



## Board of Directors Minutes

January 27, 2016

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

Members Present: Stephanie Waltman (President), Kathy Carlson (Secretary), Joe Carlson (Treasurer), Dan Snelling (ACC & NW), Patrick Staffieri (Common Areas, CEOC), Joe Willis (VP) by phone

Members Absent: Kris Salo (Director at Large)

Meeting brought to order at 4:30PM

Executive Session brought to order at 4:31PM

Executive Session adjourned at 4:53PM

Regular meeting brought to order at 4:54PM

Manager Report attached

### I. Officers' Report

#### A. President

##### 1. Vision, Mission, and Values Statements

Waltman asked the Board members to approve the statement with the following change: Commitment to making KD premier location in Monument instead of enhancing property values.

Staffieri moved to approve with change. K. Carlson seconded motion and approved unanimously

##### 2. Mow 4 Less vendor invoice for 6 months of work – There was no signed agreement with vendor and no information on date, time and place for work to be done, as Treasurer J Carlson will not approve paying this stating that the President can approve, since the contractor needs to get paid and based on precedence the HOA can pay him. Snelling moved to pay Mow 4 Less for work done in the year 2015. Staffieri seconded motion and motion was approved unanimously.

##### 3. Establish Water Resources Committee

Defer to next meeting

##### 4. Review Insurance coverage

Director will send out via email declarations page to the Board members upon receipt from the insurance company.

##### 5. Discuss and prioritize BOD goals for the current BOD year:

Streets, Trails and Common Areas were tabled until February meeting.

Reserve Study and funding needs

J. Carlson asked members to read the reserve study. Staffieri says that this is only a guide and direction that we should embrace. He will undertake to be responsible for any issues it raises and each meeting will do a review/report, this is considered a living document.

Water augmentation needs – short and long term tabled

Water – additional water rights

Atkinson (KD resident and representative for owner of water) would like to meet with the HOA and discuss the possibility of selling to the residents. The Board members discussed the idea and since the HOA is not endorsing the selling of water rights have chosen not to meet with him.

6. Office lease – incredibly accessible to homeowners. The lease agreement stated that they were going to pay the phone bill but not internet service. If the agreement would include the internet service it is not a bad deal. Waltman stated that we would like to do a 3 month lease starting at February 1 at \$500.00 per month while we discuss further action with the Golf Clubhouse owners. K. Carlson moved to authorize approval of up to \$500 per month. Staffieri seconded and the motion was approved unanimously,
7. Comments from Annual Meeting
  - Covenant enforcement – Parking
  - Forestry - Wasson will initiate a meeting in the HOA office with resident to discuss a program for King's Deer

B. Vice President – no report

D. Secretary

1. Approval of December BOD minutes  
J. Carlson moved to approve as presented. Staffieri seconded and motion was approved unanimously.
2. King's Living Magazine  
K Carlson mentioned going over the contract given to her by the representative of N2 (parent company of magazine) and stated in her estimation and per information given to her they are asking the Board members to formally approve a contract so that the HOA cannot develop their own magazine. She will email the new contract to Board members for perusal and then will send to HOA attorney for comment.
3. Confirmation of dates for:

Community Garage Sale	August 12, 13, 14, 2016
Mowing deadline	June 30, 2016
Water meter reporting Month	of October 2016
Newsletters	February and September
Annual meeting	November 10, 2016 7PM Thursday

Snelling moved to approve dates as stated and Staffieri seconded.

E. Treasurer

1. December Financial Report  
J. Carlson discussed reports sent out by email. Accept it to Audit.
2. Yearly contracts with companies who do business with HOA – contract signing policy  
Individual Director will meet with contractor and set up scope and frequency of work to be done. They will meet with HOA President and approve contract.
3. Augmentation Report – database and system maintenance  
Wasson will be doing all reports.
4. Disbursement procedures  
This item will be part of the contract procedures, J Carlson will formalize.

II. Directors' Reports

A. Common Areas

1. Landscape Unlimited (KDGC) doing common area maintenance  
Staffieri met with a representative of Landscape Unlimited and talked to them about scope of work. The HOA office received information but would like to know the frequencies they are prepared to do, mowing, spraying, etc. If the HOA does a contract

with them we need them to spell it out exactly when, what and how it will be done. Staffieri will meet with them and itemize what we would like done. Staffieri also checked out the monuments and border walls for wear and tear, the Reserve study drives our priorities but we need to update it, since it is a living document. Normal upkeep of items in the Study does mean that we do not always need to replace when the Study indicates.

B. Covenant Enforcement

1. January Report – Meeting cancelled – no issues

C. Architectural Control Committee –

Snelling at last meeting approved one project for doing stucco accents. One HO requested a final landscape visit but members could not do because of property being covered in snow. The ACC members also looked at possible house plans for construction at 1005 Trumpeters Court. Currently there are 12 active projects and 83 miscellaneous projects

D. NEPCO - no report

E. Neighborhood Watch

1. Discussion of additional Neighborhood Watch signs, posts and installation.  
Snelling repeated that he became the temporary coordinator since the resignation of Tom Haddan. One of the issues talked about in 2015 is that we add eight (8) additional signs in the subdivision with a total cost of \$586.00 Snelling does not feel that we need to do it at this time and does not consider it a priority. Tabled.
2. Locking mailboxes  
Covenants do not allow for this type of mailbox and the company we are required to order the mailboxes from does not carry a matching locking post office box. The Post Office prefers to have a locking box for a complete street.

F. Water

1. Update on State Report  
J Carlson stated that the Report had been sent in and that KD was well below on 93 decree and 94 decree. Send out courtesy over pumping letters 120% follow up

G. Other

1. 19564 St Giles Court, Lot 88 Highlands filing 5 – trailer  
Board members moved to approve allowing 10 business days from date of notification letter to remove, if not done there will be a \$50.00 per day fine until removed.
2. 19516 St Giles Court, Lot 85 Highlands filing 5 – trailer  
Since the trailer was removed prior to the hearing date a courtesy letter will be sent notifying the resident that at this time there would be no fine but should there be a reoccurrence a \$50.00 per day fine will be assessed without further notification.
3. 19047 Harrogate Court, Lot 36 Highlands filing 3 – waiver request for commercial vehicle  
Board members approved a temporary waiver valid until February 29, 2016 but if on premises after that date a \$50.00 per day fine will be assessed.

Snelling moved to adjourn at 6:26PM. Staffieri seconded moved to approve and unanimously approved.

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Stephanie Waltman, President King's Deer HOA

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Kathy Carlson, Secretary King's Deer HOA

Attach:

1. December financials
2. Copy of office lease agreement unsigned
3. Manager's Report