



Board of Directors Meeting Minutes

May 16, 2019 at 5:30pm

Kendall Yards Community Center

Attending Joe Frank, Board Member
Sarah Leverett, Board Member
Terry Moore, Board Member
Donn Durgan, Board Member
Scott McArthur, Board Member
Gil Pierce, Association Manager, Rockwood Property Management
Dori Ramsey, Minute Taker/HOA Inspector, Rockwood Property Management

The meeting was called to order at 5:30pm.

The 2019 Annual Meeting Minutes were reviewed and approved for submission to the members at the next annual meeting.

Financial Report

Gil reviewed the new monthly Financial Report format and expectations moving forward. In the coming year RPM plans to roll out a new software that provides more access and functionality for members and management. Dues payment options will be expanded to include a more direct online payment method at no cost to the members. The existing options include use of PayLease for processing online payments. PayLease charges a usage fee for online payment service.

A question was raised as to if RPM is audited and if so, how frequently. RPM doesn't hire an independent auditor until turnover for Declarant run communities but several of its clients are audited regularly. Discussion ensued as to if/when an audit is appropriate and required by law. Kendall Yards HOA will be audited prior to turnover after which the member elected Board will select if and how frequently an audit should take place.

While reviewing financial reports for each cost center (main vs townhomes), an inquiry was raised as to long term projections for replacement of major components. Such an analysis is called a Reserve Study. To date, a Reserve Study has not been completed yet because the community is still Declarant run. As we approach transition, the Advisory Board may consider performing a Reserve Study as an added layer of protection to ensure current projections are on target. The Declarant reviews the cost to maintain and repair existing and future components when considering the annual budget to meet funding goals at turnover.

ACTION ITEM – Committee wishes to research a replacement costs of major components to justify future assessment rates.

Joe Frank joined the meeting.

Committee Members expressed concern for the level of detail provided in the Aged Owner Balances Report. There was discussion about limiting the detail to the final synopsis page of the Aging Report but no decision was made.

Landscape & Grounds Maintenance

Sod is sun/pet damaged near 2400 Block of Summit. Treatments are limited so replacement may be the better option later this year. Seed, mulch and fertilizer will be distributed in bare areas throughout the community as an interim plan of action.

Homeowners are encouraged to call the City (311) to report the formation of homeless encampments. The more reports, the faster the response.

A follow up discussion took place regarding proposed signage prohibiting bikes and scooters on sidewalks. New/forthcoming City Ordinance will limit use of bikes/scooters to streets and bike lanes. The Committee will observe traffic patterns to determine optimal placement for new signage and report back.

Snow removal was briefly reviewed; clarification was provided between commercial vs residential level of service. Desire was expressed for commercial level service throughout the community (excluding City maintained streets) but this may be cost prohibitive. Joe suggested to review the cost benefit of a higher level of service. Gil will provide a cost for a one time snow removal of all sidewalks at a lower threshold than 2 inches.

Doggy pots along the trail are constantly stuffed with garbage from local business patronage. Questions were raised regarding assessment contributions from the businesses. Joe explained the financial obligations of BOA vs the HOA, adding that future leases within the business district will likely include a bit more assistance with limiting litter along the trail. The Committee requests installation of a trash can at each dog station on the trail. A broken doggy pot was reported down past Hello Sugar.

Community Administration

A community newsletter was suggested but this is best reserved for when the community is turned over to the members. If the committee wishes to produce a regular newsletter, RPM will distribute via the Association's website. The point was made that while a newsletter may be useful, it's not the Association's prerogative to distribute information not relevant to Association business. Annual Meeting Minutes are posted to the Association's website but Board Meeting Minutes are not. The Committee may consider posting Board Meeting Minutes moving forward.

The 2019 Board Meeting schedule was discussed. The next meeting is expected to take place in September-October in time to review and approve the 2020 Budget. The Annual Meeting is typically held March-April. The Committee will put together a desired set of meeting dates and submit to Gil for scheduling.

Traffic concerns were raised regarding cars making U-turns in the middle of the road to get a parking space on the opposite side of the street. This is a phenomenon the HOA and/or City have little opportunity to enforce regularly without stationing an officer onsite to provide enforcement.

Officer positions were assigned by the Board as follows:

Joe Frank, President	Terry Moore, Treasurer	Scott McArthur, Director at Large
Jim Frank, Vice President	Donn Durgan, Director at Large	
Sarah Leverett, Secretary	Dawn Sugasa, Director at Large	

With no other business rightfully brought before the membership, the meeting was adjourned at 7:15pm.