

**Kingsgate Highlands Division 3 and 4 Homeowner Association  
Annual Meeting Minutes - February 13, 2018**

1. Call to order (Alex) - 7:02pm (Alex, Steve, Adnan, Kelly, Andy, Mario, Darcey, Derek)
  - 21 community members present
2. Board introductions
3. Financials
  - A. 2017 Finances/Budget Review
    - \$209,460.70 in revenue with \$194,514.06 in expenses - \$14,946.64 carryover
    - 90% of homeowners have paid their dues - 29 homes past due of varied amounts for a total of \$20,594.42 (four houses account for \$11,224)
    - Examined budgeted amounts versus expenses
  - B. 2018 Budget
    - Dues increase of \$10 (1.7%) from \$605 to \$615
    - Caught up with inflation in 2016 so dues will only adjust yearly by CPI in the future
    - \$41,000 in capital reserves
    - Already received \$103,978.25 in dues for a cash on hand of \$77,635.58
    - 149 homeowners paid in full at this time
    - 2018 Budget Breakdown
      - \$199,250 in anticipated revenue
      - \$199,250 in anticipated expenses
      - \$13,000 capital reserves
4. Committees
  - A. Pool Committee
    - Reviewed last year's improvements
    - This year's budgeted improvements
      - Pump replacement
      - Chemical pump repair
      - Pool deck corner repair
      - Repaint interior of the pool house
      - Barbeque replacement
      - Bleacher awning replacement
      - Furniture rotation
  - B. Park Committee
    - Discussed trees
    - Working on examining trees
    - Sprinklers will be checked
    - Working on a "Dream List"
  - C. Bylaw Adjustments
    - Annual meetings: moved off of the fixed date to a notified date in February
    - Article XI - Duties of the President
    - Article XI - Duties of the Treasurer
    - Article XI - Duties of the Bookkeeper

- Membership amendment regarding hired work - use the term "good and workmanlike manner" - voted and approved

#### 6. Audit/Legal Status

- Explained current status of the audit and legal
- Discussed how we are working with the IRS

#### 5. Nomination and Election of Board for Expiring Terms

- Derek Tucci nominated to continue - Alex/Kelly 2nd (approved)
- Darcy nominated to continue - Mike/Alex 2nd (approved)
- Mike Nelson nominated to fill Andy's position - Catherine/Alex 2nd (approved)

#### 6. Question and Answer Session

- Question regarding legal issue/audit
  - Continuing to examine legal options
- Will meeting dates be posted?
  - Yes, we now have a web master and items will be posted more frequently
- Can dues be paid online?
  - Not at this time.
- Recommendation that the entrance to Kingsgate upgraded image to promote "Kingsgate Division 3 & 4" - to add value to the neighborhood
- Question on covenant enforcement
  - We now have someone to enforce covenants
- Question regarding mailbox guidelines - standards for mailboxes in disrepair

8:50 Adjourn

<p style="text-align: center;"><b>Kingsgate Highlands Division 3 and 4 Homeowner Association Board Meeting Minutes - February 13, 2018</b></p>
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1. Call to order (Alex) - 9:00pm (Alex, Steve, Adnan, Kelly, Mario, Derek)
  
2. Open agenda items
  - A. Pool bids to Kelly
    - Concrete repair
    - Chemical system repair
  
  - B. Capital
    - Discussed capital projects
    - Discussed electrical work
  
  - C. Annual audit
    - Discussed cost and timeframe - will get clarification
    - Approved the audit bid for 2016
    - Will look at cost for 2017
  
  - D. Financial
    - Discussed increasing the Title Recording Escrow fee
  
3. 2017 Board positions
  - TBD nominated as president - TBD
  - Steve nominated as vice president - Alex/Darcy 2nd (approved)
  - Mario nominated as treasurer - Alex/Steve 2nd (approved)
  - Derek nominated as secretary - Alex/Steve 2nd (approved)

Meeting adjourned 9:40