

# Charleston Harbor Homes Association

www.charlestonharbor.org

## November 27, 2018 Board of Directors for Charleston Harbor Homes Association, Inc.

# APPROVED

<u>CHHA</u> <u>BOARD OF DIRECTORS</u>	
Chaz Wood	President
Josh Thomas	Vice President
Kay Foxe	Secretary
Katie Wienke	Treasurer
Robert Sullivan	Member
Carlos Hernandez	Member
Paul LaVine	Member

The November 27, 2018 Board of Director's meeting was held at the Shoal Creek Patrol Building. Meeting was called to order at 7:08 with 5 board members present (Chaz, Josh, Kay, Katie and Paul) and 8 homeowners present. Also present was Jason White from Brookwater Management.

Approving Previous Minutes – The October 30 meeting minutes draft was sent to board members for review and correction. They were approved, and have been sent to Marlin to put on the web site and to Jason White.

Treasurer's Report – Treasurer Katie Wienke and Brookwater president Jason White reviewed the balance sheets and statements of activity. Katie said that money in the Money Market will be moved to a CD after the first of the year and after the budget is approved.

### Reports of Committees

**Architectural Control** – The ACC has approved the following in November, 2018

- Updated request for paint and siding at 6821 N Charleston Drive

**Landscape** –

- The Quincy Commons Project, phase 1 is complete. We plan to schedule phase 2 for the spring. This work will include a 1050 SF patio area and landscape planting around patio area. We had originally bid for a fire pit on the patio but this has been removed from the plans for now. More planting have been taken out of the budget.
- The committee purchased Christmas decorations for the Harbor at a cost of \$255.79 and installed them on Nov. 24. There are 6 large wreaths with large red bows for the lampposts on the entrance islands, some additional garland for the pool fence and all new red bows.
- We had the sprinkler-system water shut off and winterized on the entrance at 71st. Terr.

**Pool** – The pool committee has the following to report:

- **Pool Cover** – The new pool cover was purchased and with the help of Craig Maynard, Terri Winters, David Swiss, Chuck Dickson, Jerry Husman, Josh Thomas, David Foxe, Gary Clemens, Robert Sullivan, Brent & Michelle DePhillips, Bob Rauscher, Robb, Colleen & Liam Jones we were able to install the new pool cover over the course of last Friday and Saturday, November 16 and 17. About 12 hours were needed over 2 days to lay out the cover, center and temporarily secure it, then drill 76 anchor holes and attach it to its new anchors. It was some hard work but this group of volunteers was able to save the community over \$1,800.00 by installing the cover rather than contracting the installation out. Many thanks to all our volunteers for giving up their time to come out and be a part of this project.
- **Kiddie Pool** – The committee recommends making no upgrades or modifications to the kiddie pool other than thoroughly cleaning it prior to placing it into service for the 2019 pool season.
- **Pool Service bids** – We received 5 pool service bids from Bair Aquatics LLC, Tiger Pool Patio, USA Pools of Missouri, American Pool Servicing Co, and Craig Maynard. Bids ranged from \$8,000 to \$18,000 with services ranging from 1 site visit per week to twice a day visits each week. The committee was prepared to recommend hiring Tiger Pool and Patio for \$8,000 (3 site visits per week and to seek bids for bathroom and janitorial services (not covered by 4 of the 5 bidders. The Committee recognizes the need for volunteers to take daily pool chemical readings to comply with municipal codes for 4 of the 5 bidders as well. The only all-inclusive bid was from Craig Maynard. Two bids came in just today and the pool committee will need additional time to review bids before making a recommendation to the board.
- **Pool Vacuum System** – A review of pool vacuum systems was completed and the committee recommends the purchase of a Dolphin Oasis Z5i robotic pool cleaner. The cost is \$1,300 and comes with a 3-year warranty. This will take the place of the old manual vacuum. A motion was made by Chaz Wood to make this purchase after the first of the year. Seconded by Josh Thomas. Motion was voted on and passed.
- **An informal inspection of the pool building and deck** indicated structural concerns that may affect the use of these amenities. The committee recommends having a structural engineer inspect the building, deck and foundation prior to opening the pool for 2019. Chaz made a motion that was seconded by Josh to put this in next year's budget.
- **Budget** the pool committee has finalized its budget for 2019 for \$13,000 to \$18,000 depending on the pool servicing contract selected.

