

KACA Board Meeting

Saturday, April 1, 2017

10:00 AM

1102 Sandollar

(Host Mary Jo Lyons)

Call to Order- Richard Beck @ 10:00 am

Richard asked Tom to ensure that the accountant was invited to the owner's meeting in June.

Tom suggested that we consider adding an architectural control committee and having a board meeting after the owner's meeting to elect board meetings.

Gayle shared issue in unit 601 who left the dog in the unit. She spoke with the property manager, coast bend rentals and she is trying to address the issue.

1) Property Manager report (Including recent walkthrough) - Gayle Connolly

- Richard requested that from now on she provide a written report going forward
- We have some concern with S&S and the quality of the paint that is being used.
- We have asked S&S to be off site for 2 wks and Gayle said she would like to include the manager of Sherwin Williams to join the walk through and she feels that something was not right in the paint, possible pigment. There are 4 buildings with really bad coverage and may be fading or transparent. Follow up and sloppy work are the biggest problem.
- S&S ran with 2 buildings after being told not to
- Richard shared that we want a time line and we need it before they start. Richard said we need the punch list and a walk through upon completion before we pay any more money or before they proceed. This report needed to be done in writing.
- Gayle indicated that she would be inspecting the wood on buildings 7, 6, 5, 4 & 3, she is concern we have bad wood in these areas. Gayle was clear that we do not cover rotten sections, these must be addressed. She is also going to take the lift and look at all the roofs and address any damage or debris.
- Richard asked if this could be done this week, gayle agreed and a written list will be generated as a result of this walkthrough. They are not to start another building until another walk through is completed.
- Gayle is going to create a contract to address remainder as well the original scope of the job if S&S will agree.
- No one on the board has a copy of the original contract if Paul had one we don't have a copy.

- Tom indicated that the paint job was to include replacing the numbers and light fixtures, this does not turn out to be the case. We are having to pay additional for this.
- Gayle indicated she feels that we are short on the maintenance crew and wants us to aim for 3 on the crew. Board agrees that this will be addressed once the association is on better financial footing.
- Richard asked how much of this was due to the construction project.
- Gayle said that we need to get back to replacing decks once the paint project is complete.
- We need owners to call Gayle rather than Roger.
- Richard asked what kind of system we have for this, Gayle said she often not aware of when Roger is diverted.
- Gayle said that Roger provides written reports to her about the schedule of his work
- She said she has a system that she writes all of the to do items in a note book
- Good report of Roger's work ethic, seems to be well liked by owners
- Gayle agreed that her start up was not her best and she says that this should not be the case. Gayle says that she is not getting calls and vms and she is ordering a new phone. Tom indicated he had several complaints from owners. She is ordering the phone on Monday.
- Tom agreed to let the plumber start an inspection on the plumbing in 402 & 604 to determine the extent of the issue in the pipes
- We have a way to get our half of person, She has a
- Lawn guy flung himself in the canal and broke his ankle. She is unhappy with the lawn crew. She said they did not do the things expected in the winter months. Gayle said that the plan was to trim or pull the dead plants and have not done this with any level of speed. Richard said the we need to apply a time table since we are now in the growing season. Tom suggested we have a replacement selected in 30 days. The grass replacement to be done in the next 2 weeks while S&S is off the property.
- Gayle said that S&S would return to do the punch not start a new building.
- They are working a great deal on rule enforcement. Late night calls are generally plumbing related but not happening as frequent.

2) YTD Budget Report through February 2017- Tom Geren

- reviewed aged A/R balances, unit 104 is delinquent and has been reported to the attorney to put them on a payment issue.

- we have to manage the budget appropriately, we have a number of residents that are paying ahead and we need to be aware so as not to count this incorrectly- We also need to manage materials closely so that we don't have left overs after the project.

