

The Townes at Kettle Creek

Board of Directors Meeting Minutes

July 13, 2011

The Townes at Kettle Creek Board of Directors meeting was held at the offices of Z&R Property Management. The meeting was called to order by Kathy Dolan at 12p.m. Present were:

Kathy Dolan	President
Arlene Chumley	Vice President
April Smith	Property Manager
Debbie Krebs	Homeowner

Minutes

The minutes were reviewed and approved – Kathy motioned/Arlene seconded

Financial Report

The May & June 2011 financials were reviewed and discussed

Collection Report was reviewed and discussed. Currently there are 19 people on the delinquency list. Total amount delinquent is \$16,929.34

Manager Report

The June 2011 action list was reviewed – items left to be completed

1. signs need to be ordered and installed
2. update on annexation issue with ORCH
3. violations/ work orders from walk through on 6/29/2011

Unfinished Business

Signs will be ordered today, once the signs are done the installation will be completed by CM Robinson. CM Robinson will be directed to contact Arlene for where to install the sign for the entrance and the other will be installed under the 10 mph sign.

New Business

Request was made to contact another trash company to find out what the charge would be for their trash service. Idea is to try and see if a cheaper provider could be found. The Kettle Creek HOA is currently paying \$8 per household and T@KC is paying \$9.50. April is to get bids and submit to Board for review and decision on possibly changing.

Sod needs to be installed in the bare area in front of 3305. A letter is to be sent to all of the homeowners in that row of homes to advise that new sod will be installed and is to be avoided until rooted.

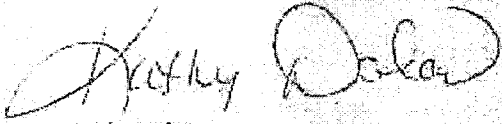
The comparison of water expense before the sensors and after the sensors is to be completed to see what the savings is with the rain sensors

The idea of a company picnic was mentioned and in order to find out how many people would be interested a letter is to be drafted and a postage paid postcard sent out in order to get feedback about how many people would attend.


A list of rentals is needed to find out how many rentals there truly are in the community. In order to make sure all of the units are listed a letter is to be sent to all off site owners requesting the contact information for their tenants and also a copy of their lease agreement.

The last stucco inspection is scheduled for July 28, 2011 at 11:30 a.m. April will update the website to make sure that all residents are aware of this.

Complaints are no longer to be taken verbally even if they are given to board members directly. All complaints are to be in writing and will be forwarded to the board prior to the letters being sent out.



Kathy Dolan
President


April Smith
Property Manager