

Charleston Harbor Homes Association

www.charlestonharbor.org

October 18, 2015 Homes Association Board of Directors Meeting Minutes

This meeting of the Board of Directors of the Charleston Harbor Homes Association (CHHA) was held at the home of President Chaz Wood and was called to order at 6 PM by President Chaz Wood. Other officers and Board members present were Karl Bloss, Karla Oyler, Erin Pham, Marlin Roberts, and Jerusha White. A quorum was present to conduct business.

CHHA BOARD OF DIRECTORS

Chaz Wood	President
Marlin Roberts	Vice President
Karla Oyler	Secretary
Jerusha White	Assistant Secretary
Karl Bloss	Treasurer
Larry Janacaro	Assistant Treasurer
Joe McCune	Member
Erin Pham	Member
Alice Roxburg	Member

A motion was made to approve the minutes of the September 22, 2015, board meeting; the motion was seconded and approved by acclamation.

Treasurer's Report

Treasurer Bloss presented the financial report to date. A question arose about bank charges of \$109, which President Wood will investigate with CHHA contact Stephanie at US Bank. An amount of \$321.25 in the Legal & Professional Fees category represented payment to the CHHA CPA for the 2014 tax return.

It was decided that the current month-to-date Statement of Activity (income and expense) and Statement of Financial Position (balance sheet) will be presented at homeowners' meetings, along with detailed subaccount reports. If an overhead projector is available at Shoal Creek Police Department, reports will be displayed in that manner; otherwise, paper handouts will be made available. Secretary Oyler will talk with PO Rick Cartwright to determine equipment availability.

If possible on QuickBooks, Treasurer Bloss will rename the Statement of Activity report and Statement of Financial Position report "Income & Expense Statement" and "Balance Sheet," respectively, which will be terms more familiar to members. Complete calendar-month reports will be posted on the website in their entirety. Partial-month reports will not be posted on the website.

Committee Reports

Architectural Review Committee—

The following exterior change requests were approved by the Architectural Review Committee:

- 7005 North Quincy Avenue – Request to paint exterior (Wilson)
- 5301 Northeast 67th Court – Request to install solar modules (Winters)
- 5313 Northeast 67th Court – Request to install solar modules (Martin)
- 6821 North Charleston Drive – Request to install solar modules (Monteleone)

Concern was expressed regarding damage to the common area from equipment utilized in building an in-ground pool at the Bates home at 6800 North Quincy Circle. President Wood will

talk with the homeowner to ensure that the homeowner will have the damages repaired as the project is completed.

It was agreed by the Directors that because of the critical timing of many architectural projects, decisions made by the Architectural Review Committee will be considered final and stand as approved and will not require review and approval of the full Board.

Landscape Committee—

Assistant Secretary Jerusha White presented specifications for bid, to be used to solicit information and pricing from landscape service providers, one of the Association's largest expenses. Three major categories of work include Maintenance and Redesign of Common Areas, Mowing and Trimming of Common Areas, and Snow Removal from Streets. All three categories include Work Statements and instructions as to Submitting Your Bid and Award of Contract. Assistant Secretary White and Vice President Roberts are working together to compile a list of candidate vendors for the landscape project, Vice President Roberts being the vendors' point of contact. A motion was made to approve the proposal to solicit bids for landscape service. It was seconded and approved by acclamation.

A motion was made, seconded, and approved to reimburse Jerusha White for the purchase of 18 pumpkins, at a cost of \$110.92. The pumpkins were stolen from the entrance islands on the first night after the areas were decorated.

Tabled to discuss at the homeowners' board meeting is the topic of Christmas decorations, specifically garlands for the pool fence.

The three-person Landscape Committee would like to bring additional volunteers into its ranks.

Pool Committee—

This committee has not yet met, and is in need of additional committee members. Treasurer Bloss is the Board member on the committee. The Board agreed that the final closing of the pool needs to be done. Chaz has asked Craig Maynard to proceed.

Lake Committee—

No report to date from the Lake Committee, although it is actively planning its first committee meeting.

