

## Kingsgate Five Homeowners Association

### Meeting Minutes

February 8<sup>th</sup>, 2016

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

Royal Hanson  
Bill Keating  
Kelly McPherson  
Liz Johanson  
Cindy Klein  
Alan Nelson  
Ashley Gillen  
Susan Schilling  
Bonnie Santschi

The meeting convened at 6:36 pm at the Pizza Bank restaurant in Kirkland, Washington.

The members in attendance discussed positions that each member will fulfill. **A motion made by Royal Hanson to accept the following slate of board members for each position was seconded and approved.**

President: Royal Hanson  
Vice President: Craig Carlston  
Secretary: Susan Schilling  
Treasurer: Ashley Gillen  
Park: Bill Keating  
Recreation Co-Chairs: Kelly McPherson & Bonnie Santschi  
Pool: Cindy Klein  
At Large: Alan Nelson  
Swim Team: Craig Carlston

The November 2016 meeting minutes were not available at the previous meeting so **a motion made by Cindy Klein to accept the November 2015 meeting minutes was seconded and approved.**

**A motion made by Bonnie Santschi to accept the January 2016 meeting minutes, as amended was seconded and approved.**

**Pool Report:** Cindy Klein reports that:

- The coping repairs for the pool are scheduled to be completed on February 9<sup>th</sup>, 2016.
- There was discussion of how to keep the ducks out of the pool.
- She is in discussion with the Gator swim team regarding start times for practice.

**Treasurer's Report:** Liz Johanson distributed handouts and there was general discussion and explanation of the Treasurer's report including:

- The 2016 Proposed Budget which reflected adjustments to "Pool Passes" and "Facilities Manager".
- Cindy Klein expressed that she would like to keep her salary as is even though she will have fewer duties if a facilities manager is hired. She has been doing "both jobs" for several years.
- There was discussion of Cindy Klein's proposal and it was decided to return \$2,000 to the pool manager's salary and reduce the facilities manager by \$2,000.
- Liz reported that W2 forms have been mailed and quarterly report has been sent.
- 10 credit card transactions for January.
- Liz is working with Bank of America to facilitate online transactions.
- There was discussion on the need for a website manager and it was agreed by the board to have a professional manager and include a line item in the budget.
- There was discussion of what needs to be maintained on the website. Each member will compile a list of what needs to be included in regular website updates and send that info to Royal Hanson.

**A motion made by Ashley Gillen to approve the Treasurer's report as presented was seconded and approved.**

**Park Report:**

- Bill Keating will paint the new fence sections along NE 124<sup>th</sup> as weather permits.
- Discussion of stump removal in park. Bill will get a bid in writing with price and scope of work.

**Recreation Report:**

- There was discussion of the possibility of a summer movie night at the pool.

**Old Business:** Ashley Gillen reported that:

- She has spoken with a cement contractor about pouring cement for new CBU mailboxes which included removing the old.
- Topic of mailbox replacement tabled until next meeting.

**New Business:**

- The board reviewed and discussed 3 resumes for the position of Bookkeeper.

**A motion made by Alan Nelson to approve Ashley Gillen as bookkeeper was seconded and approved.**

**Newsletter:**

- The newsletter should be mailed before March 17th.

- Bonnie Santschi, Kelly McPherson and Susan Schilling volunteered to stuff/stamp/mail envelopes.

The meeting adjourned at 8:14 pm.

The next meeting will be on March 14<sup>th</sup> 6:30 pm at the Pizza Bank restaurant in Kirkland, Washington.

Approved March 14<sup>th</sup>, 2016