

Kingsgate 5 HOA Monthly Meeting Minutes

August 8, 2022 | 6:30pm | Kingsgate Pool

Attendees:

Jeff Campeau	President	✓
Sarah Curde	Vice President	✓
Ashley Gillen	Treasurer	✓
Essex Speckhals	At Large	✓
Bill Keating	Park Trustee	✓
Sarah Starr	Pool Trustee	✓
Alan Nelson	Compliance	✓
Carissa Haws	Recreation	✓
Meighan Lailey	Secretary	✓
	Facilities	

Visitors:

-Catherine Chien

-Paul Sutton, Tom Veldee, Ryan Gregor, Cameron Saulness

-Dave Williams

-J and Howard Heflin

-Carrol Smith

Jeff made a motion to approve the July meeting minutes, but the Board has decided to hold on approving the minutes until we have spoken with the attorney. We will cover July's minutes next month.

Treasurer's Report (presented by Ashley Gillen):

- Fiscal year ends June 30th and paperwork was sent to the CPA
- Overage in office supplies was due to miscategorized items. It has been corrected and we are in budget
- Filed second quarter payroll taxes
- Attorney is collecting on unpaid accounts

Sarah C made a motion to approve the treasurer report, seconded by Essex S. without amendments and approved by the board.

Pool Report (presented by Sarah Starr):

- Last week of lessons
- Everyone that wanted lessons got in
- 7 instructors
- Preschool lessons (new this summer)
- Record number of pool parties (31)
- This is the last week of full guard staff. Many are off to colleges and high school
- Open until the 5th
- August 20th and 21st will have shortened hours
- Guard Party with Mod Pizza

Gators Report (presented by Sarah Wujick):

- Swim season has ended, so there is not a report

Parks and Recreation Report (presented by Carissa Haws):

- Summer Party on Friday
 - 71 tickets handed out for dessert
 - 20 families and 1 pool pass family attended
 - Jessica's Burger Bites served 46 meals
 - Fun games provided by Tracy
 - Water balloon toss resulted in giving away the last 4 gift cards from the Egg Hunt
- Plans for the Summer Party in 2023
 - Move to Thursday night next year to avoid people leaving for the weekend
 - More creative advertising for next year
- Recap on Landscaping Bids (Bids were based on the same scheduling that APOLS is currently using).
 1. We currently use Apols- challenges in the past in working with them
 2. Monarch Landscape Companies (3 brands under their umbrella).
They have positive referrals and work with bigger properties in the area
 3. Year Round Landscaping. It is a small company and there are concerns about them being able to handle a neighborhood this size.

Carissa suggested changing to Monarch Landscape Companies and the Board approved it.

Maintenance Report (None this month as looking for new hire):

Compliance Report – (presented by Alan Nelson)

- Second round of fines have gone out / some have not responded
- Third round letters will go out next week

New Business (led by Jeff Campeau):

- Proposed *Standards of Behavior* – everyone is in agreement to use the *Standards of Behavior*

Kingsgate 5 Standards of Behavior for monthly board meetings

Introduction

The board has regular monthly meetings to take care of the ongoing business of the association, review petitions from homeowners, and review new business as it comes up. In order to do this efficiently and effectively it is

important that we have a shared set of expectations on how these meetings operate. These are our general policies for board meetings that are expected of everyone present.

The interpretation and application of these rules are at the discretion of the meeting chair or by motion and vote of the board.

Who Can Attend

Board members and homeowners from the association (unless restricted as below) are welcome at all monthly meetings. We are also happy to have the following join us as long as it doesn't disrupt the business of the meeting:

- Official proxies are allowed, when the owner cannot be present. Deferring until the owner can be present is usually preferred.*
- Owners in attendance may bring with them additional household or family members and assistive services (e.g. translators, interpreters).*
- Tenants of properties within the association may attend but not participate.*
- Guests invited by the board (e.g. vendors, experts, employees of the HOA). Outside these categories, board meetings are closed meetings.*

Welcome Behaviors

We are happy to welcome homeowners to listen, volunteer, and participate at our meetings.

- Homeowners should raise their hand and wait to be recognized by the chair before speaking during the meeting.*
- Homeowners may bring petitions to the board that will be heard at the specified time. You can expect the board's attention and response to petitions brought in this way. Petitions may need to be time limited so the full business of the board can be completed.*
- We ask that at in person meetings board members be allowed to sit together at the center/front so we can more easily count votes and conduct business.*
- We ask that at VC meetings non-board members keep themselves on mute until recognized by the chair for the same reason.*
- Have your video on when attending VC board meetings so that we can all see each other and be present for the meeting.*
- After the meeting concludes there is often time to catch up socially or ask less formal questions of board members. Please hold such items until the conclusion of the meeting.*

