Kingswood Property Owners Association
Board Meeting Minutes
August 15th, 2020

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: Kingswood Village Meeting Room, 1001 Commonwealth Dr, Kings Beach, CA 96143
Board Members Present: Call In Meeting.
Staff Present: David Stirling
Call-In Participants: Tim Booth, President, Ruth Whitehouse, Vice President, Jeff Dickinson, Treasurer, Rene' Gottwig, Secretary, Shawna Brekke-Read, Linda Garcia, Carolyn Marquand, and Elena Zaikowski.
Absent: *None*
Homeowners Call-In: Rene' Robert Unit #131, Unit #150, and Doug Marquand - Financial Oversight Committee (FOC) Review Subcommittee Chair.

Call to Order: The meeting was called to order at 9:12 am

Opening Remarks: Tim Booth, President
- Board members and guests were welcomed and thanked for attending the meeting.
- Agenda was clarified giving order of priority and ground rules for the zoom meeting.

Homeowner Comments: None.

Approve Minutes
- **July 18, 2020 Board Meeting**
- The minutes were distributed prior to the meeting, corrections were communicated. The minutes stand approved as corrected via email prior to the meeting.

Correspondence 7-17-20 to 8-15-20, **kvpoa.board@gmail.com**. Open to all board members for review. Concerns regarding water costs and short-term rentals. Items will be addressed in the agenda.

A new president account (prez.kvpoa.board@gmail.com) and a google phone account have been established.

KVPOA Treasurer's Reserve Fund Report August 2020: Jeff Dickinson. The Treasurer's Report was accepted by the Board. To review the report, a paper copy is located at the Kingswood Village Office. To review it electronically, please send a request to kvpoa.board@gmail.com.

- Financial Oversight Committee (FOC) Report
- Financial Records Review Report (Cash Disbursements, Fidelity Investment reconciliations, Heritage checking account)
- Karl's Update

Karl's Update: The board received Karl's update for the KWV Balance Sheet, Income Statement, and Receivables prior to the meeting.

Jeff discussed and answered questions regarding Balance Sheet, Income Statement, and Receivables.

Review of Treasurer's Report:
The Treasurer's Report was reviewed and accepted by the Board, and the Financial Documents were reconciled.

Thanks to Jeff for all his incredible work!!

Vice President's Report: Ruth Whitehouse

- No new activity.

Property Management Report - All Maintenance Matters: David Stirling

Landscaping

The area near units 201 continues to develop. We have new ground cover, shrubs, and flowers ready to plant. Buried drip irrigation and rock bed edging to follow the new plantings to control runoff.

The irrigation on the north side of commonwealth has been cleaned out but is still lacking enough pressure to adequately water the area. Staff is supplementing the watering with a portable sprinkler on a hose. This system, as well as many others are due to be dug up and replaced. I highly suggest that we plan for these complete system overhauls in FY22.

Building Projects

The painting contractors have completed the main body of work for the year. The crew will circle back for doors and exterior lights.

A dumpster surround has been added for the bin near unit 184 and our goal is to finish the 2 new dumpster surrounds and address the 8 surrounds needing repair.

Water Main

On 8-13-20 a water main broke under our parking lot near unit 80. NTPUD was called and started to dig. While digging a gas leak was discovered. NTFPD, Placer County Sheriff, and SW Gas were on scene to respond. Three buildings were evacuated. The gas leak was stopped at about 7 pm, residents could reenter evacuated units at 8:30 pm. Utility crews continued to work until 3:30 am. NTPUD returned at 9 am to complete the last of the repairs. The lot has several places that were dug up. These will remain packed road base for a couple of weeks until the paving crew can lay new asphalt. The repairs to the lot are at no financial cost to the association.

Infractions

16 warnings of infraction were written between 7-20- and 8-15-20. Four due to trailers, a few for items on the railings, one for sleeping in a vehicle overnight, a few for common area storage, one for contractor noise, and four written to one unit for occupancy, litter, over vehicle count, and noise after hours.