**Lake** – There is no report for November

**Communications** – Communications Committee Report

- Our main web site (charlestonharbor.org) has had 3,410 pages viewed and 1,494 unique visitors from Nov. 1- Nov. 25th.
- Google is the largest referrer to our web site.
- Top five pages searched are:
- CHHA News at 178
- Community Links at 160
- Homes For Sale at 108
- CHHA Board & Committees at 96
- Calendar at 78
- We currently have 238 neighbors signed up on our Nextdoor web site.
- 38 homeowners have registered an account with Brookwater Management

**Welcome** – No Report

**Social** – Nothing new to report other than a reminder about our upcoming event: 2018 Holiday Cookie Exchange. Sunday, December 16th 2:00 pm at Alice's home. We hope to see many of our friendly neighbors there for a laid back social gathering. For more details: check out Marlin's post on our FB page and/or CHHA website.

**Lighting, Safety & Security Committee** – Charleston Harbor's Safety & Security Committee held their first Neighborhood Watch Training for residents on Nov.14th. NNI and Rick Jones, Community Interaction Officer with KCPD, arranged for and presented the training. The committee will be seeking new Neighborhood Watch signs for our subdivision once Officer Jones does an assessment of the neighborhood. The signs will be \$10.00 each. It was good training and decision will be made as to where to place the signs.

0 incidents within Charleston Harbor subdivision reported to KCPD for Nov. 2018.

– The lighting committee took care of the following issues in November

- 6923 N. Hardesty Ave. - replaced a defective sensor
- 5104 NE 68th Terr. - replaced defective bulb with LED bulb. Owner to check on electricity to sensor.

**Government Relations** – No Report

**Old Business**

Delinquent Dues Update – 2018 only delinquencies total \$1,260.00 (Down from \$1,890.00 in October). All other delinquencies total \$3,673. This is down from \$5,204.00 last month. Total delinquent dues including penalties, interest and costs of collections total \$4,933.00.

CD's – We are communicating with various banks with high yield CD's to determine if they are able to handle not-for-profit businesses. Katie will check on this and finalize after the first of the year.

Establish fees for records research and copies? Any requests should be submitted in writing only. The board will develop a fee schedule when necessary. No further action has been taken pending further review. This item will be tabled for now and revisited at a later date.

Reserve Studies – Our declarations require the establishment of reserve funds for repairs and maintenance. **Article IV Powers and Duties of the Association, Section 1 paragraph (e)** states:

*“The Association will...establish reserve account(s) for repair and maintenance of the Common Areas, to periodically review the adequacy thereof, and to keep and maintain such reserve funds in interest bearing accounts, until expended, for the benefit of the Association”*

A reserve study is an essential long-term capital budget planning tool for HOA communities. It enables HOAs to create a plan for funding ongoing deterioration, future repairs and replacements. We have developed reserve funds and taken care of long overdue maintenance on our dam, pool, bridges, pool parking lot to name a few. We are discovering more areas for maintenance concerns that need to be dealt with responsible foresight and planning. Brookwater has solicited bids for reserve studies to be done for Charleston Harbor. Ranging in price from \$3,040 to \$3,800. This is tabled for next year.

## **New Business**

2019 Budget – Handouts were provided for the proposed 2019 budget.

Open Forum – After much discussion, the decision was made to raise the HOA dues for only 2019 to \$500. Chaz made the motion to raise the dues and Josh seconded it. Motion was voted on and passed

Meeting Adjourned at 8:39