



## Kingswood Village Property Owners Association Board Meeting Minutes July 31<sup>st</sup> 2021

1. Maintain and improve community living environment at Kingswood Village
2. Maintain and continue to improve the financial position of Kingswood Village
3. Maintain and continue to improve positive relationships with constituents and employees of Kingswood Village

Meeting Location: virtual meeting via Zoom

Board Members Present: Shawna Brekke-Read, *President*, Jim Andersen, *Vice President*, Bob Austin, *Treasurer*, Elena Zaikowski, *Secretary*, Ruth Whitehouse, Linda Garcia

Board Members Absent: Kathy Larragueta, Susan Holway

Staff & Special Guests Present: David Stirling, *Property Manager*, Karl Dobrinich, *AB Service*

Homeowners Present: Joyce Cowan, Kelly Freeborn, Eric and Kelly Marchand, Tim Booth, Gary Smith, Rich Rosemont, Sandy Wayne

**Executive Session:** The Executive Session was called to order at 8:30am to discuss Personnel and Compensation. The Executive Session was adjourned at 8:55am.

### **Call to Order:**

The meeting was called to order at 9:00am.

### **Introductions & Homeowner Comments:**

Board members and guests were welcomed and thanked for attending the meeting. Everyone introduced themselves. Homeowners were given a chance to share their comments while they were introducing themselves. Agenda items were clarified.

Correspondence from the homeowner regarding the Board's processes of posting items on website was received in the email to be shared with the Board.

### **Consent Action Items:**

**Approve May 22, 2021 Board Meeting Minutes:**

**Approve Architectural Application for Unit xxx for Windows and Sliding Doors Replacement that Complies with KVPOA Policy:**

**Adopt Kingswood Village Property Owners Association Civil Code §5650(a), 5660(a)-(f), Assessment Collection Resolutions As Of January 1, 2021:**

**Acknowledge Collection of \$1,200 in Fines Assessed for Infractions Related to Smoking, Littering, Open Flame:**

**Motion 2021.31** I make a motion to approve the Consent Action Items (May 22, 2021 Board Meeting Minutes; Architectural Application for Unit xxx for Windows and Sliding Doors Replacement that Complies with KVPOA Policy; Adopting Kingswood Village Property Owners Association Civil Code §5650(a), 5660(a)-(f), Assessment Collection Resolutions As Of January 1, 2021; Acknowledging Collection of \$1,200 in Fines Assessed for Infractions Related to Smoking, Littering, Open Flame).

Motion made by Bob Austin and seconded by Ruth Whitehouse

Vote taken: unanimous

Motion carries (JUL-2021)

## **Action Items:**

**Acknowledge and Accept Final Costs/Terms to Transition to New Property Liability Insurance Policies that Increase Coverage to ~85% of Estimated Replacement Costs.**

- **\$89,555 Cost to Cancel Property Insurance with Epic**
- **\$12,000 Reduction in Insurance Costs with Menath**
- **\$77,555 Net Additional Cost for New Insurance**
- **New Insurance Policy Ends March 1**

**Motion 2021.32** I make a motion to approve final costs to transition to a new insurance as outlined in JUL-2021 agenda.

Motion made by Jim Andersen and seconded by Linda Garcia

Vote taken: unanimous

Motion carries (JUL-2021)

## **Elections Process:** Ruth Whitehouse

6 homeowners came forward to volunteer for the Board. We have three positions to fill and will have committee positions available for those not elected. The election packet will be mailed to all owners via USPS by August 17, 2021. There will be voting instructions from our Attorney, budgets, financial documents, ballot, biographies of candidates, and a stamped return envelope to the Election Inspector. It will be emphasized that the Annual Homeowner's meeting is virtual and instructions for joining the meeting via Zoom will be included. Once the Election Packet is mailed, Ruth and Susie will be contacting owners via an E-Blast and phone calls to remind them to return their ballot at their earliest convenience. Posters will be distributed around the complex reminding homeowners to vote as soon as they get their ballot.

Our Election Director is Sandy Wayne. Sandy will be assisted by her husband, Rich. We thank them both for their important participation in this election!

Ric Fong, our Attorney, prepared the ballot and instructions to homeowners on voting procedure.

## **Consider Application for Electric Vehicle Charging Station:**

Linda shared Facilities Committee report regarding research committee already did. KVPOA needs electrical infrastructure to accommodate electric vehicle charging stations. Project can, possibly, be incorporated in a lighting project. Susan is absent today and will be reaching out to Facilities Committee to discuss.

