

Kingsgate 5 Homeowners Association
Board Meeting Minutes
June 16, 2026

Board members present	Visitors
Luke Ritting	J & Howard Heflin
Ashley Gillen	Steve Starr
Shelby Dickinson – not attend	Leo J
Sarah Starr	Catherine Earley – Gators president
KaeRae Parnell	
Dave Williams	
Essex Speckhals	
Royal Hanson	
Kelly Stowe	

Meeting started at 6:34 pm

Meeting Minutes approval: Discussion about meeting minutes opened meeting. Ashley provided clarifications and minutes were amended.

Motion was made by Dave Williams, seconded and voted to approve June minutes as amended.

Royal advised he has received requests to post minutes from annual meeting early. He advised that previous boards' policy was that only approved minutes are posted. There have been past instances where the minutes were changed because of feedback at the annual meeting. Unapproved minutes would not reflect those changes. J stated that unapproved minutes were posted early 2 years ago.

Kaerae advised not she has not been getting board e-mails. Seems to be a group list issue. Changes have been made and we will see if issue is resolved.

Treasurer's Report: Ashley Gillen reported:

- Treasure's report unchanged from what was previously sent.
- Almost finished with dues collection – 6 left outstanding out of 342 homes. One of the houses is being sold leaving 5 homes. After discussion it was agreed to refer to attorney.
- She discussed what happened with first meeting on pool audits. Next meeting scheduled for 6-28.
- Ashley has an appointment with bank to discuss our CD. Will need to decide what to do. Will decide based on how approximately \$4,000 annual interest affects our non-due income.
- Gators came in substantially over budget for income (approximately \$7,700.00). Agreed not enough time to issue refunds and will look at in future.
- Swim lessons had wrong rates on website and that has been changed.
- The signup genius for swim lessons has been changed.
- **Motion made by Royal Hanson, seconded and voted to approve treasure's report.**

Pool report: Sarah Starr reported:

- Pool opening May 18th for Gators practice.
- Kelly McPherson has taken over doing flowers at pool.
- Doing lifeguard training. Some finished and more will be coming.
- Working on stanchion anchors in cement. Can be finished prior to pool opening if use current contractor.
- Steve Starr has helped get sound system at pool working.
- KaeRae had question about pool parties. Will start being available May 23rd.
- Pool has been open for more than a month. Had more than 60 people there on 83 degree day. Lots of maintenance – 2 drains were clogged, damage to floor in girls' shower that Mark tried to fix but ended up calling plumber. That fix was not complete and owner of firm came back and resolved problems.
- The bench in the lobby was broken. Checking budget to see if can afford to replace this year.
- Mark is working on the lights on pool deck. Suggests trying new bulbs. If that doesn't work may need to replace lights.
- Discussion about 3rd grade swim from John Muir. There was a save made by one of the guards and Department of Health paperwork has been filled out and is resolved. Ashley questioned if Muir paid as she can't find the transaction. Also, she doesn't have the insurance coverage info from LWSD/Muir. Sarah thought had sent it. Will resend to Ashley.
- There was a screw issue in the baby pool. Had to shut down the pool. Fixed now.
- Swim lesson start next week. All sessions are full.
- Sarah discussed the new member check-in app on pool iPad. Works well – efficient, faster, has all info in one place, is free and safe, and has authentication. Steve S. built for pool use. Ashley asked about the security. Sarah says only she and the guards have access. Steve advised it lives on the secure iPad which is not connected to the internet. Discussion about board approval prior to using.

Gators report: Catherine Earley reported:

- The Gators are over income budget because the rate was raised for non-HOA/pool pass swimmers and fewer HOA swimmers returned. This caused more non-HOA members than budgeted. Also, there were more single-swimmer families than expected so no discounts for additional family members. Choices are to turn overage over to HOA or issue a discount to those who paid. The amount is about \$7,700.00.
- Ashley recommended holding the money and applying it to general budget. She believes we will be ok. She reminded everyone that our fiscal year is 7-1 to 6/30, so we are just about at the end of year. She talked about not renewing CD and putting the money into checking. This would help us going forward to maintain the required 60%/40% homeowners dues to non-dues revenues required to keep our tax-exempt status.
- **Motion made by KaeRae Parnell, seconded and voted to keep the money and make decision of where to allocate revenue after July 1 (next budget year).**
- Catherine continued that food trucks have been arranged for the summer.
- The first swim meet was last week and Gators won. The first home meet will be June 24th.
- She gave food truck schedule for summer.

