

# *The Townes at Kettle Creek Owners Association*

## **Board of Directors' Meeting Minutes**

**January 10, 2018**

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The Townes at Kettle Creek January Board Meeting was held at the offices of Z&R Property Management. The meeting was called to order by Rhonda Martin at 3:40 p.m. Present were:

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

The paperwork for the new RBC Brokerage account was signed and Darren was instructed to: 1. Make a reserve allocation of \$15,047 to meet the annual budget plan and then send \$240,000 to RBC to purchase 4 CD's at \$60,000 each to mature in 1, 3, 6 and 9 months respectively.

Landscaping proposals were reviewed and tabled until further bids could be acquired. Integrated Lawn and Tree Care's tree care bid was compared to Brightview's and was better by just under \$1,000 per year (\$5341 vs. \$6300). The Integrated bid was unanimously approved.

The financial reports were reviewed and the Association finished the year \$3491 under budget and on budget for reserve allocations of \$54,800. Spring tree and shrub planting was discussed.

Darren was asked to send an owners list to David and Rhonda via email. There being no further business, the meeting was adjourned at 4:43 p.m. The next meeting is scheduled for April 11, 2018.



Darren H. Burns  
Property Manager



Lou Yoo  
Secretary