

KACA Board Meeting

Saturday, August 5, 2017

10:00 am

Final Meeting Minutes

:

Executive Session held at 8:30 – Called to order by Richard Beck 8:50AM

Began with an executive session regarding employee issues.

Continued discussion on best practices for archiving communication with staff members, owners and board members. Agreed to save all documentation with property manager and request read receipt back on critical items. Board agreed communication should be via email rather than text whenever possible for easy archival.

Board Meeting:

Call to order – Richard Beck 10:05AM

Financials - Tom Geren

Reviewed budget numbers

Property Manager's Report- Gayle Connolly

Discussed on-going maintenance items in response from recent communication from owners. Board agreed that maintaining a neat, clean and well-groomed property was a priority for us as well as other owners. Discussed having personnel assigned to clean up on a part time basis. Gayle felt that between her, maintenance staff and lawn crew she felt this could be handled without additional workers.

Items of note were:

- Pressure washing sidewalks, entries and yellow striping on curbs
- repainting the parking lot
- blowing of debris, grass clippings from sidewalks and curbs (2x wk)
- trash pickup, palm frond removal
- Gayle to check on watering restrictions, can commercial properties water more often?
- Cigarette Butts

Much discussion on roofing issues, status of repairs to 900 roof. Gayle to order signage for all upper roof areas to warn contractors about needed approvals before stepping onto roof.

Check received for lumber loss, less than expected, Gayle to investigate.

600 building still having a rodent issue, crew addressing along with pest control co. Treating in attic, under front porch and in unit. Looking for any areas of entry.

Boat trailer Parking

- Signage
- Towing Authority
- Alternatives

Discussed boat trailers, Charlie talked to beach, Aransas Pass Navigation District and police, all said that no boat parking was allowed, Rockport beach personnel said it wasn't endorsed, theft could be an issue. Richard is going to talk to manager at KA marina. Agreed that we would check on cost of new signs. Replacing the signs should be a first step, letters to owners and property managers second & newsletter reminder. Board not comfortable with towing without first making several attempts to notify owners that rules soon to be enforced. Gayle to confirm with towing company (Gary's Wrecker Service), ask if they can provide signs at their expense, if KAC is responsible Gayle to provide estimate on new signs. Gayle to inquire if tow company has room to store boat trailers for owners.

Pool Code, Locks & Security

- Changing code
- Lock alternatives
- Liability in unauthorized trespassing
- Security cameras, etc.

Discussed pool maintenance. Gayle to replace shower handle that is rusty. Repaint Gazebo chairs and benches. Gayle suggested we wait until early fall, avoid inconvenience to owners during peak season. Board agreed a new fence would be a possibility for next year's budget, to discourage trespassers. Gayle provided a recommendation on style of fence we should consider. Richard spoke w/ Attorney, association not liable for injury, damage due to trespassing. Maintenance crew can now change the code on the lock. Lock is not disabled after hours. Discussed idea of installing security cameras around pool area. Gayle to investigate and provide estimate to board. Gayle to also provide estimate for vinyl fence, or fence that matches roof fence to go on top of pool shed/ bathrooms. This will reduce the temptation for kids to jump from roof into pool. Gayle to get estimate to repaint / replace sign by pool to include new language "No Trespassing, Use at Your Own Risk"

Gayle to also look at pool lights again. Report provided that only one pool light was functioning. Now that we are doing to pool maintenance Gayle to make it a priority to learn more about the pool & equipment.

Bulkhead Project

- Writing the RFP (who & timeline) *Gayle to do this, provide draft*
- Development of list of contractors (who & timeline) *Gayle has several names now*
- Distribution of RFP to Contractors (timeline) *see below*
- Deadline for return of RFP Responses, *TBD*
- Scoring of RFP. *TBD*
- Decision on awarding of bids (and timeline), *TBD*

Gayle is going to use the bid from Uretek as a starting place to generate in informal RFP. She is to provide a draft of this to the board by 8/25/17 in order to formalize by 9/1/17. It was agreed that as new information was provided by other bidders we could adjust the RFP and edit accordingly. It was recommended that we include a section for additional recommendations and comments from each contractor.

Architectural Control Committee- Charlie Adams

- Structure
- Scope & responsibilities
- Communications to owners
- Request from Polan's 1103 – submit request to committee, w/ specs & picture if possible. MJL to advise them to contact Charlie directly.

Board agreed that any structural change requests from owners must be approved by this committee, including changes to common areas. Reminder to be placed in newsletter. Brian Narvid volunteered to assist with this committee.

Landscape Committee

- Board representative & volunteers (number)
 - George Krapfel to spearhead,
 - Betsy Armstrong and Kaye Beck are the volunteers for the committee
- Scope
- Committee recommendations to Board
- Palm trimming – review & plan for next year

Sprinkler system audit to be completed shortly. Gayle to check on watering restrictions.

New issues & General discussion

Board should maintain copies of resale certificates. MJ to add folder to google docs.

It was agreed that communication improvements were still needed from the property manager. A maintenance log must be started, draft to board by End of Week. Word doc ok to start, Tom Geren to assist with spreadsheet when possible.

Possibility of Roger Jr. leaving to attend college later this year. Roger has names for possible replacement, Notice has not been given yet, but Gayle expecting. Board assured her that we all supported his goal to attend college, sorry to lose him but would consider hiring him part time, during holidays and summers etc.

Newsletter Items:

- explain that the assessment is payable in installments
- new pool code, reminder that it will change more frequently
- The final renovation budget resulted in a shortfall of \$134,000 from the expected cost of wood replacement. The \$400k collected in years 2012, 13 & 14 along with the additional \$75K collected in 2016 for a total of \$475,000 + the \$73K of maintenance reserves did cover the cost of re-roofing, painting and most of the wood replacement costs. The rest of the wood replacement was funded from operating cash.
- New architectural review committee procedures

Adjournment 12:30PM

Submitted - Mary Jo Lyons, KACA Secretary, August 13, 2017

Approved - Richard Beck, KACA President,