KINGS ROW BOARD MEETING MINUTES

DECEMBER 13, 2017, Dahlgren Residence, 34 Kings Row

1. Open Meeting:

The meeting was called to order on December 13, 2017, with the following persons present:

Board Members: G. R. Fielding, Peter May, and Carolyn Dahlgren

New Board Members, not yet seated: Julie Hazard and Jo Ashton

Association members: Carol Nieuwenhuizen, Roshni Slali

Mimi Trombatori, Board Member, and Krystle Beattie, Administrative Assistant/Bookkeeper, were not able to attend

2. Approval of Minutes:

The Board reviewed and approved Minutes from September 2017 and October 2017. Peter made a motion to approve the September Minutes as presented and G. R. seconded the Motion. G. R. made a motion for approval of the October Minutes, with deletion of the last sentence in paragraph 6.d., with second by Peter. Both votes were unanimous.

*Assignment*: Carolyn make correction and forward finals to Krystle for upload to website.

3. Annual Meeting:

a. Agreed that meeting positive and attendance good.

b. A second draft of the Annual Meeting Minutes was not available; Krystle and Carolyn will continue to work on the document. Once in a “Final Draft” form, Krystle will distribute to “old” and “new” Board members before uploading to website, watermarked as “Draft.”

c. Carolyn described the issue with the IRS Revenue Ruling: We took no action on the agenda item at the Annual Meeting, but the advice of our CPA is to have the resolution in the file even though there will likely be no overage to carry forward in 2018. The Board approved Krystle and Carolyn’s plan to send an “opt-out” email to all present in-person at the meeting, not proxies. Carolyn can then sign the document, assuming email responses OK.

4. Action on Lot 9 ARC application:

The Board reviewed an “application packet” for the exterior work on Lot 9. Carolyn created the packet, made up of pertinent documents, emails and photographs, May 2017, forward. The Board and others present discussed the current appearance of the house on Lot 9 (including removal of porch and change to entry, not in original photographs); communications with Ryan, owner, and Antonia, resident, summer of 2016 forward; ARC and Board decision on incompleteness of the application in May of 2017; and 2017 communications among Antonia, Ryan, the Board and the Association’s attorney.

The first concern discussed was the existing (completed?) appearance of the house: (1) the front of the house does not look like the initial photo and verbal/written representation; there are no wooden porches to break up the solid street-view front; and (2) the stone facing does not look like the stone sample photograph or the actual quartzite sample provided.

Carolyn explained that Antonia updated with information that the front porches were falling off and had to be removed. One person stated that the front of the house appears to be covered with “white tile,” rather than natural stone, with little depth or texture and no color variation. There was general agreement. The Board noted that the stone may not have been washed and could still be covered with dust from cutting.

The second concern was that the application remains technically incomplete, because Antonia did not provide an actual sample or color stick of the stain for which she was requesting approval, despite our attorney’s request that she either provide the sample or a link to a website describing the material. She did provide a photograph of a section of wall as a sample, “on the house already,” verbally described as “a wood sealer with a ‘transparent barn wood wash’.” Antonia said that the sealer/wash is presently on the beams on the front of the house.

However, the third and bigger concern discussed was making sure this portion of the exterior work on the house is completed, including the staining, and setting a completion date. The Board considered asking the Association’s attorney to ask for more information. In the end, the Board voted 2:1 to approve the application with the following conditions:

1. This Board approval, with conditions, is dependent upon the appearance of the front of the house being as represented in the application, i.e. a natural stone “Quartzite” surface with “natural earth tones.” As stated in the application: “It will always vary in texture and color, as that is the way of nature as can be seen in the samples there is a variety of color.”
2. If the stone has not been power washed, stone will be cleaned as soon as weather allows removal of “dust from cutting.”
3. This application and approval deals only with Quartzite stone application to the street-side of the house and application of stain to wood on all 4 sides of the house, removal of the front porch and change to the entry.
4. Therefore, any other exterior changes, including but not limited to stated long term plans for installation of hardy backer, new roofing, deck replacement or refinishing, will be the subject of one or more future applications. The new application(s), with paint sticks or sample boards of actual materials/finishes, not just verbal description or photographs, will be presented to the ARC for review.
5. The owner/resident will not begin construction until receiving the written approval of the Board. If construction is begun without Board written approval, the $100.00 per day fine will be instituted immediately.
6. The date of Board approval with conditions is December 13, 2017. The one-year completion date, therefore, is December 12, 2018, giving plenty of time for finishing in the 2018 construction season.

The Board briefly discussed the Covenant and ARC form requirement that the record owner sign the applications or give written authorization for work to be accomplished by the resident, if and when work is started again. This protects the HOA from a claim that work was done without permission of the record owner.

*Assignment:* The Board directed Carolyn to add Covenant provision references to the conditions before sending to Ryan and Antonia. Carolyn will deliver the original packet, with stone samples, to the ARC.

5. Other ARC or Covenant enforcement items: The Board then considered inquiries received about the RV parked in the drive of Lot 48, now owned by Alan McNeilly and Sandra Francis. Jo said that Alan and she spoke at the Annual Meeting and he said they planned screening. Jo encouraged Alan to talk with David about options.

*Assignment:*  Carolyn to continue communication with lot owners to determine size of RV and plans for ARC application and communication with those making inquiries.

6. Financial: As Krystle is not present due to illness, the Board reviewed the documents she provided. The Board understanding that Krystle has not moved 4th Quarter reserve money, if needed, and that she has not received enough income to put money into reserves.

7. Potable and Ditch projects: Carolyn reviewed and Board discussed progress on items 7. a – e. Most importantly, we have not yet received a response from the State on the Well 4 Design Review prepared by Zancanella and Associates. The Board briefly reviewed who has volunteered on projects labeled 7. f – h and volunteer labor needed on i. and j.

8. HOA Manager: Carolyn handed out and reviewed the Scope of Services prepared by the interview committee, Tom H, Roshni S, and Carolyn Dahlgren, after Carolyn interviewed Keith Edquist and the two principals of Silver Mountain, and, Carolyn and Tom Hazard interviewed Preferred Management’s 3 principals. The Board discussed the SOS and the results of interviews and voted, unanimously, to authorize Carolyn to negotiate a contract with Keith Edquist of Edquist Management, LLC. The Board decided not to search for more applicants and not to interview either Silver Mountain or Preferred Management. The Board and others present also expressed a preference to hire a company with one person as manager, over a larger company with multiple employees. Considering the comments of all present and the importance of our water systems, the Board wishes to hire a manager with experience with both potable and ditch water systems.

9. New Board: Julie Hazard, Sauron Chapman, Josh Nelson, Jo Ashton and Carolyn Dahlgren will meet in January or February, elect officers and develop a 2018 plan of work. Board will also work with ARC so that Board and ARC meetings can be coordinated. Action is needed on changing ByLaws to authorize a “spouse, living in the residence but not a record owner” to be on Board. The topic was discussed more than once in the past, but no vote was taken. GR made a motion and Peter seconded to authorize Carolyn to draft the change in ByLaws, with the understanding that ceremonial marriage is not required, but record owner has to authorize the appointment. Vote unanimous.

*Assignment:* Carolyn and Krystle to get first meeting organized. Carolyn is to make change in By Laws and ask Krystle to publish on web site.

10. Meeting closed, with no other business discussed.