



Board of Directors Minutes

May 16, 2019 (King's Deer Golf Clubhouse 6PM)

Members Present: James Hazuka (Secretary), Dan Rivers (President), Jan Sievert (Member at large), Steven Shurgot (Vice President), Randy Wood (Common Area Maintenance), Ken Harris (Neighborhood Watch)

Members Absent: Lorrie Kresge (Treasurer & Water)

Others Present: Brent Ambuehl (Crime Prevention Coordinator, El Paso County Sheriff's Office), Dan Snelling (Project Healing Waters), Nathan Kettner (KD Lot Owner), Allen Alchian (Consultant), Patricia Wasson (Executive Director), John Highhouse (Executive Director)

Meeting brought to order at 6:05 PM

Brent Ambuehl – Mr. Ambuehl gave a presentation on the Neighborhood Watch Program and talked about getting the program at King's Deer back up and running again. The program office can provide new signage for the community.

Dan Snelling – Project Healing Waters fly fishing. Mr. Snelling requested use of the athletic field and pond on 15 June & 20 July for use by PTSD Veterans. The Board approved the dates requested.

I. President's Report

1. Water Purchase –PDWC-KD Application Status. Rivers stated that we are still in the waiting period in which other entities can raise concerns. This period ends the 31st of May.

II. Vice President

1. Parking – Hazuka presented preliminary draft of the verbiage for the proposed amendments to the Classic and Highlands covenants. It was noted that the language is currently different between the covenants. A discussion ensued and it was decided to attempt to make the proposed paragraphs exactly the same for each covenant. Board members were asked to provide input to Shurgot through email within the next few weeks. Shurgot will take the input and prepare a revision 2 for the board to review at the June meeting. When complete, the proposed covenant change will be included in the mailing along with Board election ballots.

III. Secretary's Report

1. April 2019 Board minutes unanimously approved on 4/29 by email
2. New Executive Director – Hazuka introduced John Highhouse as the new Executive Director. Hazuka explained that there will be a transition period after which Pat Wasson will be retiring this summer.
3. CB Insurance questionnaire – Hazuka briefly reviewed this year's insurance questionnaire stating that the form is now longer and goes into much more detail. The additional questions raised some good points regarding areas of possible process improvement.

IV. Treasurer's Report

1. April 2019 Financials – Motion to approve made and seconded. The financials were unanimously approved.
2. KD audit in 2019 – Compliance Fee account reconciliation. Extensive work has been done regarding an internal audit of the Compliance Fee account. As part of the process, a new system was developed in order to maintain the Compliance Fee account reconciliation. The Board was satisfied that these actions provide improved clarity and cross-checks. Motion was made and seconded to not seek an outside audit at this time. The motion was unanimously approved.
3. Process Improvement vote on all following:
 - a. Bank Account Transfers – Because of FDIC limit concerns (no more than \$250,000 per account owner (KDHOA) in any one bank) the Board authorized the opening of several accounts in other financial institutions. A motion was made and seconded to move \$200,000 in reserves into an 18 month CD at ENT. The motion was unanimously approved. A motion was then made and seconded to move the Compliance Fee account to Integrity Bank and Trust in a non-interest bearing account. The motion was unanimously approved. The KD HOA Operating Account and the remaining portion of the Reserve Account, will remain in First National Bank (FNB).
 - b. Reconciliation of HOA accounts - Rivers thanked Allen Alchian and Kresge for the volunteer work on the reconciliation of the HOA accounts. Motion was made and seconded to pay the invoice from the HOA accountant for her work in reconciliation of the Compliance Fee account. The motion was unanimously approved.
 - c. Process Improvement – Motion was made and seconded to have the HOA accountant reconcile the HOA accounts on an ongoing basis. The motion was unanimously approved. The Board also agreed to increase the monthly allocation for the HOA accountant (Charlotte Christensen) by \$150 to cover the costs associated with this effort.
 - d. Dual signatures for checks over \$500 (exceptions: payroll and debit card purchases) - The HOA already requires dual signatures on all checks over the amount of \$500. The Executive Director has the authority to purchase up to \$500 on the debit card. Mailboxes are currently the only exception that the BoD has granted.
 - e. Signature Authority on the bank accounts – The Board also agreed to the following: add Pat Wasson and directors Jim Hazuka, Mary L Kresge, and Dan Rivers to all new bank accounts (Integrity and ENT); grant Charlotte Christensen “View Only” access to all bank accounts (Integrity, Ent, and FNB (2)); add new Executive Director, John Highhouse, to all bank accounts as of 15 June 19 (Integrity, Ent, and FNB (2)); remove Pat Wasson from all accounts as of 15 June 19 (Integrity, Ent, and FNB (2)).

V. Director's Report

A. Architectural Control Committee

1. Status Report – Alchian reported there are 2 new construction projects. He then reported that a builder who was constructing 2 homes in KD, went bankrupt. The owners have since secured new builders, but the time frame for completion needed to be extended beyond the 9 months. There are 2 additional homes under construction that will be delayed beyond the 9 months.
2. 19882 Kershaw Court, Lot 32 Highlands filing 4 – Any future correspondence with the HOA needs to be through our attorney.
3. 19887 Kershaw Court, Lot 30 Highlands filing 4 – There is contractor induced damage to the trail along County Line. The ACC will work with Common Area

Maintenance (Wood) to determine costs incurred by the HOA and any withholds from the Compliance Fee, as well as any invoicing of the owner if the withholds are insufficient to pay for the damage caused by his contractor.

B. Common Areas

1. Wood received a quote of \$5000 from Redstone to repair the damaged area on the trail along County Line. This is the damage attributed to the home construction on 19887 Kershaw Court.
2. Wood also stated there is an additional \$5000 to \$7000 for other areas of the trail that need repair. Funding associated with these repairs is in the maintenance program line so no additional funding will be required.

C. Covenant Enforcement Oversight Committee – No Report

- D. Neighborhood Watch – Brent Ambuehl, Crime Prevention Coordinator from the El Paso County Sheriff's Office, gave a presentation at the start of the meeting. He passed out a newsletter which summarizes crime in the NW county area. It was suggested that Harris leverage the KD HOA website to post the NW Newsletter. Harris could use its blast capability, along with the KD Facebook page and Next Door, to notify residents on the newsletter.

E. Manager's Report

1. HOA assessment payments still outstanding is 5. The HOA office is in the process of establishing liens.
2. CAI M-100 Class June 5-8 scheduled. John Highhouse will be attending.
3. Office Closure, Memorial Day May 27

Next meeting is June 20, 6:00 PM @ King's Deer Golf Club House

A special recognition and thank you was given to Pat Wasson for her many years of service in the community.

Meeting adjourned at 8:05 PM

/ signed /

Daniel D Rivers, President King's Deer HOA

/ signed /

James Hazuka, Secretary King's Deer HOA