## **Consider Purchase of Decals for Garbage Dumpsters:** Linda Garcia

Signs for dumpsters were approved before, but design has not been finalized and signs were never ordered. 10x14 decals to affix to the dumpsters are approximately \$15 each. The committee recommends purchasing 15 decals.

**Motion 2021.33** I make a motion to approve purchase of Decals for Garbage Dumpsters.

Motion made by Ruth Whitehouse and seconded by Bob Austin

Vote taken: unanimous

Motion carries (JUL-2021)

## **Consider Approval of 2021-2022 Budget:** Bob Austin, *Treasurer*, Karl Dobrinich, *AB Service*

Bob and Karl presented the Fiscal Year 2022 Budget Overview and Fiscal Year 2022 - Fiscal Year 2051 Reserve Funding Study, answered questions and addressed concerns.

Linda shared her concerns regarding reduced hours for pool attendant in FY-2022 budget and suggested to revise the budget to accommodate for full time pool attendant. Karl discussed that budget can be modified if need arises. The Board agreed to have a mid-fiscal year (around FEB-2022) budget adjustment review to see if any changes are needed and staffing for the pool can be revisited then.

**Motion 2021.34** I make a motion to approve the 2021-2022 budget for Kingswood Village Property Owners Association including the Operating Fund Budget, the Reserve Fund Budget, and the Capital Improvement Fund Budget.

Motion made by Ruth Whitehouse and seconded by Jim Andersen

Vote taken: 5 yeas, 1 nay (Linda Garcia)

Motion carries (JUL-2021)

**Consider Appeal of May 27, 2021 Fines for Unit xxx:**

- **\$100 Fine for Unleashed Dog in the Common Area**
- **\$500 Fine for Smoking on Entry Deck and Throwing Cigarette Butt in Pine Needles**

Item is being moved to AUG-2021 meeting per the owner's, who submitted appeal, request.

**Reports:**

**Treasurer Report:** Bob Austin, *Treasurer*, Karl Dobrinich, *A-B Service*

JUL-2021 KVPOA Reserve Fund Report was presented. The Board also received A-B Service updates with important items recapped prior to the meeting for:

MAY-2021 Balance Sheet

MAY-2021 Income Statement

JUN-2021 Balance Sheet

JUN-2021 Income Statement

Treasurer's Report was reviewed and accepted by the Board. Financial numbers were reviewed, reconciled, and accepted by the Board also. To review any of the reports mentioned above, please send request to kvpoa.board@gmail.com.

**Property Manager Report:** David Stirling, *Property Manager*

Rules, Regulations, and Infractions:

Warnings and infractions issued over the course of the last two months included smoking, BBQ's, parking, and deck storage. Some resulted in fines, others took swift action to evict renters. Detailed reports of a repeat trash dumper resulted in a report being taken by a Sheriff's Deputy. In turn the deputy followed up with the local business owner. I have not heard that he has returned. The deputy recommended cameras. Signage has been placed on each dumpster relating to illegal use and fines. Solar lights have just arrived and will be installed. Signage relating to quiet hours, smoking, and open flame ban have been placed near dumpster surrounds and kiosks.

**Irrigation:**

Several irrigation repairs have occurred and continue. We have made serious progress with automation. We have two small lawns to go. The automation is having a positive effect. We continue to dial in coverage issues. We continue to make repairs and adjustments due to accidental kicks, cars, and tampering.

**Staffing:**

We have had an employee come and go since we met last. Although Dave Milem worked only a few weeks with us, his impact can be seen through the complex. Following the roof clearing and defensible space raking, there were piles of needles and debris throughout the complex. Dave succeeded in removing nearly 100% of the piles and has cleared the sweet pea patches that had gone dry. Dave was unexpectedly rehired by his previous boss in a new position. We are very happy for him and are grateful for all the help he provided us when we needed it the most! Help wanted ads continue to run for both the pool and grounds keeping. David has made an offer to a candidate for the seasonal opening. Hopefully, he can start next week. Katie Kyler has joined our staff to help at the pool on holidays, as well as Friday, Saturday, and Sunday afternoons to close. She has taken to the job quite nicely and is keeping the deck behavior in control.

#### Access System Failure:

The automatic door lock system that controls the pool gate, restrooms, and tennis courts needs replacement. For an unknown reason the circuit board has fried. We are out of the 2-year warranty window. David and Derek have worked on this together, and independently, with no success in revving the system. Communication from the supplier confirmed that the controller will need to be replaced. Once the replacement arrives, David will be seeking an electrician who can complete the wire connections prior to powering up the system again.

