**KINGSVIEW RIDGE COMMUNITY ASSOCIATION, INC.**

**REGULAR MEETING MINUTES**

**August 2nd, 2022**

Kingsview Ridge Community Association Board of Directors met via Zoom on August 2nd, 2022, at 7:00 pm.

**Present:**

Jim Parker, President

Lori Teachum, Vice President

Carmen Celis, Secretary

Richard Barney, Director

Iyabo Martins, Director

Hari Singh, Director

**Absent:**

John DiNardo, Treasurer

**Others Present:**

1 Homeowner

Nancy Keen, Vanguard Management

Renee Bilinski, Recording Secretary

1. **CALL TO ORDER:**

Mr. Parker, the President, called the regular meeting to order at 7:00 pm with a quorum present.

**Motion: To call the meeting to order.**

**Barney/Parker Vote: 6/0/0**

1. **ANNUAL MEETING:** There was not a quorum for the 2022 Annual Meeting, as there was not a quorum of 25% of all homes or 89 homeowners being present in-person or by proxy. The meeting was postponed to October 4th, 2022.
2. **MINUTES APPROVAL:** The Board reviewed and approved the minutes of the June 7th, 2022 Board Meeting.

**Motion: To approve the June 7th, 2022 Board Meeting minutes.**

**Barney/Parker Vote: 6/0/0**

1. **HOMEOWNER FORUM:**
   1. **Dead Tree Removal Question:** A Homeowner had a few questions about the trees that were dead and removed recently. They asked what killed the trees and noted that they were worried about similar issues with trees on their property. The Board explained that they weren’t sure exactly what the problems were with the trees, but they could ask the county representative. There were other tree concerns that had been raised and Management sent the contractor to review, and they said it was not an immediate concern and could wait until next year. The Board Members had wanted to review the concern as well and will go out soon to do so.
2. **MANAGEMENT REPORT:** 
   1. **Grounds Maintenance Contract Renewal 2023-2025:** TheGrounds Maintenance Renewal contract with PGC Landscapes was provided for the Board’s review. PGC is offering a 2% increase on the basic mechanical services if the Board approves a three (3) year contract. The Board discussed that generally they are happy with the work done and that they think the contract is a great offer. There was a question about some of the areas that are not being treated and Management explained it was county rule to not use weed treatments, so it has been taken off the contract. There was some discussion about another community and the differences between their quality of grass, access to sunlight, treatments, quantity of flowers planted, and how the Board could consider some of those alternative options to help the quality of the community landscaping. It was noted that the other community has a larger budget and higher fees to compensate for the additional expenses.

**Motion: To approve the Grounds Maintenance Contract Renewal for 2023-2025 provided by PGC Landscapes.**

**Barney/Teachum Vote: 6/0/0**

* 1. **2023 Draft Operating Budget:** The 2023 Draft Operating Budget was provided for the Board’s review. It proposes a 7.19% increase for the General Budget, which would be $149.00 per quarter, and no increase for Townhouse Budget, which would be $248.00 per quarter for 2023. Based upon the requirements of State and County laws, the anticipated schedule for budget review, comment and approval should be as follows:
* August 2, 2022 Meeting: Board members to review budget and approve for publication to members for comment.
* October 4, 2022 Meeting: Hear comments from homeowners on proposed budget. Approve 2023 Operating Budget.
* November 2022: Mail budget approval notice to homeowners.

Management noted the main change was in the trash contract and that it has had two increases since the change in providers. Management did remove a few items such as the meeting expenses since the Board has been meeting via zoom, as well as decreasing a few items. The Board had a few clarifying questions about the budget line items and the relation to the Reserves and what type of expenses can be paid for by Reserves. They had a few questions about the deficit last year and how that is planned for moving forward with increases of costs. Management explained that there is a contingency line item as well as other ways the budget can be reduced in some of the expenses, for example having excess funds in the landscape improvement line-item last year.

There was a discussion around the electricity line item and the choice of types of light bulbs used for streetlights, whether it would be worth changing some of them to the energy efficient options. It was noted they are typically too bright but might be useful in the areas not directly in front of homes where the streetlights are spread out. The Board discussed asking Homeowners to survey if they would want to make that change.

Management reminded the Board that they are saving money by sending the postcard to Homeowners to direct them to the website to review the budget draft for comments. The Board agreed they wanted to do that again this year.

**Motion: To approve the 2023 Draft Operating Budget and approve for publication to Homeowners for comment by posting it to the website and mailing a postcard notice.**

**Barney/Celis Vote: 6/0/0**

1. **OLD BUSINESS:** No old business at this time.
2. **NEW BUSINESS:** 
   1. **Tree Removal:** The County said they would remove the tree if the Association handled grinding the stump. Management will have bids for the work soon. There was further discussion about other trees that look like they need to be removed or trimmed.
   2. **Boats Parked in Driveways:** A Board Member noted that in the Kingsview area there are at least 4 boats parked in driveways. Management said they are getting citations now. The Board Member noted that in the past they have been pushed in the past for drying but now they are simply using their driveways to store them, some for the whole season. Management reminded the Board that if they have sent more than 1 notice they can call in the Homeowner for a hearing to the October meeting.

* 1. **Inspection Ride Along:** The Board Members discussed coordinating with Management to ride along with the Inspector for the next visit.

**Action: Management will coordinate with the Board Members to have a ride along.**

1. **EXECUTIVE SESSION:** 
   1. **Late Fee Waiver Request (13701 Palmetto Circle – Alam):** This Homeowner is requesting the Board waive the three (3) late fees totaling $45.00. The Board discussed that this Homeowner claimed they had issues with the homeowner portal, but it was for three months in a row, missing three quarter of late fees.

**Motion: To deny the late fee waiver request.**

**Parker/Martins Vote: 6/0/0**

* 1. **Late Fee Waiver Request (19007 Marksburg Court - Mai):** This Homeowner is requesting the Board waive one (1) late fee totaling $15.00. The Board discussed that this Homeowner has already had a late fee waived recently and that they did not provide a reason for being late in their payment.

**Motion: To deny the late fee waiver request.**

**Barney/** **Celis Vote: 6/0/0**

* 1. **Write-Off to Bad Debt (13625 Palmetto Circle - Bobain-Browne):** The attorney noted this Homeowner has paid their account in full. Per the attorney, $46.36 is uncollectible and must be written off to bad debt.

**Motion: To accept the attorney’s recommendation to write-off the bad debt.**

**Barney/Parker Vote: 6/0/0**

1. **ADJOURNMENT:**

There being no additional business for the Board to conduct at this time, the Board meeting adjourned at 7:42 pm.

**Motion: To adjourn the meeting at 7:42 pm.**

**Barney/Teachum Vote: 6/0/0**

1. **NEXT MEETING:** The next meeting of the Board of Directors is scheduled for Tuesday, October 4th, 2022, at 7:00pm.

Respectfully,

Renee Henning Bilinski

Recording Secretary