

## Kingsgate Five Homeowners Association

### Meeting Minutes

January 9<sup>th</sup>, 2017

#### **Board Members Present:**

Royal Hanson  
Susan Schilling  
Ashley Gillen  
Kelly McPherson  
Bill Keating  
Cindy Klein  
Craig Carlston  
Bonnie Santschi (baby too)

**A motion made by Ashley Gillen to accept the November 21<sup>st</sup>, 2016 meeting minutes was seconded and approved.**

**Gators Swim Team:** Ashley Gillen reported on a meeting she had with Gator Swim Team representatives regarding returning the Gators under the umbrella of the HOA. She reported the following:

- **Swim team sign up dates** will be as follows:
  - February 1<sup>st</sup>: Homeowners
  - March 15<sup>th</sup>: Pool Pass Purchasers and/or Returning Swimmers
  - April 1<sup>st</sup>: New Swimmers
  
- **Pool Passes (Renewing):**
  - January 1<sup>st</sup>: Email Renewal
  - March 1<sup>st</sup>: Renewal Deadline
  
- **Pool Passes (New):**
  - January 9<sup>th</sup>: Waitlist Available (signup sheet on website)
  - March 15<sup>th</sup>: Open Waitlist (if spots available)

#### **Gator/HOA Agreements:**

- \$100 per non-HOA and non-pool pass swimmer
- Removing Homeowner Voucher. If requested, homeowner can apply for a “need based grant” directly from the Gators
- There will be a maximum of 125 swimmers
- Current contract will be expanded to include more specific details regarding times, dates, etc.

### **Notes from K5 CPA:**

- Maintain separate reporting (Gators to continue with Excel reporting)
- No 1099 contractors – employees only (Swim coaches will be employees of K5 HOA)
- Gator representative at every HOA meeting
- Gators to maintain separate checking account under the HOA umbrella
- Report to HOA monthly via Excel – summary at end of year to include in HOA financials
- No debit cards
- No gift cards

Additional check signers to K5 HOA checking account number 1381-1469-0964 will be:

- Kathleen Shaull
- David Epley
- Liz Glick

After discussion, **a motion made by Cindy Klein that we fully accept the Gators request to be fully under the umbrella of the HOA of Kingsgate 5 was seconded and approved.**

**A motion made by Royal Hanson that Gators Swim Team representatives Kathy Shaull, David Epley, and Elizabeth Glick be approved to sign on checks on Kingsgate 5 Homeowners checking account # 1381-1469-0964 was seconded and approved.**

**Pool Report:** There was discussion about whether pool pass purchasers and homeowners are treated as equal regarding swim team sign ups. It was agreed by the board members that priority for swim team sign up should be homeowners first priority, pool pass purchaser (whether a returning purchaser or new, first time purchaser) second priority, outside swimmer 3<sup>rd</sup> priority.

Craig Carlston will contact David Epley and clarify the board's reasoning for accepting the Gators as being under the umbrella of the HOA. The board agreed that the information that Craig will share with David must be disseminated to the entire Gator board of directors.

Cindy Klein reports that:

- Pool pass purchasers waitlist opened on January 9<sup>th</sup>. In addition to email notices Cindy will also mail hard copies letting people know of their status.
- There is a leak in the pool at about 2" per week. She will let the pool completely leak out after which a leak detection company will work to find the issue.
- An announcement for a maintenance person will be made at the annual meeting as well as in the newsletter and possibly Craigslist if necessary.

**Treasurer's Report:** Ashley Gillen distributed financial reports for November 2017, December 2017 and the Yearend Reserve Breakdown and the January-December 2017 Budget Overview.

- Ashley Gillen reports that the HOA is 80% funded toward the reserve study report which is considered “healthy”.
- The mailboxes are paid-in-full.
- All pool renovations and mailbox replacement was done without using reserve funds.
- The HOA was able to add \$13,000 to the reserve account.
- There was general discussion and explanation of the financial report.
- Conversion to Quick Books is complete.
- There are 14 liens as of December 31<sup>st</sup>, 2016. A lien is placed on homeowners who are 1 year or more overdue.
- 20 K5 homes sold in 2016.

**A motion made by Bonnie Santschi to accept the November 2016 Treasurer’s Report was seconded and approved.**

**A motion made by Bonnie Santschi to accept the December 2016 Treasurer’s Report was seconded and approved.**

**A motion made by Cindy Klein to accept the Reserve Study account presentation was seconded and approved.**

**Park Report:**

- Bill Keating reports that the recliner which was dumped in the park has been removed.
- Craig Carlston requests a special meeting to prioritize park maintenance projects.
- The K5 park will not be on the City of Kirkland’s Parks Department’s agenda for 2017.

**Compliance Report:** Kelly McPherson reports:

- She has received a complaint from a homeowner about another homeowner regarding an overgrown yard, makeshift shed with rats and racoons inhabiting the area. A letter has been sent to the homeowner who is out of compliance giving them one month to correct the problems.

**Recreation Report:** The holiday light contest has been completed and the winner will be announced at the annual homeowners meeting.

**Old Business:**

- The shrubs at the main entrance have been trimmed back allowing for access to the light poles.
- Royal Hanson reviewed the open positions up for election at the annual meeting.
- Kelly McPherson is continuing to work with the City of Kirkland for safety improvements at NE 143<sup>rd</sup> and Ne 128<sup>th</sup>.

**New Business:**

- The newsletter will go out the first week of February (deadline for submissions is January 30<sup>th</sup>) and will include the President's message, Easter Egg hunt, Gator sign up information, Treasurer's Report, Facilities Maintenance job description, Holiday Light contest winners.
- Discussion and preparation for the 2017 annual HOA meeting. Alan Nelson and Kelly McPherson will be responsible for sign in and quorum confirmation.
- Craig Carlston presented the HOA By-laws regarding "Actions Taken Without a Meeting". The board agreed that this standard will be applied to online voting.

The meeting adjourned at 8:50 pm.

The 2017 K5 HOA Annual Meeting will be January 23<sup>rd</sup>, at John Muir Elementary School, Kirkland, WA.

The February 2017 HOA board meeting will be held February 13<sup>th</sup>, 6:30, Kingsgate Library.

Approved February 13<sup>th</sup>, 2017

Prepared by Susan Schilling

Secretary, Kingsgate 5 HOA

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