Social Committee—

Secretary Oyler reported that plans for the Fall Cleanup day on October 24 are well under way, with dumpsters on order and bags on hand. Vice President Roberts and other Board members have been actively promoting the cleanup activity, as well as the Taste of Charleston Harbor event to take place on the pool veranda. Committee members checked out the pool area for power and setup arrangements for the Taste. The key ring provided by President Wood, obtained from pool manager Craig Maynard, did not include keys to the restrooms, and Secretary Oyler will contact Craig to see whether the facilities can be open to the cleanup participants on October 24.

Secretary Oyler ordered an outdoor banner to hang on the pool fencing, reminding residents of the cleanup day. The cost is approximately \$30, which is a 50%+ discount from regular price. A

motion to allow reimbursement of this expenditure was moved, seconded, and approved by acclamation.

Welcome Committee—

Secretary Oyler reported that the Resident Guide, reviewed with minor changes by the subcommittee, was emailed to the website manager, VP Roberts, and ready to be uploaded for resident referral.

Safety & Security Committee—

There were two incidents in October, one a burglary and theft at 7012 North Denver Avenue, and the other the theft of pumpkins at the entrance islands. Police reports were filed, and residents were made aware of both incidents on the Next Door Neighbor website.

CHHA is registered for Neighborhood Watch training to be held on October 21, 2015, sponsored by Northland Neighbors Inc., KCPD, and Gladstone Public Safety. Seven participants from our neighborhood plan to attend.

In the interest of homeowner safety, the committee has consulted with an area electrical company to provide a free assessment of current lighting at the HOA entrances and pool area, to determine if LED lighting would be a feasible and reasonable alternative. Assessment results are pending.

According to Tom Gorenc, in charge of CHHA Government Relations, the City has not provided an update regarding the three-way confluence at 68th Terrace and North Charleston Drive. Without adequate signage a potential hazard exists, with traffic going uphill, downhill, and turning, and is especially dangerous when speed is a factor.

Lighting Committee—

Since last report, the Lighting Committee has:

- Installed a new bulb at 6928 North Denver Avenue; more work is required, possibly a ballast.
- Installed a dawn-to-dusk sensor at 7011 North Denver Avenue.
- Installed a new bulb at 6805 North Quincy Circle; light is now working.
- Inspected a sensor at 6812 North Hardesty Avenue; light is now working.
- Installed a new bulb at 7115 North Quincy Avenue; light is now working.

Two new yard lights have been installed by the builder at 7137 North Quincy Avenue and 7136 North Quincy Avenue. On the Lighting Committee's work list is a problem at 6837 North Hardesty Avenue.

Discussion was held regarding the future of lighting throughout the subdivision. Most of the yard lights in the neighborhood are sodium vapor, which provide lighting more subtle than effective, and in fact sodium vapor distorts colors of objects, which causes concern to police regarding the accuracy of reports submitted. The Board would like to see the neighborhood evolve to standardized LED lighting, which would provide benefits of efficiency, safety, and uniform appearance. Retrofitting standard lighting to LED can be done via an adapter, as one homeowner has related to the Committee, and which he has effected with his own yard light.

A motion was made, seconded, and approved to do a test case retrofit-to-LED on the yard light of the home at 6837 North Hardesty Avenue, where a problem currently exists, and will report to the Board the results obtained and the cost and effort involved.

Government Relations Committee—

Tom Gorenc contacted the person at the City of KCMO who is responsible for scheduling the painting of rusty KCP&L utility boxes. The person contacted then made visual inspection, and KCP&L has since begun repainting the unsightly boxes at no charge.

OLD BUSINESS

Lake Signs--

The Safety & Security Committee is obtaining information on the cost of signs that need to be replaced in the Lake area. The area at the top of the waterfall needs a barrier to prevent slipping and falling down the hill toward the lake. President Wood will bring this concern to the attention of the Lake Committee and ask them to investigate solutions.

Kid Alert—

Use of this type of communication/signage will be discussed by President Wood and Vice President Roberts in a proposed meeting with the subdivision developer. The Covenants specify that the developer has the right to approve signage, although historically there have been variances in actual practice. Until further information is received from the developer, this issue will be set aside.

Property Management Companies—

President Wood had initial contact with two management companies and received overview information, but in-depth discussions have not yet begun.

Bid Procurement Policy—

Assistant Secretary Jerusha White has prepared detailed procedures to be used when soliciting bids from vendors. Discussion took place regarding vendor contact that may take place prior to the actual process of requesting bids. For instance, it may be necessary to go through an education and information-gathering process, in beginning a complex project which is not straightforward and may have more than one solution. The Board understands that this information-gathering or assessment stage does not fall within, but may precede, the Bid Procurement process.

