**KINGS ROW HOMEOWNERS ASSOCATION**

Executive Board Meeting

August 27th, 2014

Location: The Residence of Julie & Tom Hazard – 0344 Kings Row Avenue

Board Members in Attendance: Peter May, Carolyn Dahlgren, Tom Hazard, Gina White & Krystle Ortell (recording secretary)

Homeowners in Attendance: Julie Hazard

1. Call to order at 7:10 pm
2. Approval of June 4th, 2014 redlined meeting minutes. Carolyn Dahlgren made motion to approve, seconded by Peter May. All in favor. Minutes approved.
3. Approval of July 8th, 2014 redlined meeting minutes. Carolyn Dahlgren made a motion to approve, seconded by Peter May. All in favor. Minutes approved.
4. Old Business
   1. Lee Leavenworth
      1. Peter May spoke to Lee Leavenworth to let Lee know that the board agrees that Lee and Joan Leavenworth are eligible to pay $170.00.
      2. Tom Hazards asked Peter May if Lee Leavenworth was okay with putting the agreement in writing? Peter May explained that by putting the agreement in writing it protects the Leavenworth’s from future boards who may not know the agreement between the HOA and the Leavenworth’s.
      3. Carolyn Dahlgren drafted a letter to Lee & Joan Leavenworth (attached).
      4. Carolyn Dahlgren will contact Lee Leavenworth and finalize the letter and then forward the letter to Krystle Ortell and Peter May.
         1. Tom motions to approve the letter. Peter May seconds. All in favor.
   2. Attorney Follow Up – Interview Questions
      1. Krystle Ortell and Peter May will perform the attorney interviews.
      2. Carolyn Dahlgren suggests the following when performing the interview:
         1. Let the attorneys know that Kings Row HOA is a “do it yourself” HOA.
         2. Determine how willing the attorneys are in coaching non-lawyers. The attorney may say they are willing to coach non-lawyers, but we want to know what their experience is in doing so. “Tell us about when you’ve done this before…”
         3. The attorney needs to advise the HOA in what issues the HOA should do on their own and what issues an attorney is needed for.
         4. Explain to the lawyer that the HOA wants them to be available when they need them and to be well versed on the HOA docs.
         5. Kings Row HOA is an old HOA with old laws. Would the lawyer be willing to review the docs (covenants, bylaws, resolutions) on an hourly basis to see where inconsistencies are? What is missing? What needs to be updated?
            1. Tom Hazard believes it is worth the money to have the lawyer review the HOA docs. In the long run it could be cheaper than if the HOA were to get into trouble due to inconsistencies in covenants, bylaws & resolutions.
      3. Carolyn Dahlgren suggests that Peter May & Krystle Ortell review the Request for Proposal that was sent to the attorney’s to see what needs to be followed up on.
      4. Carolyn Dahlgren notes that some Resolutions are missing. Peter May needs to look through the items that were given to him by Dick Wells to see if he may have the missing Resolutions and meeting minutes.
      5. Carolyn Dahlgren gave Krystle Ortell her binder with the covenants, bylaws, resolutions, etc. Krystle Ortell is to make a copy for each of the board members and for the attorney that the HOA chooses to hire.
         1. Carolyn Dahlgren states that by handing over the docs to the attorney’s the HOA will save money because there will be no need for the attorney to go to the clerk and recorder’s to search for the HOA docs.
      6. Peter May suggests that we inform the attorney’s that Kings Row HOA is a small HOA with currently no legal issues and the board would like to keep it that way.
         1. Currently the biggest issues facing the HOA are:
            1. Collections
            2. Hunt Ranch
   3. Website Design & Development
      1. Krystle Ortell suggests Lauren Keller because Krystle believes that The Smith’s Design is more than the HOA will need for web development.
         1. Gina White would like to see at least two websites that Lauren Keller has designed.
         2. Krystle Ortell will research Squarespace to see what limitations there will be on the website by using them as a host.
         3. Gina White believes that Squarespace will be too simple and that the limitations set by Squarespace will be too high.
      2. Tom Hazard will work with Krystle Ortell to determine interview questions and talk with Lauren Keller and The Smith’s Design.
      3. Carolyn Dahlgren motions for Krystle and Tom to interview Lauren Keller and The Smith’s Design. Gina White seconds. All in favor.
   4. Reserves Study Follow Up
      1. Carolyn Dahlgren was impressed with Peter May’s comment that the previous reserves study was not accurate and had several issues.
      2. Carolyn Dahlgren, Tom Hazard and Gina White all agree that the HOA should spend the money for an onsite visit so that an accurate reserves study can be obtained.
      3. Gina White notes that homeowner’s continue to ask if the HOA dues can be lowered – a reserves study would show that the HOA needs the money and that dues cannot be lowered.
      4. Gina White motions that the HOA spends the money for an onsite visit. Tom Hazard seconds. All in favor.
      5. Peter May signed the Proposal Acceptance. Krystle Ortell will send the signed proposal, along with a check, back to Association Reserves and set up a time for an on-site visit to be performed.
   5. Payment Plan Resolution Follow Up
      1. Original resolution 06.002 was not clear on monthly fees. Resolution 14.002
      2. Effective date may need to be changed to August 27, 2014, retroactive to May 1, 2014.
      3. Carolyn Dahlgren – Resolution 14.002 – Peter May and Krystle Ortell should take the Resolution to their meeting with the attorney’s.
