

The Townes at Kettle Creek Owners Association

Board of Directors' Meeting Minutes

April 11, 2018

The Townes at Kettle Creek Board Meeting was held at the offices of Z&R Property Management. The meeting was called to order by Rhonda Martin at 3:42 p.m. Present were:

Rhonda Martin	President
Lou Yoo	Secretary
David Kuiper	Treasurer
Darren Burns	Property Manager
Chris Schade	Property Manager

The January meeting minutes were unanimously approved as submitted. The Board discussed an alleged abandoned/stolen vehicle that is scheduled to be towed and also basic issues that have been raised by homeowners.

The March 2018 financial reports were reviewed. Year to date the Association is under budget by \$19,390 and is on schedule for reserve funding, but the dry winter may lead to winterkill on grass and shrubs.

There was extensive discussion on landscaping contracts and general improvements. The Board agreed to continue with Brightview for 2018 - 2019 and Lou is preparing an extensive landscaping contract comparison spreadsheet for the 2019 bids. The Board discussed locking in a 3 year contract to help control costs and make future budgeting more accurate. Darren is going to contact the account supervisor for Brightview and ask for a detailed work schedule for the entire season so it can be better monitored and rated.

A walk thru of the Community will be scheduled in the near future with the Board, Brightview and Z&R to create a priority list and then get estimates for the work.

Asphalt seal coat and crack bids were reviewed along with infrared asphalt patching. Lou made a motion to approve Asphalt Doctor for seal coat (2 coats), crack fill, repainting and stenciling all the parking spaces, in addition to "visitor" parking areas and the infrared crack filling for a cost of not to exceed \$28,000. The motion carried unanimously. Darren will clarify the contract terms and report back to the Board.

The original building constructed has been flagged as failing due to a manufacturer's defect on the shingles. Holladay Grace Roofing's bid was approx. \$31,000 but they are seeking out the manufacturer to try to recover some funds to assist with the replacement.

There being no further business, the meeting was adjourned at 4:55 p.m. The next meeting is scheduled for July 10, 2018.



Darren H. Burns
Property Manager

Lou Yoo
Secretary