**Kingsgate Highlands Division 3 and 4 Homeowner Association**

**Annual Meeting Minutes - February 11, 2020**

**Note**: For additional details, please view the annual meeting presentation on the HOA website

1. Call to order (Mike) - 7:00pm (Mike, Steve, Alex, Mario, Scott, Darcey, Chris, and Derek)

* 25 community members present - also broadcast online

2. Board introductions

3. Treasurer Report

 A. 2019 Finances/Budget Review

* $263,668.00 in revenue with $218,496.79 in expenses
* We will be carrying over $42,544.04 into 2020
* Dues discount for paying dues in full in January totaled $3,677.00
* Examined budgeted amounts versus expenses - see annual meeting presentation
* Pool income of $22,628.05 beat projections by $8,628 (see slides)
* $13,000 added in reserves during 2020- Total Reserves $86,897.35 (included 2020)

 B. 2020 Budget

* Dues increase of $12 (1.89%) from $632 to $644 in alignment with CPI
* $25 discount on dues for homeowners who are not past due and pay in full
* $10 late fee per quarter added to statement for homeowners who are not making a payment in previous quarter
* 161 homeowners have paid in full as of 2/9/2020
* Total cash on hand $150,359.28
* 2020 Budget Breakdown
	+ - $255,244 in anticipated revenue including the previous year carryover
		- $241,000 in anticipated expenses
		- Budget includes $13,000 in capital reserves

 C. Audit Status

* 2017 audit just received and will be reviewed by the board - will be posted online once reviewed
* Auditors have the 2018 data to conduct that year’s audit

 D. IRS Returns and Filing/Issues

* We are planning to initiate IRS returns filing process on 2020 now that the audits have been completed at the recommendation of our accountants

 E. Delinquent Accounts Dues Recovery

* Have a process in place to recover dues. The process has been very successful in the past year

4. Committee Report

 A. Park Committee (Mike)

* Summary of 2019
	+ Updated security lighting in the park
	+ Installed tamper resistance lighting in the gazebo
	+ Installed phase 1 of security cameras
	+ Replaced sound system
	+ Designed bleacher awning
* 2020 Plans
	+ Install phase 2 of the camera project
	+ Install bleacher awning
	+ Upgrade park entrance gate

B. Pool Committee

* Reviewed previous five year's updates
* Detailed this year's budgeted improvements

 C. CCR Enforcement (Mike)

* Dues recovery - 100% of delinquent funds selected for enforcement either in process or under contract
* Problem areas
	+ Trailers
	+ Derelict Vehicles
	+ Duplex / Air B&B
* Priorities for 2020
	+ Trailers
	+ Derelict vehicles
	+ Unfinished exterior projects
	+ Rental issues

 D. Reserve Study

* Hired a reserve study professional -
	+ Includes all components of our common areas
	+ Identifies the life expectancy of the components
	+ How much to replace and the timing to replace
	+ Recommends how much needs to be saved and flow or replacement
* Will be reviewed by the board and posted online

4. New Website

* Eliminates the adds
* Better information for our homeowners
* Possible future features

5. Nomination and Election of Board for Expiring Terms

* Mario Trembly nominated to continue - Mike/Darcey 2nd (approved)
* Amador Abreu nominated to replace Kelly Guesner (Kelly was interested in returning) - Steve/Matt Larson (approved)
* Scott Gray nominated to continue - Vicki/Chris 2nd (approved)
* Chris Dwyer nominated to fill Steve Gengo's position (expires 2022) - Vicki/Derek 2nd (approved)

6. President's Presentation

7. Question and Answer Session

* Sandwich boards need to be used
* Entrance signs on 124th look terrible - remove first before?
* Thank you for the Pokemon removal work
* Looking for a co-recreation chair

8:40 Adjourn

**Kingsgate Highlands Division 3 and 4 Homeowner Association**

**Board Meeting Minutes - February 13, 2019**

1. Call to order (Mike) - 8:50pm (Mike, Amador, Alex, Mario, Scott, Darcey, Chris D, Chris A, and Derek)

2. Open agenda items

 A. None

3. 2019 Board positions

* Mike nominated as president - Darcey/Derek (approved)
* Darcey nominated as vice president - Steve/Mike 2nd (approved)
* Mario nominated as treasurer - Derek/Alex 2nd (approved)
* Derek nominated as secretary - Darcey/Mike 2nd (approved)

Meeting adjourned 9:10