Park report: Dave Williams reported:

- I stopped by Kirkland Public Works last week to get a determination of whether the COK or the HOA is responsible for repair of displaced sidewalk panels such as the ones just down 128th from the playground. In short, normal wear and tear, and distress associated with a condition that is clearly not associated with the adjacent owner, will be taken care of by the COK. This is the extent of our property and the only stretch of sidewalk for which we are responsible.
- The quality of the landscaping is a moving target. Based on how the lower field was cut a few weeks ago, it is clear that Monarch has the capability to do a decent job. The question is how to get some consistency. The balance of the park lawn has been looking pretty good this spring, in my opinion.
- Just for fun (sort of), I have been drawing up some preliminary schematics for the installation of passive turf drains for the lower field, the intent being to approach this in phases so that the earthwork quantities do not trigger the need for a grading permit (and the associated hassle and cost). This is a work in progress, and the work would be on a long-term to-do list unless some other use for the park is identified.
- Same as last month (mostly): A current target is to replace the second of the two large Kingsgate lion shields at 124th and 141 st in July. Dan Hartman is available again to help with the sign removal/installation; he and I are coordinating between vacation schedules. Also on the agenda: HMA placement, turf hole filling, removing dead trees from lower field.

Recreation report: KaeRae Parnell reported.

- Working ideas for community events. She has contacted Kingsgate 3/4 about equivalent person on their board. Ashley has name of person and will get to her.
- She is wondering about budget available.
- KaeRae is currently looking at a late summer gathering.
-

Compliance: Shelby Dickinson reported:

- 1) One question from the real estate agent of prospective homeowners regarding landscaping approval and tree trimming.
- 2) One approved fence per the last meeting. I've heard of concern that the board did not have entirely accurate information before approving, but I believe the fence has been built so I'm unsure if this needs further action.
- 3) One homeowner concern about approval of fence.
- 4) Two notifications of permitted tree trimming.
- 5) One questions about campers parked on the street.

Old business:

- Ashley gave feedback on first meeting of pool audit group.
 - Pool Audit Working Session Summary
 - Date: May 31, 2026
 - Attendees: Luke, Essex, Sarah, Ashley (Absent: Royal and KaeRae)
 - Objective: Efficient pool operations through maximizing allowable other income while managing expenses
 - Documents:
 - Pool Program Review 2025
 - YE 2025 Treasurer's Report

- Operating Hours
- Expense Allocation
- Payroll Summary
- Session Notes:
 - After reviewing the documents listed above and mutually agreed upon committee objective, clarifications, and
 - definitions each pool expense category was delineated as either
 - Fixed Costs: Expenses that remain the same regardless of pool hours and would not change based on use
 - Direct Variable Cost: Expenses that can be specifically traced back to a particular program
 - Indirect Variable Cost: Expenses that cannot be easily assigned to one specific program but can be reasonably estimated based on hours of operation per program
- The summary of finding for the 2025 pool season represent 45.9% of pool expenses are fixed and 54.1% are variable being allocated directly or indirectly across the pool programs offered (open swim, swim lessons, swim team, and pool party rentals)
- No decisions were made and next steps to be reviewed at the June 8 board meeting
- The objective is to understand the pool operating budget versus allowable income. Group looked at all hours the pool was open and assigned them to income or expense categories to see how they come out against the 60/40 income requirements.
- Ashley has talked with HOA that lost their tax-exempt status. She talked about consequences they faced and not being able to re-apply for status until 2050. Board agreed that we want to keep our exempt status and take steps to ensure we stay in compliance with the rules. Making more money does not help since the 60% is based on dues collected during tax year. We need to get control of all expenses starting with the pool and move to other categories. Agreed to set up future meetings – tentatively 6/28 and 8/2. We may want to find a consultant to help with the process. Catherine offered to help. Shelby has background in this.

Homeowner petitions:

- Leo – the owner of Fixer Upper, approached the board about co-sponsoring (with the HOA board) a small repair activity at the park. There would be activities for kids and people could discuss possible repair or maintenance issues with professionals. It would be a one-day event with a food truck, face painting, etc. and could align with another summer event. He will send a proposal to Essex with a plan. He is asking for board approval to hold event. Will discuss at July meeting.

New business:

- None.

Motion made by Royal Hanson, seconded and voted to adjourn meeting.

Meeting adjourned at 8:42 pm.