Restricted Behaviors

In order to allow the board to complete it's required tasks, keep board meetings effective and respectful for all attending, and protect the interests of the HOA, the following behaviors are restricted:

- Yelling, physical altercations, or intimidation of any form will not be tolerated. It is expected that everyone remains civil and all attendees have the right to feel safe at our association meetings.*
- Interrupting, disparaging remarks, or being disrespectful to others. It is expected that all attendees show respect for each other and the board. The chair may interrupt as necessary to maintain meeting procedure and efficiency.*
- Note that all board members are considered to have 'open mics' and are free to talk without being recognized by the chair as it is a board meeting, and the board must conduct business.*
- Only homeowners or their official proxies may bring petitions to the board. The board may choose to hear from other attendees at its discretion.*
- Recording (audio or video) the meeting is not allowed. We are happy to have you take diligent notes. Assistive devices are also welcome as long as they do not permit recording.*

Remedies

Should these behavioral norms be violated the following steps may be taken. It is always our hope these are not needed, but it is important that the board is able to complete the business of the HOA at it's meetings.

- 1. On the first offense the chair will give a verbal warning.*
- 2. On the second offense the attendee will be censured (they will not be allowed to speak for the remainder of the meeting).*
- 3. On the third offense the attendee will be ejected from the meeting.*

These actions will be taken by the chair or by a vote of the board. Depending on the severity of the behavior steps may be skipped (for example, physical violence will result in immediate ejection).

If an attendee or member is ejected and fails to leave the premises, the police will be called and charges may be pressed. We try not to cancel, postpone, or end meetings without completing the business of the day so that the HOA cannot be controlled through bad behavior.

Order of Business

The board uses an agenda provided by the chair to organize each meeting. Items are handled in order according to this agenda. The order of broad categories is:

- 1. Welcome & call to order*
- 2. Urgent business*
- 3. Regular monthly business*
- 4. Homeowner petitions & appeals*
- 5. Miscellaneous business*
- 6. End of meeting*

The board may vote to have an open session on any topics at its discretion during meetings.

Executive Session

At times the board will need to have confidential discussions. These are rare, but when needed the board will vote to invoke executive session. All non-board members will be asked to leave the area of the meeting until the board returns to open session. The board will always share the reason it is entering executive session (in general terms to protect the contents). The contents of executive sessions are confidential and will not be shared upon return to open session.

Valid reasons for executive session:

- Personal information of employees or homeowners being discussed, such as personnel issues, discussing employee pay, or reviewing violations that require discussing private homeowner information.*
- Legal confidentiality, such as discussing legal counsel, litigation, or other areas of confidentiality in support of the business of the HOA.*
- Contractual confidentiality, such as NDA agreements with vendors.*
- Protecting HOA security, such as discussing password or other security measures or details of financials that expose risk to the HOA assets. The board will not use executive session:*
 - To avoid discussing non-confidential topics with homeowners.*
 - Hide decision making.*
 - Keep homeowners from having a voice in their affairs*

- Pool Authority

The board empowers the Pool Manager (Sarah Starr) and through her delegation the lifeguards on duty to define, maintain, and enforce the pool rules. These rules carry the full force of the HOA's authority and may include penalties including banning homeowners from using the community amenities. In other words, within the pool property the lifeguards' word is law. Their interpretation of the rules is enforceable, and everyone is expected to do as they say while at the pool. If the lifeguards choose they may alter or add pool rules on the fly for the safety of those present. This supersedes any right homeowners have to the use of the facilities. The lifeguards are responsible to the Pool Manager who will make any corrections on a regular basis and inform anyone affected directly. This is an override only, and absent or until there is an override the lifeguards' decisions stand. The Pool Manager is responsible to the board who will hear appeals from homeowners and review pool issues/rules on an as needed basis. This is an override only and has never been needed in the history of the HOA. Absent or until there is a ruling by the board, the Pool Managers decisions stand. Explicitly, lifeguards may at any time and for any reason ask pool guests to leave the facilities. Pool guests are absolutely required to obey this request and must leave the community property immediately.

Jeff made a motion to update the secretary to Meighan Lailey, seconded by Essex S, without amendments and approved by the board.

Jeff made a motion to add check signers to include the President, Treasurer, Secretary, and the Gator Coordinator, seconded by Sarah C without amendments and approved by the board.

Old Business (led by Jeff Campeau) tabled by the Board until next month

Homeowners Concerns (open to all visitors):

- Homeowner presented the RCW 64.38.035
- Occupants received compliance letter and had questions about how to best remedy the situation
- Homeowner spoke in support of occupants who received a compliance letter
- Homeowner questioned compliance letter banning them from the pool

Allan made a motion to adjourn the meeting and reconvene at 8:00. Ashley G. made a motion to move to close session to discuss legal counsel regarding compliance, seconded by Jeff and the Board approved. The meeting adjourned at 7:30 pm in person at the pool.