- we will have to start paying S&S out of general cash once the maintenance reserve is depleted. Discussed options for managing the remaining of the project and possibly getting competing bids for the remainder of the job to manage expenses better.
- Richard motioned to request a firm quote for building from Don Lawson, restoration construction. S&S has quoted ~ \$50k for finishing the project. This is a big concern for the board. The big issue is that we need to manage the funds very closely.
- Gayle indicated that the priority for 2017 needs to be about wood, porches , decks, finger piers etc.
- Gayle motioned that we need to have architectural control on the agenda for the owner's meeting. Roofs are an issue and we must control who accesses and what is placed on roofs. The current material is a maintenance concern for the roofs. Tom said that no new satellites can go up on the roof. Richard indicated that any of the tv/cable companies will not allow employees to go on the sloped roof sections. The issue is the roofing system condition.
- The big issues is wood replacement and paint budget. We agreed that this would need to addressed in detail at the owner's meeting and we would use the new projector and illustrate with pictures.
- Gayle is recommending that we look for the right tool for the job and replace tools as needed.
- Gayle brought up the idea of meeting system, avoid I, me, you and stick with us and we. Richard requested that she share with the board. Richard will have an opening statement geared to avoid distractions and emotions. Charles suggested we have a section in next newsletter to set expectations of he owners meeting. Gayle to supply tomorrow.
- Tom suggested we have owners submit topics in writing prior to the owner's meeting.
- Richard will plan to continue to serve if re-elected
- Proxies & Any Board members notified, MJ – to get copies of proxies and member notices, mj to review by-laws for any rules and directions.

Informational only – provide a list of potential members, Suggest owners review the by-laws, policies & procedures and declaration.

3) Spending needs assessment through year end – Tom Geren

- Status of renovations (completions time frame and costs)
- Completion time frame and cost

4) Status of publishing of revised rules & regulations- Mary Jo Lyons

- rules and regs need to be mailed as well as posted to the website
- MJ to review with Tom and

5) Preparation for Annual Meeting of Co-Owners Council- Richard Beck

- *Schedule as prescribed in Policies & Procedures Policy # G12*
- *Assignments to carry out the schedule*
- *MJ to work with Gayle and Tara to get docs together*
- *Tom to update the budget and send it out to the board*
- *request concerns / issues be provided prior to the meeting in writing, the board will determine how this is to be addressed*
- *board to arrive early and secretary and treasurer to certify the proxies*
- *one ballot per unit, all voting done by attendees at the meeting*

6) Discussion of rules regarding window coverings- Mary Jo Lyons

- nothing hung in the window unless designed to be hung in the window
- Anything that impacts the common element and affect the aesthetics that impact the overall property. Refer to the by law section that is already in place. No towels, kiddie toys, sheets or foil.

7) Ideas for more owner involvement and possible social events- Mary Jo Lyons

- replacing existing ones that are dead or dying
- annual owners work day, owner involvement and volunteer work day.
- appoint someone who is not on the board to organize it.
- board agreed to do an owner's social on June 10th from 6 -8 pm, bring drinks and a dish to share.

8) FY 2018 Budget Workshop – Tom Geren

- building appraisal for insurance assessment – Board agreed to get GSM to bill for the appraisal and share pro – rata across the owners.

9) Additional Items for discussion - (this is for additional items the Prez may have failed to list due to his chronic **CRS DISEASE!** 😊)

Executive Session:

MJ indicated frustration that Gayle was not being responsive to shrub trimming and palm tree trimming after multiple requests. Tom indicated that she was always late for their meetings and routinely reschedules. We are empathetic that you have experienced some personal issues. This is to be considered a verbal performance warning.

1. Time management issues continue to be an issue. Develop a tracking system and review daily, this should be shared with the board and be used to complete your weekly update. Written responses and written tasks lists need to become part of your work flow.
2. Follow up on all individual requests, timely responses to all owners and board requests in particular. Owner communication issues need to be documented so that there is documentation as to time and method of all follow up. This is critical in case we need a record for any legal issues.
3. Management of S & S, they can't move forward until they finish all punch lists items from prior work. This is becoming time critical. The punch list needs to be given to S&S in a written format.
4. Weekly report should include sections to include All prior issues, current status and due date, new issues. The board would prefer bullet list of items in order to track progress on specifics.
5. How do we finish the issue with building 4 in a timely manner? What is the status? This must be solved and addressed in a timely manner.
6. Communication with the board should be a high priority so that we are not blind sided by any owners.

Owner's Meeting Agenda

Tennis court repaving – need to get a warranty on life expectancy

Boat trailer parking, if it can fit in your assigned parking space would owners be amenable to this?

Make the bulkhead issue known to the owners and ask how they want to address. All at once with a special assessment or piece meal. Reminder of no wake at the owner's meeting and in the newsletter.

Owner's day and planting project.

Maintenance building – replace w/ a Morgan building for about \$5k

Meeting Ajourned at 2 :35 PM