A move was made to adopt the Bid Procurement Procedure presented by Assistant Secretary Jerusha White. The move was seconded and approved by acclamation.

Little Library—

Because of lack of interest and funding, a motion was made to cancel this project. The motion was seconded and approved.

Arrangements to Sign Checks—

President Wood will contact U.S. Bank to verify the necessary procedure to move forward, and the Board will act accordingly. Check signers will be President Wood, Vice President Roberts, Treasurer Bloss, and Secretary Oyler. The check-signing procedure will apply to any check of any amount.

Homeowner Board Meeting Dates—

Board meetings for the membership are currently listed on the website and in the Resident Guide as being on the **third** Tuesday of the months of November 2015; and January, March, May, and August 2016. This is corrected to be the **fourth** Tuesday of November 2015; and January, March, May, and August 2016. This correction will be made to the website and Guide. Secretary Oyler will advise the community relations officer at the Shoal Creek Police Station, with respect to room reservations.

NEW BUSINESS

Committee Responsibility/Board of Directors Responsibility--

To clarify respective Committee and Board responsibilities regarding bid procurement: A given committee would gather information and opinions and make an assessment regarding a specific project, then the Committee would determine specifications and issue a Request for Proposal to solicit bids from vendors. Upon receipt, the Committee would retain the unopened bids, and set a time with the Board to open the bids. It would be the ultimate responsibility of the Board of Directors to make the final decision to award the bid.

Waiver for Volunteers--

The CHHA insurance policy covers volunteers for damages to property, but it does not cover injury claims. The Board will consider adopting a waiver, to be signed by all those doing volunteer work for the Association. Assistant Secretary White will research what is being done in other homes associations in Missouri, etc., and relate her findings to the Board.

Fishing Privileges--

A member of a nearby community has requested the privilege of fishing, catch-and-release, in our lake, and has gone so far as offering to do volunteer work around the lake in return for the privilege. There are several considerations involved such as completion of a waiver of responsibility, extension of privileges to other nonresidents who ask for the same privilege, etc., and the management thereof. President Wood will forward this request to the Lake Committee for their investigation and recommendation.

CHHA Signs--

A collection of various signage exists, and the Board must decide where the signs should be stored. Board members are asked to give this some thought and make recommendations at the next meeting.

Expediting Future Board Meetings--

With respect to the value of time of membership and Board members, the Board is seeking ways to shorten the length of the Board meetings. This might include: (1) Encouraging members to read the prior minutes on the website before the meeting, rather than taking time to read them aloud at the meeting. Questions or concerns, of course, would be accepted from members present. (2) Using an overhead projector to display financial reports and as an aid in answering questions and comments, instead of handing out paper copies. As in the case of previous months' minutes, financial information for the entire current month will be posted on the website and available only to Charleston Harbor residents.

The Board realizes that as time passes, the number of items to be discussed will probably decrease in number and complexity.

Reserve Fund--

President Wood recommended per Charleston Harbor's declarations that the Treasurer establish a separate reserve fund of \$15,000. Currently the reserve fund of \$10,000 is part of a money market account tied to the checking account. President Wood suggested taking the \$10,000 designated as the reserve fund, add \$5,000 to it and move it into separate certificate of deposit account(s) for better return rates and to distinguish the reserve fund as a wholly separate fund. The purpose of the reserve fund is to maintain longer term savings at a higher interest rate, and its purpose is to provide funding for unexpected or planned expenditures of size.

President Wood asked that Treasurer Bloss and Assistant Treasurer Janacaro research and recommend the best financial instrument(s) in which to invest the reserve funds.

A motion was made, seconded, and approved to establish a \$15,000 reserve fund.

Newsletter--

Although neither persons nor a committee has yet been designated to do so, the Board would like to publish a quarterly newsletter, and can receive some administrative and postage resources from Northland Neighborhoods, Inc., to get this done. The Board has established a goal of recruiting volunteers and issuing the first CHHA Newsletter at the end of March 2016.

This meeting of the Board of Directors of the Charleston Harbor Homes Association adjourned at approximately 9:15 PM.

Respectfully submitted,

Karla Oyler, Secretary