



Kingswood Village Property Owners Association Board Meeting Minutes January 30th 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, Kathy Larragueta, Susan Holway

Absent: None

Staff Present: David Stirling, *Property Manager*, Karl Dobrinich, *A-B Service*

Homeowners Present: Nick Zaikowski, Jeff Dickinson

Executive Session: The Executive Session was called to order at 8:17am to discuss personnel matters/staff evaluations. The Executive Session was adjourned at 8:55am.

Call to Order: The meeting was called to order at 9:05am.

Introductions:

Board members and guests were welcomed and thanked for attending the meeting.

Agenda and timeframe of the meeting were clarified.

The order of agenda was re-organized to accommodate call participants' changed schedules.

Reports:

Property Manager Report: David Stirling, *Property Manager*

Infractions:

1.2.21 Trailer in the lot - cleared within 24 hrs

1.6.21 Items stored on entry deck - cleared within 24 hrs

1.17.21 Vehicle found not parked in a parking place and partially blocking the travel lane - cleared within 24 hrs

1.18.21 After hours noise violation - no response from agency or owner

1.20.21 Trailer in the parking lot overnight - arrangements were made with the contractor

1.23.21 Trash/litter at unit door

1.25.21 Investigation started into possible dogs brought in by a renter - owner and rental agency have been notified

Deck railing heights and picket spacings:

There was an incident at unit xxx this past month where an owner's puppy ran between the pickets and fell off of their lower deck. The puppy was not seriously injured, and David diffused the situation by reiterating that owners are allowed to install green wire mesh to close the spacing. David have not heard back from this owner since. David brings this to the Board's attention because he recommends the Board considers researching the cost and effort of raising the rail heights, and bringing the picket spacings up to code on all entries and decks prior to total replacement. The decks are brought to current code when replaced, but at a pace of less than 5 decks per year and since not all decks need replacement, some decks may never have the railings or pickets addressed.

Deck inspections:

Ferrell Civil Engineering has walked the complex and is compiling a report that will assess the structural stability of our decks. Once the report is in hand it will help David prioritize and plan all future deck replacements.

RFP's:

Requests for proposals for windows, painting, and chimney sweeping were created. David will distribute the remaining RFP's for asphalt, decks, siding, landscaping, and pest control in February. David asked the Board to get comments and additions ready to finalize RFP's during February meeting.

Decks:

There are two decks that are in bad structural shape with vertical supports that are way out of plumb. David has bids for these decks. The bids are from Starbark who were used in the past. The bids reflect a modest rise in labor costs and an increase in lumber costs compared with previous deck contracts. David would like to have these bids approved to get lumber ordered and secured. David fears that by waiting until February/March to gather other bids, he might miss the opportunity to schedule the work.

NTPUD:

David has been following up with NTPUD regarding the meter issue at units xxx-xxx and our pool building and has been told that the issue has gone through engineering and that accounting is now looking into how to right the issue.

Dogs:

David requests that the Board reviews current dog policy and service animal documentation request form and consults with legal counsel as needed. David is hearing concerns from rental agencies about KVPOA's service animal documentation request form.

Mice problem at unit xxx:

The owner has requested additional help in controlling their mice problem. Staff has already made a lap around the building to seal up any entrance holes, but the owner is still catching mice. David is requesting permission to purchase and install bait stations around the building exterior to help the owner control the issue. David has worked with these stations in his previous career and can tell that they are safe, and if installed correctly, tamper proof. Biomagnification is not a likely issue because the dose that is in the rodent is not high enough to affect a predator should it be eaten. Pricing research indicates that stations can be placed around the entire building for about \$125.

Guidance on deliveries:

David asked if placing deliveries inside of units on behalf of owners is something KVPOA staff should be doing as a courtesy? On one hand, David would like to do this as a courtesy; however, with the recent influx of ownership, requests for this service have been more frequent. The minimum charge for a service call is \$75. One owner was happy to pay for the service, another was quite upset that they would be charged anything. David thinks a \$40 charge would be more appropriate and asked for Board's input.

David addressed questions and comments from the floor.

Homeowner Comments:

Nick Zaikowski and Jeff Dickinson shared their comments and concerns.

Consent Action Items:

Approve Board Meeting Minutes:

December 12th 2020 Board Meeting Minutes were distributed prior to this meeting. No corrections were communicated.

Motion 2021.01 I make a motion to approve the Consent Action Items (December 12th 2020 Board Meeting Minutes).

Motion made by Jim Andersen and seconded by Ruth Whitehouse

Vote taken: unanimous

Motion carries (JAN-21)

Reports:

Treasurer Report: Bob Austin, *Treasurer*, Jeff Dickinson, *Trusted Advisor to the Board*, Karl Dobrinich, *A-B Service*

JAN-21 KVPOA Reserve Fund Report was presented, and questions were answered from the floor.

Jeff continues to train new Treasurer.

The Board also received A-B Service updates with important items recapped prior to the meeting for:

DEC-20 Balance Sheet

DEC-20 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.

Action Items:

- Approve personal use of pick-up truck by an employee for limited duration (recommended by Shawna Brekke-Read)

Motion 2021.02 I make a motion to allow use of the automatic pick-up truck by an employee on medical leave with a doctor's note that allows that employee to drive for essential services only such as groceries and medical appointments and not for family or other personal use for a period of one month.

Motion made by Ruth Whitehouse and seconded by Shawna Brekke-Read

Vote taken: 4 yeas, 3 nays, 1 abstained

Motion carries (JAN-21)

- Facilities Committee - review charter and 2021 goals (recommended by Linda Garcia and Shawna Brekke-Read)

Facilities Committee charter and 2021 goals were reviewed and discussed. Linda answered questions from the floor. Corrections were communicated. Revised documents will be discussed and approved at FEB-21 meeting.

- Board Member Roles (recommended by Shawna Brekke-Read)

Board Member Roles and Committee compositions were discussed, and it will be put on the next month agenda for approval as a consent item.

- Approve Parking Pass Implementation Plan (recommended by Linda Garcia)
is being moved to FEB-21 meeting.

Discussion Items:

- Insurance (recommended by Jim Andersen)
Jim is actively working with the insurance broker. More information will be presented during FEB-21 meeting.
- Rules, Fines, Infractions, Communication Procedure (recommended by Shawna Brekke-Read)
is being moved to FEB-21 meeting.
- Service Animals Form & Information from Rental Managers (recommended by Shawna Brekke-Read)
Board discussed received emails, existing forms, and current laws and regulations. Our attorney will be contacted to clarify.

Information:

- Website, Communications updates (recommended by Jim Andersen)
is being moved to FEB-21 meeting.
- Third Party HR consultant (recommended by Shawna Brekke-Read)
to possibly find an HR consultant and use them as an alternative to contacting our lawyer and paying lawyer fees.
More information will be presented during FEB-21 meeting.

Adjournment: The meeting was adjourned at 11:08am.

Next Board Meeting is February 27th 2021, 9am.

Minutes *submitted by Elena Zaikowski, Secretary.*