Trash

Bear messes have lessened, and overflowing dumpsters have been less frequent since we started using the skid steer to compact the garbage.

Water Metering and NTPUD

In a letter from the NTPUD, prompted by an inquiry from a homeowner, they explained their stance and perceived responsibilities relating to installing individual meters for each Kingswood unit. In summary:

- They are willing to waive the connection fees for each meter because our complex is already on service.
- They intend to charge cost recovery fees on a time and materials basis to install the meters and utility boxes needed to hold the new meters. I asked for an estimate per meter and have not received a reply.
- The cost, planning, and contracting the individual unit service connection to the new meters will fall to the owner/ association.

The monthly cost for the associations service points has skyrocketed. As illustrated in the financial report, we are already grossly over budget for the year. To control costs and as part of the overall squaring up with the NTPUD, I have requested an audit of our service points. I will be focusing particularly on our Recreation service point. This is a 2 in connection that we are being charged a high expense for and it is oversized for our needs. I will be looking to reduce the size of the connection to bring the usage rate, and system replacement rate back into reasonable rates.

David answered questions about trash and water issues. Shawna suggested a committee to help David develop a strategic long-term plan for water issues. We need to address this issue and David will begin with the audit by NTPUD. The Board also requested that there is a punch list for unit/building inspections happen before building is due for painting. David agreed and noted that it would help in reducing the need to repaint. David was thanked for his work in enforcing rules and regulations in the complex.

Webmaster's Report: Carolyn Marquand

- Shawna, Carolyn and Rene' are addressing the transition with the New Webmaster. A generic email address was created so it is not tied to a specific individual. Shawna is willing to become the Webmaster when Carolyn steps down in September.
- 7/21/20 Eblast re: KVPOA Update & Reminders
    - 230 Sent to Homeowners & Property Managers
    - 190 Opened
- 7/28/20 Eblast re: Court Gates Repaired
    - 223 Sent to Homeowners
    - 164 Opened

Carolyn will be stepping down as Webmaster in September.

Newsletter Editor: Carolyn Marquand
No new Activity

Committee Reports:

- **Financial Oversight Committee** Review Subcommittee (Doug Marquand):

August 15, 2020 FOC Review Subcommittee Board Report, Chair: Doug Marquand

The FOC approves the credit card expenditures from June 18, 2020 to July 17, 2020.
The FOC approves other KVPOA expenditures through July 2020.

2 Items to investigate for the future:

- We were charged a service fee for low balance in Petty Cash Account due to the reduced usage of the credit card. Solutions include receipts submitted more frequently and a review of balance needed to avoid service fees.
- Concern of an invoice submitted late/after fiscal year brought forth the need to develop policy for invoices to be summited in the fiscal year performed.

The Financial Documents were reconciled. No Board objections for the financial review.

- **Architectural Review Committee** (Linda Garcia): Homeowner provided a detailed request to the committee. Board approves application.
- **Pool Recommendations** (Linda Garcia): No new activity. Conditions are not improving.
  - Pool Committee has completed its goals and is now finished.
- **Facility Committee** (Linda Garcia): Linda addressed critical issues needed and concerns regarding COVID -19 and short-term rentals. Linda shared homeowner participation, immediate issues including landscaping, rules and regulations, parking, and garbage. A walk through/audit of the facility will be conducted next week.

Charter: Linda introduced the Facility Charter and asked for input.

- The Board asked questions and items for clarification. Questions regarding the scope of the committee were addressed. Request made to remove rules and regulations from the scope of the charter.

Motion 2020.38 I make a motion that KVPOA Board approve the KVPOA Facility Charter as presented. Motion made by Tim Booth, Second by Carolyn Marquand. Vote Taken: Vote Taken: 4 Ayes, 3 No, 1 Abstention; Motion *Carries* (August)

Committee Members: Linda shared members of the committee to be approved. The Board asked questions and items for clarification. A request was made to include members renting units for topics addressing short term rentals.

