

Kingsgate 5 Homeowners Association
Board Meeting Minutes
November 10, 2025

Board members present	Visitors
Luke Ritting	J & Howard Heflin
Ashley Gillen	Bob Weitzel
Shelby Dickinson	Kaerae Parnell
Sarah Starr	
Sarah Curde	
Dave Williams	
Essex Speckhals	
Royal Hanson	
Kelly Stowe	

Meeting started at 6:34

Meeting Minutes approval: Discussion about meeting minutes opened meeting. **Motion was made by Kelly Stowe, seconded, and voted to approve October minutes.**

Treasurer’s Report: Ashley Gillen reported:

- Annual meeting space has been booked at Muir Elementary for January 26 at 7 pm.
- Kingsgate Ridge is seeking \$2500 to cover lawyer fees. Essex will investigate.
- Ashley made recommendation regarding reimbursement of expenses. She received 14 receipts (one 18 months old) covering Recreation Committee expenses in 2024 – 2025. The amount was \$4587. This makes it difficult to close out expenses from one year and budget for the next. **Motion was made by Kelly Stowe, seconded, and voted to approve** that we pay the expense but that we needed a policy to ensure expenses are paid in current year. It was agreed that in the future expenses and receipts need to be submitted by December 1st of the year in which they are incurred for reimbursement.
- October expenses are higher than expected. This is because utility bills are higher than usual because of rate increases. Will watch going forward and may need to raise budget for next year to cover.
- **Motion made by Shelby Dickinson, seconded and voted to approve treasure’s report.**

Pool report: Sarah Starr reported:

- She got a 4th bid on replacing the plaster on the pool. She liked this bid best. She was referred to this business by our pool guy. 3 of the bids were over \$100,000. The plan is for this work to start in March.
- We are losing water in the pool so she will need to do pressure tests and try to determine cause.
- She is waiting for company to pick up the CO2 tanks that were left at pool.

Gator board report:

- none

Park report: Dave Williams reported:

- It will be a couple of weeks to install the new griffin. Working with Dan to do this. Heard positive feedback about new design.
- Tentative 12/15 date for tree hazard mitigation work (not trim maintenance). Storms could cause delay of work start.
- Doing regular cleanup activities.
- Discussion about trees in pool parking lot. Send Dave emails if anything else needs doing.
- Kelly has been gathering recommendations for possible new park maintenance company. He will start making calls in the next couple of weeks. Bob W asked about what the maintenance involves. He has a recommendation he will get to Dave and Kelly.

Recreation report: Sarah Curde reported:

- Nothing to report

Compliance: Shelby Dickinson reported:

- Light month
- 2 emails about arborists.
- Got question about fences down. Ashley will send address.

Old business:

- Dues waiver question – per the lawyer – the policy has been in place long enough, over 10 years (per Royal – since 2009), that it could be viewed as abandonment of enforcement. Per Luke – lawyer advised this NOT legal advice.
- Will remove December meeting from calendar dependent on outcome of budget meeting.

Homeowner petitions:

- J asked about fence removal. Essex is monitoring.
- Kaerae asked about 2026 dues. Ashley explained how determined.

New business:

- 2026 budget. Draft was revised and approved by board.

Moved to adjourn regular meeting by Ashley Gillen, seconded and approved.

Regular meeting adjourned at **8:15** pm.

Closed session to discuss employee salary increases and bonuses. After discussion, it was agreed to give salaried employees a bonus of 15% and a raise of 4%.

Closed session ended and 8:30