#### Painting and Windows:

Painting and windows contractors are having issues with scheduling. Both our usual contractors are short staffed and have stated they are booked for the season. The earliest windows can to start is August 18th. David has reached out to other companies to check for painting availability and is awaiting bids.

#### Thank You:

Jim and Lynelle Anderson have continued to be incredible homeowner volunteers. In addition to defensible space work, while they are in town Jim and Lynelle have taken it upon themselves to lock down the pool building at night and secure the bear bins during their nightly walks. We cannot thank them enough! Such simple acts have a huge positive impact on the community.

#### **Insurance Committee Report:** Jim Andersen, *Vice President*

The certificate of insurance was received from Menath and cancelation of the policy from EPIC was initiated. With regard to moving our other policies from EPIC to Menath, that process, if pursued, will engage other committee members with our new broker to determine advantages/disadvantages of doing so.

Susan Holway and Jason Gibeaut have added much information to the website under the tabs Fire Preparedness and Short-Term Rentals. We ask homeowners to visit these tabs and, especially, to sign up for the Placer Emergency Alert system under the Fire Preparedness tab.

NTFPD Firewise Risk Assessment was performed on June 16 by NTFPD representative. After receiving the assessment committee will review and follow up with further recommendations to the KVPOA Board. Action plan for fire risk reduction efforts will be presented to the Board and will be on the Consent Action Items.

Defensible space community workday has been set up for August 14. The purpose is to bring KVPOA homeowners and neighbors together to create defensible space around our properties. The workday will begin at 9am and go until noon. The area of focus will include areas/spaces on the south side of our property. Our neighbors on Cambridge Dr. have been notified and are planning on contributing to the clean-up. NTFPD has provided us with two 30-yard greenwaste dumpsters for our waste and those dumpsters will be paid for through volunteer hours of clean-up (volunteers will log the amount of time they contribute to creating defensible space and, once totaled, those hours will pay for the cost of the dumpsters). NTFPD will have a representative on site that day and we are looking for homeowners to volunteer. Jim Andersen will work on flyers to hand out to neighbors and to have notification and information about the workday posted on the KVPOA website.

#### **Facilities Committee Report:** Linda Garcia

Several homeowners sent the committee pictures of illegally dumped construction debris in more than one dumpster. A report was also submitted regarding known Kings Beach merchant dumping garbage illegally. In an attempt to deter this behavior, the committee purchased a prototype solar light for the garbage dumpsters several months ago. This light was installed near unit xxx. The light is motion activated and looks like a camera. We had positive feedback from several homeowners regarding the light that deters illegal dumping and bear activity. David purchased lights to cover all the dumpsters. This is within the budget to purchase. The cost was \$497.

New signage for the complex:

Kathy has been working very hard on the new look for signs that will be placed in both parking lot rounds. Each will contain a map and the rules. The facilities committee is looking at electrical and solar lighting combinations to illuminate the signs. Kathy has reached out to several contractors for pricing.

Grant Update:

Jim has been working closely with the NTFPD and Linda has been doing the grant writing and submitting it. Once the committee receives Firewise Risk Assessment report, it will be forwarded to the CalFire. The Grant matches funds up to \$200K. This includes sweat equity. There is an additional grant available to cover decks, siding, railing, skirting, and, possibly, sprinklers. We will be ready to submit this grant once we get the report from NTFPD.

**Architectural Committee Report:** Linda Garcia

The committee is requesting that all future architectural questions be forwarded to the committee for resolution to assure accurate and consistent responses. Although not covered in our governing documents state statutes require that any work over \$500.00 (labor and/or materials) requires a licensed contractor with both worker's compensation and liability insurance. Regardless of what may, or may not be, in our governing documents, we want to convey this information to owners to limit association liability if problems arise.

**Rules Enforcement Update:** Shawna Brekke-Read, *President*

Shawna thanked David and Ruth (David is sending warnings; Ruth is assisting writing letters on President's behalf and sending them out via USPS or email and also including property manager of that unit, if unit has one). The process is more streamlined now. Objective is not to generate revenue but to enforce rules.

**Prioritize August Agenda Items:**

Possible agenda items for AUG-2021 meeting:

- Electric Vehicle Charging Station
- Annual Meeting

**Information:**

**Website and Communications:**

Ruth asked the Board to make sure minutes are posted on the website timely.

**Adjournment:**

The meeting was adjourned at 11:57am

Next Board Meeting is August 21<sup>st</sup> 2021, 9am.

Minutes submitted by Elena Zaikowski, *Secretary*.