

## Kingsgate Five Homeowners Association

### Meeting Minutes

October 16<sup>th</sup>, 2017

#### Board Members Present:

Royal Hanson  
Kelly McPherson  
Ashley Gillen  
Cindy Klein  
Susan Schilling  
Bill Keating  
James Weinrod  
Lauren Johnson

#### Staff

Dan Lund

#### Visitors:

Nick Maliwacki  
J Heflin

#### Park Renovation:

The meeting began with discussion of the playground. Ashley Gillen reviewed the 3 proposals for the playground replacement project including options and prices for each. Handouts were available for review.

After discussion with the board members present as well as guests, a vote was taken by the board of directors as to which option would be presented for a vote to the homeowners at an upcoming special assessment meeting. Option #1 received the most votes.

By a show of hands, the tally was as follows:

- Option #1 – 8 (2 guests also indicated they preferred this as well).
- Option #2 – 1
- Option #3 – 0

There was discussion as to whether using reserves funds to lower the assessment would be a prudent. It was decided against using reserves as recommendations are not to allow the total amount of funds to dip below 60% of the amount needed to fully fund the reserve account. The fully funded reserve account is recommended to be \$122,413.80 – 60% of this being \$85,466.32. There are also projects of fence replacement and possible tennis court that will use reserve funds.

The board agreed that the first opportunity for the homeowners to vote on the playground assessment will be December 4<sup>th</sup>. A proxy will be mailed to each homeowner – including information directing them to the website for complete details on the option.

**Visitor Presentation:**

Homeowner J Heflin presented her findings about possible improvements for the lower park. Her research found that the City of Kirkland would charge \$3,000 to determine whether the area is a wetland or not. The maps given to her by the city indicate that the area is not a wetland. That amount would not offer options for usage only the wetland determination. She also spoke with a Tom Barrett of Environmental Construction, Inc. about options for the lower park. After discussion, the board agreed to pay Mr. Barrett \$125 to assess the area and develop a plan.

**A motion made by Ashley Gillen to accept the September 18<sup>th</sup>, 2017 meeting minutes was seconded and approved.**

**Treasurer's Report:** Ashley Gillen reported:

- She received a request from homeowner for the last 2 full years and current year to date detailed financial statements for the HOA as well as the total number of homes that are currently delinquent with assessments/dues. After discussion by the board it was agreed that Ashley will mail financial statements for 2015 and 2016 – the same reports that are handed out at the annual meetings. The 2017 financial reports may be viewed at a scheduled board meeting or in person by appointment. It was agreed by the board that there will be no disclosure of individual delinquent accounts or sending financial information via email.
- HOA dues will now be billed annually in January. There will be no more quarterly statements. With the January statement, there will be four coupons as reminders of payments that are due for homeowners who are accustomed to the quarterly system.
- Per this change the board discussed when payments would need to be due for the customary free pool passes. It was agreed that to have 4 free pool passes the total annual dues amount would need to be made by January 31<sup>st</sup>.
- The attorney who is developing updated By-Laws and CCR's will attend the November meeting.
- There was general discussion and explanation of the budget.

**A motion made by Alan Nelson to accept the Treasurer's Report was seconded and approved.**

**Pool Report:** Cindy Klein reported:

- Aquatic Specialties agreed to dismiss payment that was due owing to the problems that occurred over the summer season.
- There continues to be a leak in the pool with the same pipe that had an earlier issue. This problem seems to be farther down the in the pipe. Leak detection will continue to work on the issue.
- 1 pump failed.
- Cindy would like to be able to give out bonuses to lifeguards. After discussion by the board a **motion made by Royal Hanson to set aside \$1,500 as bonuses for the lifeguards was seconded and approved.** Cindy Klein will decide on amounts for individual guards.

**Maintenance Report:** Dan Lund reported:

- He has cleaned bushes and trees away from the fence line with Kingsgate Terrace condominiums.
- APOL landscaping will trim the shrubs at the front entrance to keep a pleasing appearance.
- He has continued communications with 3 fence companies regarding replacement of the entire fence along 124<sup>th</sup> Ave. NE. All 3 company's bids were comparable and within \$1,000 of each other. After discussion by the board and Dan's recommendation, it was agreed that the HOA will use Economy Fencing for the project.

**A motion made by Ashley Gillen to approved Economy Fence Company to replace the fence along 124<sup>th</sup> Avenue NE at a cost not to exceed \$50,000 was seconded and approved.**

- The HOA will inform homeowners whose backyard fences are along 124<sup>th</sup> Ave NE of the work that will be done. They will also be given notice as to when the work will take place and they are responsible for any necessary tree/shrub trimming required to complete the project. If they choose not to trim the trees/shrubs, Economy Fence Company will do the trimming and the cost will be billed to the homeowners.

**Gators Report:** James Weinrod reported:

- The head coach for the 2017 swim season will not be invited back.
- There is a possible candidate for the 2018 swim season head coach position.
- Sally Jenkins will take over as the new swim team registrar.
- The registration model for the 2018 swim season will be as follows:
  - February 15<sup>th</sup> – Homeowner Registration.
  - March 1<sup>st</sup> – Pool Pass Purchaser Registration.
  - March 15<sup>th</sup> – Returning Swim Team Members Registration
  - April 1<sup>st</sup> – General Registration.

**Recreation Report:** Lauren Johnson shared ideas for new homeowner welcome baskets. It was agreed by the board that each basket will be valued at approximately \$30.

**Old Business:** Lauren Johnson will order new "No Trespassing" and "Private Park" signs for the park from Fast Signs.

The meeting adjourned at 8:50 pm.

The next meeting will be on November 16<sup>th</sup>, 2017 at 6:30 at the Kingsgate Library.

Approved November 14<sup>th</sup>, 2017