Motion 2020.39 I make a motion that KVPOA Board approve the list of facility committee members as presented. Motion made by Linda Garcia, Second by Carolyn Marquand. Vote Taken: Vote Taken: 7 Ayes, 1 No, 0 Abstention; Motion Carries (August)

Linda presented recommendation regarding landscape, parking, and garbage. The need for parking passes was discussed. The Board supported committee's direction and final recommendations will be presented at the next meeting.

Recommendations were shared regarding recommendations for rules and regulations. Concerns were discussed. Changes and comments will be addressed next meeting.

Break: 12:40 pm

Call to Order: The Board meeting was reconvened at 12:50 pm

- **Election Committee and Nominating –** (Ruth Whitehouse): Ruth updated Board with current status.

THEY'RE GONE!!! Effective, August 10, 2020, the 2020 Election Packet for Kingswood Village was in the mail! 238 mailings, including Ballots and return envelopes.

My thanks to Carolyn, Karl and Dane with helping make the Owner's list as accurate as possible.

We were able to utilize existing mailing envelopes from previous years, and did not have to purchase envelopes this year. Next year's committee will need to buy envelopes. Any extra envelopes, and miscellaneous stamps are being returned.

I thank David for his assistance in locating the envelopes and pertinent Election material.

This year required (by law) a couple extra notifications, that were able to be transmitted electronically. Thank you to Carolyn for taking care of this portion of the entire process!

I will be submitting a detailed chronicle of the Election process (2020) for future Nominating Committees. While there may be more legislative changes that affect future elections, we are currently in compliance with the Election process as dictated by current statutes.

Thank you for allowing me to be involved with this year's Election. It has been my pleasure!

- **COVID-19 Strategy Committee** (Shawna Brekke-Read): Update given.

Unfinished Business:

- **Insurance Matters** (Tim Booth): News is not good. General Liability rates in the state are up 20%. Issues around smoking and short-term rental risk is considered in surveys. It is continuing to get tougher to access insurance. Of the 2 new companies being considered, both have denied coverage. Tim was thanked for all of his hard work.

Tim and Ruth addressed questions regarding insurance by sharing past decisions and practices regarding requirements of fire extinguishers and homeowner insurance.

Tim shared RATIONALE for smoking ban including:

- Ability to get insurance
- Owner complaints regarding smoking, secondhand smoke, health risks to and cigarette butts.
- Threat of fire and health threats.
- Lack of smoking mitigation has become an inhibitor to acquiring fire insurance.
- Kingswood Village has experienced a substantial increase in smoking on decks and in common areas.
- Secondhand smoke, both tobacco and marijuana, have been declared human carcinogens.

Motion 2020.40 I make a motion that KVPOA Board that No owner, family member, tenant, resident, guest, business invitee or visitor shall vape, smoke cigarettes, cigars, or any other tobacco or cannabis product anywhere other than within the unit interior. This prohibition shall include the outside common area, enclosed common area, exclusive common area (balconies and patios) and all units within the development. Motion made by Tim Booth, Second by Carolyn Marquand. Vote Taken: 6 Ayes, 2 No, 0 Abstention; Motion Carries (August)

Discussion followed regarding the regulations regarding smoking policies.

- **Reserve Study** (Jeff Dickinson): Jeff updated Board. We are right on track to complete all requirements.

New Business:

- **Annual Meeting Zoom Format, Agenda and Presentation** (Jeff Dickinson): Discussion and identification of needs in protocol. There will be a business meeting and a homeowner meeting. Polling will be available and a PowerPoint orientation. The election will be separate. Discussion included best ways to help homeowners to attend meeting. Reports: Maintenance by David, Welcome and Insurance by Tim, Financials by Jeff, COVID-19 by Shawna, and Pool and Facility Committee by Linda. Ruth will send out a recommended format for the presentation.

Board Member Comments: Another Training will be offered for the Annual Meeting.

Adjournment: The Board Meeting was adjourned at 4:36 pm.

The next regular Board meeting to be September 12th at 9 AM

Minutes respectfully submitted by Rene' Gottwig, Secretary