

## Kingsgate 5 Homeowners Association

October 5<sup>th</sup>, 2020

### **Board Members Present:**

Royal Hanson  
Susan Schilling  
Sarah Starr  
Alan Nelson  
Ashley Gillen  
James Weinrod  
Bill Keating  
Jeff Campeau  
Sarah Curde

### **Visitors:**

Howard Heflin  
J Heflin

Due to the COVID 19 virus outbreak and a state mandated “stay home stay healthy” order, which prohibits certain gatherings, the board met online via the Zoom application. Notice and how to request an invitation to the meeting was placed on the website.

The minutes from the September 14<sup>th</sup>, 2020 meeting were previously emailed for review. **A motion made by Alan Nelson to approve the September 14<sup>th</sup>, 2020 meeting minutes was seconded and approved.**

### **Pool Report:** Sarah Starr reported:

- The pool has been cleaned up and closed for winter.
- She ordered 8 lounge chairs from Costco at a cost of \$1,900.
- She cancelled internet service at the pool to save money and will have it reconnected next spring.
- She is sorting out details with Waste Management and City of Kirkland to have most garbage service paused until the pool opens in the spring to help reduce costs.
- She would like to give lifeguards a bonus.
- 1 lifeguard will sweep the pool deck area every week. This will help Sarah and Dan to keep more debris out of the pool.
- Dan has sent in measurements for the pool blanket and the grant has approved. ½ will be paid up front and the rest after installation. Reimbursement will come from Puget Sound Energy at a later date.
- Dan will apply for a grant for the pump room next.

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

- There are 67 past due accounts with 32 being a year or more behind in payment. These 32 have or will receive a letter of intent to lien.
- A homeowner with a large past due account sent a payment of \$5,000 to Ashley after Alan Nelson sent a letter about the issue.
- The total dues collected is under what was budgeted but she believes we may collect more with Alan sending letters.
- The Gators swim team board has changed check signatories and the board signatories need to go to the bank as well to update the changes. It was agreed by the board that this task should wait until February when the board positions are set as positions held currently may change.
- A homeowner requested a copy of the 2020 annual budget, and one will be emailed to them.

There was general discussion and explanation of the budget and a **motion made by Susan Schilling to approve the Treasurer's Report was seconded and approved.**

**Park Report:** Bill Keating reported:

- The park is now open in compliance with the City of Kirkland's guidelines.

**Compliance Report:** Alan Nelson reported:

- He will file a complaint with the City of Kirkland regarding the home with a newly built wood fence in their front yard.
- A request was sent to the board by a homeowner who would like to open an in-home daycare servicing up to 12 children. After looking at the Bylaws and discussion by the board concerning issues with parking and increased traffic, it was decided this business does not fall within the guidelines of the HOA and Alan will send a letter stating this decision.
- Bill Keating brought up a home with what he believes is a 50-foot pole in the front yard of a home. Alan Nelson will investigate and report at a future meeting.

**Recreation Report:**

- With Halloween coming soon and inquiries from homeowners, it was decided that the HOA, which does not normally take a stance on these activities but wants to be attentive to questions, will post a link on the website with a list of guidelines for the Halloween celebration from the Department of Health. Homeowners will decide how they proceed.

**2020 Budget Planning:** Ashley, Dan, Sarah, and Royal met earlier to discuss and prepare a budget for the upcoming annual meeting. They discussed an "A" budget and a "B" budget – one with COVID in mind and one without COVID and the pool and programs opening as usual. The board went over the proposed budget line by line and there was discussion and explanation including but not limited to:

- Dues will be raised by \$12.
- Guest fees will be \$5.

- Parties will be \$100 per hour.
- Swim lessons will be \$100 per session.
- There will be 60 pool passes sold at \$625 each.
- Lien fees will be raised to \$500.

**New Business:** Annual Meeting Planning: Due to COVID restrictions on gatherings, there was discussion on how to hold the annual homeowner’s meeting and stay in compliance with state mandates. As this is unprecedented the board will continue to research options, but the discussion included:

- Proxies will be mailed and possibly emailed and, on the website, but how they will be handled for the annual meeting will be announced at a future meeting.
- Will photos of proxies mailed to the board be allowed?
- Annual Meeting minutes from last year will be placed on the website 7 days prior to the meeting and will be password protected.
- Discussion on proxy verification is on-going – perhaps opening the meeting 30 minutes early to begin the verifying process and having a deadline of 7:00 pm to have proxies verified.
- Sarah Curde and Jeff Campeau can be in the same room to help with proxy verification and quorum assurance.
- Nominations for board positions should be done before the annual meeting. There was discussion on perhaps having a ballot in the mailing, but no decision was made.
- Jeff will research Zoom voting. The board will practice this at the November meeting.
- Ashley may be able to present the budget and proposed budget by sharing her screen.

**Personnel Discussion:** There was discussion by the board about bonuses for the paid employees of the HOA including lifeguards and **a motion made by Royal Hanson that \$4,000 be dispersed amongst the paid employees of the HOA as well as lifeguards was seconded and approved.**

The meeting adjourned at 8:55 pm

Upcoming meeting:

11/09/2020 – 6:30 – Zoom\*

12/07/2020 – 6:30 – Zoom\* – this meeting will be cancelled if there is no business to attend to.

01/11/21 – 6:30 – Zoom\*

01/25/21 – 7:00 – Zoom\*

\*Meeting place could change if restrictions surrounding COVID 19 are changed.