. HOA website update
K. Carlson & Wasson visited on Monday, December 7, 2015 for 3 ½ hours and came to the conclusion that her duties will be in conjunction with the CAI manual which is to include research for a new website template.

B. Vice President – no report

C. Secretary

1. Approval of October BOD minutes
J. Carlson moved to approve minutes as written. Salo abstained. K. Carlson seconded and motion was approved.
2. Approval of November BOD minute
Willis moved to approve minutes as printed. Salo abstained as she was not at the meeting. Staffieri seconded and approved unanimously.
3. Discussion on meeting with Executive Director, and proposed recommendations for changes to office closures.
 - a) Executive Director is authorized to purchase with the King's Deer HOA debit card for the purchase of a maximum of 6 mailboxes at a time and office supplies not to exceed amount budgeted for supplies prorated by month.
 - b) Beginning January 1, 2016 the Executive Director will receive 3 weeks of vacation, 1 week of sick leave annually a cap or limit of 80 hours accrued and unused vacation is authorized to be carried per year.
 - c) Executive Director will close office when LP School District #38 & Falcon School District #49 are closed due to inclement weather, the phone will be transferred and the computer will be taken home. 2 hour delay starts for School Districts during inclement weather will not affect closing the office. These items will be attached to the employment contract and it will be reviewed and updated.
Staffieri moved to approve as discussed. Salo seconded and motion was approved unanimously.
4. Electronic Disclosure Authorization Form – homeowner emails
K. Carlson researched a generic form and reworded for King's Deer a request for email addresses with frequently asked questions. She presented to the Board members the information and is asking for approval to mail out the request. Discussion by the Board members led to some changes but the request for email information for the data base will be mailed out to each property owner requesting that they respond so that we can get accurate & updated email information and give them the assurances that the email information received will not be sold and that there will be a list available of what type of notifications the emails will be used for. Salo moved to approve revised form for mail out to property owners. Staffieri seconded motion, motion approved unanimously.
5. Newsletter
Wasson will draft a copy of a newsletter for January 2016, no later than mail out by February 1, 2016 to include pictures and bios of board members, office closure dates, description of Executive director duties, etc.
6. King's Living Magazine – no report defer to January 27, 2016 meeting.

D. Treasurer

1. November Financial Report
J. Carlson discussed the overall financial condition of the HOA and asked that everyone on the Board review the Reserve Study prior to the January 2016 Board meeting.

All 2016 invoices for assessments due have been mailed.

Staffieri moved to approve the November financials. K. Carlson seconded motion and approved unanimously.

2. Delinquent Member Accounts – Wasson stated that as of 12/1/15 there are no delinquent members.
3. Yearly contracts with companies who do business with HOA –
J. Carlson stated that it is part of the duties of the treasurer to provide written contracts with business's who wish to work for the HOA and that officially the HOA President should sign them. He is requesting that the Board members use email to discuss and ask questions prior to the January 27, 2016 meeting.
4. Augmentation Report – database and system maintenance
The HOA office does not have a complete database this will bring in house during the next month.
5. CPA – Charlotte Christensen email
J. Carlson stated that we need someone more local to review our financial situation and recommended phasing out Charlotte Christensen. The Board members then discussed the type of work to be done and the consensus will be that an independent individual will be hired to review the financials. Willis recommends that by the end of June this issue will be addressed. J. Carlson moved to agree to Ms. Christensen's terms as stipulated in the December 7 email requesting additional compensation in January and February and her role will phase out at end of March with the final 1130-H corporate return form. Check & balance system is in place with the Executive Director, Treasurer & Board members every month. Discussion of type of work to be done and consensus is that an independent individual will be addressed by the end of June 2016. Staffieri seconded and approved unanimously.

Willis moved to approve a definite time limit/frame for the monthly Board meetings (one hour) and when necessary vote for a new deadline for a longer discussion.

Staffieri stated that he had approved stopping work on the trails because the inclement weather had left the trails too wet for a more permanent fix. He is planning on meeting with the people from Landscape Unlimited (KDGC) for the possibility of them doing all of the HOA common area maintenance.

Willis moved to adjourn at 6:04 PM. Staffieri seconded and the adjournment was approved unanimously.

The following items were not discussed at this time.

II. Directors' Reports

A. Common Areas

1. Landscape Unlimited (KDGC) doing common area maintenance
2. Trails or Street walking

Staffieri stated that he approved stopping work on the trails because of the time and weather. Landscape unlimited and Staffieri will discuss the common areas & trails.

B. Covenant Enforcement

1. December Report – Meeting cancelled because of no quorum
2. Parking Waiver?

C. Architectural Control Committee – No report, no meetings since last Board meeting

D. NEPCO

E. Neighborhood Watch

1. Acceptance of Tom Haddan resignation as Coordinator
2. Discussion of additional Neighborhood Watch signs, posts and installation.

F. Water

1. Update on State Report

G. Executive Director

1. Property Ownership Changes since Last Board Meeting - 4
3. Alleged property (s) producing marijuana
Wasson will notify the Sheriff's office with available information.
2. Ham Radio Parity Act update
3. Tri-Lakes United Methodist Church sign
4. State License has been received.
5. Certificate of Good Standing is confirmed

Stephanie Waltman, President, King's Deer HOA

Kathy Carlson, Secretary King's Deer HOA

Attach:

1. November Financials