

## Kingsgate 5 Homeowners Association

December 7<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  
Nate Curde  
Dan Lund

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 November 9<sup>th</sup>, 2020 meeting were previously emailed for review. A correction was noted under 2020 Budget Planning at bullet point 6. \$250 should be removed. **A motion made by Ashley Gillen to approve the November 9<sup>th</sup>, 2020 meeting minutes as amended was seconded and approved.**

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

- She does not anticipate receiving much more in dues payments for the year.
- Dues collection has been good.
- She has collected several of the larger outstanding balances.
- Stamps for upcoming mailings have been purchased.
- A new computer and necessary software have been purchased.
- She is currently working on billing for the upcoming year.
- She asked for help with preparing proxy envelopes for mailing.
- Billing notices will be mailed out January 1<sup>st</sup>, 2021

There was discussion of how to proceed with the pool pass purchaser’s routine. Waiting to make a decision seemed most prudent as it is still unknown how COVID will be affecting spring and summer pool openings. Previous pool pass purchasers will get priority to purchase if registration opens later than usual. Sarah Starr and Ashley Gillen will discuss how to handle this scenario and report at a future meeting.

There was general discussion and explanation of the budget and **a motion made by Sarah Curde to approve the Treasurer’s Report was seconded and approved.**

**Pool Report:** Sarah Starr reported:

- The pool is in good shape.
- 1 of 3 pumps is broken and she will investigate options for repair.
- She will be meeting with Orca to look for ways to lower costs and make the chemical process seamless.
- There was an issue with manufacturing of the thermal cover, but she trusts that all issues have been resolved and hopes to have the new cover soon.
- She has been planning for the upcoming season and hopes to have a better idea of how COVID may affect the opening and operation of the pool.
- There was discussion of cameras at the pool. The current cameras are older, have limited recording capabilities, and there is no Wi-Fi at the pool during the winter months. Several options for newer equipment were mentioned but no final decision was made.

**Park Report:** Dan Lund reported:

- A new net is needed for the basketball hoop.
- He is still planning on reinstalling the benches at the courts.
- Talked to a neighbor about garbage left on the courts and thanked the neighbor for cleaning up.

**Compliance Report:** Alan Nelson reported:

- A tent-like structure in a driveway was brought to Alan's attention and he will investigate.
- There was discussion of a home occupied by multiple families as well as an RV that appears to be being used as a permanent residence. He will contact the City of Kirkland.

**Old Business:**

- Sarah Starr will reach out to the City of Kirkland about taking possession of the AED.
- By-law revisions are still on hold until more is known about the budget.

**New Business:**

- There was discussion of the upcoming annual meeting and how to prepare. Nate Curde helped with Zoom guidance.
- Online polling was tested.
- Nate will create break out rooms so proxy verification can take place.
- James will outline the meeting process and how to access Zoom for electronic newsletter as well as encourage homeowners who are unsure of the process to reach out to board members for help.
- The newsletter will also encourage people who wish to add nominations to the slate to do so before the meeting to allow for time to add names to the poll.
- A trial meeting/polling will be tried at the January board meeting.

The meeting adjourned at 7:48 pm

Upcoming meeting schedule:

01/11/2021 – 6:30 pm – Zoom\*

01/25/2021 – 7:00 pm– Zoom\* - Annual Meeting

02/08/2021 – 7:00 pm – Zoom\*

03/08/2021 – 7:00 pm – Zoom\*

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