

Kingsgate 5 Homeowners Association
Board Meeting Minutes
July13, 2026

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

Meeting started at 6:35 pm via Zoom.

Meeting Minutes approval: Discussion about meeting minutes opened meeting. Royal asked about what sign up Genius is. Sarah explained. clarifications and minutes were amended.

Motion was made by Essex Speckhals, seconded and voted to approve July minutes.

Treasurer's Report: Ashley Gillen reported:

- 5 lots remain outstanding with dues. (One lot is under the attorney as they were delinquent from 2025, one is in the process of being sold and will be settled upon closing. The three remaining have been sent certified letters with next steps if payment is not received by the end of July)
- Regarding the pool audit, the committee met on 5/31 as reported last month. Since Royal and KaeRae could not attend, Ashley met with them to update them on what was reviewed on 5/31.
- Ashley reported she met with the CPA in June to receive further clarification on the 60/40 income split, 90/10 expense split and with our tax year ending on 6/30/2026 how to close out our tax year compliant to maintain HOA tax exempt status. Further discussion on how to maintain compliance with income sources and expense levels moving forward when planning our 2027 budget and supporting our pool audit. For our tax year ending on 6/30/26, the CD was not renewed; funds were moved to the savings account to minimize interest income. Swim lesson income from session 1 will reflect in July to coincide with the last day of services rendered, reflecting in the 26/27 tax year.
- The JotForm expense has been a monthly charge from Jan-Aug. Sarah confirmed she forgot to cancel it after February, and it has now been cancelled.
- Sarah had to buy new pads for AED. Will need to budget about \$500.00 every 2 years or if used.
- Census letter attached. Royal will work on doing this.
- **Motion made by Royal Hanson, seconded and voted to approve treasure's report.**

Pool report: Sarah Starr reported:

- Pool open for almost 2 months.
- In 2nd session of lessons currently and going well.
- 2 weeks left in Gator season. One home swim meet left.
- Lifeguard vacations and one guard moving have required adjustments to guard schedule.
- We are over budget and need a new pump. Plumber was at the bathroom making repair. Required additional visit by owner to resolve. Looking for a new plumber. KaeRae advised she has good contact. Will get to Sarah.
- Over the last 30 days had at the pool:
 - 470 lots/pool pass purchasers check in.
 - 1527 people (not including Gators) visited the pool.
 - 153 unique lots have been to pool
- Dave said he noticed the lost and found shelves are overflowing.

Gators' report: Catherine Earley reported:

- 1 home meet left – tomorrow. 2 champions meets will be next Saturday and Sunday.
- Gators have won 5 of 7 meets.
- Gators have held their end of season party.
- Haven't heard anything yet about the stanchion repair. Have chosen Orca out of 2 received bids. Money will from Gators account to cover expense and will reflect under repair.

Park report: Dave Williams reported:

- Dan Hartman and Dave will replace lion shield tomorrow.
- He has started work on pavement below the North wall. Has dug out and put in a patch.
- Doing usual cleanup in park
- Ashley asked how Monarch is doing this year. Dave advised that they are doing a better job on the lower park this year.

Recreation report: KaeRae Parnell reported.

- Continuing to work on ideas for community events. She has contacted Kingsgate 1/2 about ideas.
- KaeRae is currently looking at having an end of summer gathering.

Compliance: Shelby Dickinson reported:

- Light month. 2 questions about fences. Other questions about parked cars with expired tabs, and tree trimming.

Old business:

- Dave revisited discussion about John Muir 3rd grade swimming session. He had these points:
 - Why a standard Certificate of Insurance (COI) is not enough: If a public agency, such as a school district, merely names the HOA as a "Certificate Holder", it only serves as proof that the school has insurance. It gives the HOA zero coverage or legal rights under the district's policy if a lawsuit (such as third-party lawsuit) occurs.

- The Solution: The HOA must mandate in the rental contract that the school district add the HOA and the Board as “Additional Insureds”. This forces the district's insurance (either conventional or state risk pool) to step in first and defend the HOA in the event of a third-party lawsuit.
- Prior to entering into a contract, standard practice should include contacting the HOA's insurance broker and informing them of the Board's intent. The broker can verify with the Board's insurance carrier that the planned activity, such as having the John Muir third graders use the pool, is acceptable under the HOA's policy. The broker/carrier should also provide the Board with proof of insurance requirements that the agency must provide in writing in order to enter into an agreement with the Board for use of an HOA facility. It would be beneficial for the proposed HOA facility use/activity to be presented to the Board for review and approval.
- Ashley said that insurance was previously provided by the PTSA. She has reached out to our insurance, and we will need more from LWSD.

Homeowner petitions:

- none

New business:

- We need to have a plan B to make sure we don't have to reschedule if Luke is unavailable to start meeting at last minute. Luke will share a Google document in the Google drive describing how to start the Zoom meeting. Essex is next in line for starting.
- KaeRae reminded us that a special board meeting to discuss issues will be held 7-29 at 6 pm at Kingsgate Library.

Motion made by KaeRae Parnell, seconded and voted to adjourn meeting.

Meeting adjourned at 8:17 pm.