      4. Currently the general consensus is the covenants are too stringent when it comes to the date of filing of the lien.
      5. Peter May motioned to approved Resolution 14.002. Tom seconds with the following changes:
         1. “…the 90-day mark for lien filing may be too stringent.” (Delete: in situations where the lot owner is willing and capable of entering into a payment plan.
         2. All were in favor.
5. President’s Report
   1. This was skipped due to time.
6. New Business
   1. New Fences in Subdivision
      1. Tom Hazard has noticed that two new fences that don’t match the covenants have been installed recently.
      2. Carolyn Dahlgren states that the board needs to eliminate covenants if the board isn’t going to enforce them.
      3. Tom Hazard suggests that when Peter May and Krystle Ortell meet with the attorneys they discuss updating the covenants to community standards.
         1. Covenants need to be consistent with what homeowner’s tolerate and seem to accept.
      4. Carolyn Dahlgren – the bottom line is that the covenants need to be updated. Numerous covenants no longer seem to apply to the subdivision.
      5. Peter May – the covenants can be changed but the changes will have to be voted on at the annual meeting.
      6. Gina White suggests that the board familiarize themselves with the covenants and bring suggestions of changes to the next meeting.
      7. Tom Hazard – one major problem is renters – they don’t know the covenants, they don’t receive emails about wee control, etc. How do we get information to the renters?
   2. Meter Replacement
      1. Peter May will be responsible for contacting the people to replace the meter (he left the contact information at home).
      2. Carolyn Dahlgren motions to allow Peter May (President) to spend up to $1,000 on the meter replacement. Gina White seconds. All in favor.
   3. EPC Quote for Cleaning & Inspection
      1. Tom Hazard would like to know when the cleaning and inspection was last performed. Is there a report on sediment?
      2. Peter May already approved for Krystle Ortell to contact EPC and set up the cleaning and inspection.
      3. Gina White and Tom Hazard would like a copy of the last cleaning and inspection report. They also would like a copy of the current cleaning and inspection report once it is completed.
      4. Carolyn Dahlgren motions to approve the actions of Peter May in hiring EPC. Tom Hazard seconds. All in favor.
      5. Krystle Ortell will contact EPC for the previous cleaning and inspection report.
   4. Fence posts in pile along Missouri Heights Road
      1. Gina White will pick up the posts.
   5. Bushes at intersection of Missouri Heights Road & Kings Row North
      1. Tom Hazard will cut off entire bush and take it to the dump.
      2. The HOA will reimburse Tom Hazard for the dump cost.
   6. Misunas’ Boat
      1. The boat has been moved.
   7. Subdivision Block Party
      1. Carolyn Dahlgren suggests that the HOA combines that annual meeting with the block party.
      2. Carolyn Dahlgren and Gina White offer to host the annual meeting/block party.
      3. The annual meeting will be held on Saturday, November 1st at 6pm at the Missouri Heights Schoolhouse.
         1. It will be an annual meeting and a social event.
         2. The HOA will provide beer & wine.
         3. Ask that homeowner’s bring appetizers to share.
      4. Krystle Ortell will contact the school house to make sure it is available on November 1st.
      5. Krystle Ortell is to send proxies out with September invoices.
         1. Julie Hazard suggests that if proxies are not received in a timely manner, that each member of the board goes door to door to obtain proxies.
      6. Tom Hazard suggests that any email that is sent to homeowner’s containing the annual meeting information. Tom also suggests that Krystle Ortell send out a reminder at 7 days and 24 hours before the annual meeting.
      7. Tom Hazard suggests that a sign be made to replace the irrigation sign that states when the annual HOA meeting will be held.
         1. Krystle Ortell will look into getting a sign made.
   8. Noxious Weeds
      1. The pump house area needs to be sprayed.
         1. Gina White will contact Mountain Lawn to spray the HOA Property. If Mountain Lawn is unable to get it done, Tom Hazard will spray; he just needs reimbursed for the spray.
      2. Tom Hazards has noticed that some homeowner’s are not addressing the noxious weeds. There needs to be a resolution drafted on noxious weeds.
      3. Kings Row HOA may want to follow Cerise Ranch’s example and give a drop dead date for homeowners to spray and if the homeowner has not sprayed, the HOA will hire somebody to spray and will charge the homeowner.
      4. Peter May will contact the homeowner’s at: 0435 Kings Row Avenue & 0507 Kings Row Avenue regarding the need to spray the weeds on their property.
      5. Tom Hazard will talk with any additional homeowners that he notices that have not sprayed.
   9. Irrigation Blow Out
      1. Gina White lost her head irrigation guy and is not comfortable blowing out the irrigation system this fall.
      2. Gina White would rather Tom Hazard’s company perform the work. Gina White will provide a map to Tom Hazard of the irrigation system. Gina is also willing to help Tom.
      3. Carolyn Dahlgren does not see a conflict of interest in hiring Tom Hazard as long as Tom gives a fair price. Krystle Ortell will look into what Gina White’s company charged last year to perform the irrigation blow out.
      4. The irrigation water is now off so a blowout can be performed at any time.
7. The next meeting will be held on Wednesday, October 1st at 7:00pm at the residence of Carolyn Dahlgren – 0034 Kings Row Avenue.
8. There being no further matters to come before the HOA, the meeting adjourned at 9:20pm.