

<p style="text-align: center;"><b>Kingsgate Highlands Division 3 and 4 Homeowner Association</b> <b>Board Meeting Minutes - January 8, 2020</b></p>
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1. Call to order (Mike) - 7:26 (Mike, Mario, Derek, Darcey, Steve, Chris, and Kelly via phone)
  - Guests: Mike Padgett
2. Approve Minutes and Agenda: Approved 5-0
3. Guest Presentations
  - None
4. Financial
  - A. Financials (as of 12/31/19)
    - Cash on Hand: \$44,886.63
    - Reserves: \$73,892.00
    - Approved financials: Approved 7-0
    - Examined end of year budget
    - We will have a carryover from the year - total amount will be shown at the annual meeting when final items close out
  - B. Audit Update
    - 2017 & 2018 Audits - the auditors (Luby & Thompson, PLLC) have all of the data to complete the audit
    - We are communicating that we would like to have at least a draft to present at the annual meeting
    - IRS Returns and Filings - we have received guidance to complete the audit prior to reconciling the IRS filings/issues
  - C. Current Liens/Legal Recovery of Dues
    - No report
  - D. Annual Meeting
    - Mario will send a template
5. Committees
  - A. Pool Committee (Steve, Derek)
    - We are working on billing issues with our current vendor for current maintenance
    - The new pool deck shed has been ordered
  - B. Park Committee (Alex)
    - Additional cameras have been ordered
    - We have a contractor for the new gate
    - Waste Management has been leaving the gate open and driving on the walkway
    - We are setting a meeting with a company for the reserve study
      - We are expecting a report by the February meeting
  - C. Covenant Enforcement (Mike Padgett)
    - Focusing on two per month
    - Discussed a house with trash in yard

- Discussed houses being divided into duplexes and pool rights
- Made several calls regarding inoperable cars

D. Architectural Control (Alex)

- Working with a home regarding completion of project

E. Recreation

- No report

F. Welcoming

- Have been updating based upon new homeowners

6. Old Business

- None

7. New Business

- Discussed Pool Manager Position job description - will examine via email
- Steve will not be returning on the board - Mario, Kelly and Scott expire but plan on running again

8:43 Adjourn

Next Meeting: Wednesday, February 11 from 7:30-9:00 @ Our Redeemer Lutheran Church