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

**Board Meeting Minutes - October 14, 2020**

1. Call to Order (Darcey) - 7:30 (Mike, Darcey, Derek, Mario, Alex, Chris D, Chris A, and Scott)

* Guests: Meghan Saxton (NOVA), Aaron Harold, Bonnie Farmer, Brian Knoblich, Michele Dwyer, Pat (no last name given), Sarah Poulin, Shirley Tudhope, Themba (no last name given), Toby Nixon

2. Guest Presentations/Questions:

* Michele Dwyer - bark park chips request, thought it would be quicker. Website communication doesn’t seem to be as good.

3. Approve Minutes: Approved September minutes (5-0)

4. Financial

A. Financials

* Cash on Hand: $71,667.48
* Reserves: $101,167.32
* Approved financials: Approved (7-0)
* Looked at pool expenditures
* Examined the rest of the budget expenditure items for the month
* Talked about how storm cleanup is billed since we recently had a windstorm

B. Audit Update

* 2018 & 2019 Audits - 2018 work in progress, have not started 2019 but have all of the information. Will move on to a vendor with NOVA for 2020.
* IRS Returns and Filings - No report

C. Current Liens/Legal Recovery of Dues

* No report

5. Committees

A. Professional HOA Management Committee (Chris D.)

* Things outstanding
  + Contracts and maintenance contacts
  + Violation history and correspondence
* Will need to meet with the board to discuss
* Disbanding HOA Management committee since they have now been selected - ***Motion by Chris D, second by Chris A (approved 7-0)***
* Chris D as acting point of contact with NOVA - ***Motion by Chris D, second by Darcey (approved 7-0)***

B. Pool Committee (Derek)

* Pool closed earlier than expected due to boiler issue
* Drain cover replacement happening on Friday

B. Park Committee (Chris A.)

* + Replacing signs for the opening of the playground
  + Bark chips coming - NOVA is arranging

C. Covenant Enforcement (Mike Padgett)

* No report

D. Architectural Control (Alex)

* Started going through NOVA on October 1st

E. Recreation

* Have a volunteer, Darcey will contact

F. Welcoming

* No report

6. Old Business

* None

7. New Business

* None

8. Executive Session

1. NOVA meeting
   * Motion for code enforcement rules and regulations drafting committee - ***Motion by Chris D, second by Mike (8-0)***
   * Mario is still reviewing bills/invoices as part of his role
2. Budget Committee
   * Went over budget proposals
     + Adjusted pool amounts based upon this year’s expenditures
     + Reviewed other park/pool improvement and maintenance projects - ***Motion by Derek, second by Chris D (approved 8-0)***
   * Capital improvement feasibility study and planning
     + Reviewed proposal for a Capital Improvement Feasibility Study
     + Discussed this proposal and how it accomplishes certain aspects of the Reserve Study
     + Discussed the timing of the project
     + Propose to form a Capital Project investigation committee - ***Motion by Mike, second by Derek (approved 6-0-2)***
     + Propose to spend up to $20,000 to perform a Capital Project study - ***Motion by Mike, second by Derek (approved 5-3)***
     + Propose to spend up to $10,000 for legal document update and review - ***Motion by Derek, second by Scott (approved 7-1)***
   * Legal document update/review
     + Reviewed proposal

8:24 Adjourn regular session

Next Meeting: Wednesday, November 11 from 7:30-9:00 @ Online