

# *The Townes at Kettle Creek Owners Association*

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

**July 10, 2018**

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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 3:30 p.m. Present were:

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

The April meeting minutes were unanimously approved as submitted.

**President's Report:** None.

### **Financial Report:**

The June 2018 financial reports were reviewed. Total assets are at \$320,722 with \$267,505 in reserves. The new RBC investment account has been funded and \$220,000 has been broken into laddered CD's earning between 1.65% and 2.15%. Interest income is expected to be much higher as a result. \$47,000 of reserves is being kept liquid for larger summer projects. Year to date the Association is under budget by \$26,287 and is on schedule for allocating 100% of the budgeted amount for the year. Board voted to liquidate CD coming due 7/19/2018

### **Continuing Business:**

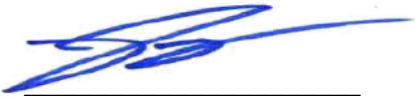
1. Landscaping Projects – Lou will keep spreadsheet but needs a place to park it, for review and updates. Shalah – To check on portal.
  - a. Chris to contact BrightView to have him stop contacting the board directly.
  - b. Approved Fence Protectors awaiting start date
  - c. Lou will provide detailed line item for L/S requirements at bid.
2. Roofing Bids - 10604-10634 Silverton Creek – Board is requiring an independent roofing inspector after the roof is replaced. Board approved Timberline but wants to wait until after Labor Day. Board wants to approve shingle color.
3. 3305 Gladstone Rock Replacement NO ROCK. The ARC is requesting options.
4. David is going to look at Creede Creek and options.

**New Business:** There was discussion about an ACC approval for 10633 Silverton which has not been honored and unauthorized plantings going in at the same address. Original- 5 and professionally install. Send letter to owners.

1. Either remove and follow approved plans and guidelines.
2. Pay to have the drip system modified.
3. Chris is to find out painting dates and work with Lou to have a paint schedule.

4. Lou needs access to portal to find work order requests and ARC requests.
5. Signage and interpretations. David wants it on the Annual Meeting Agenda.
6. Parking violations- Fire Lane Identification. Tag only if parked on driveway. Immediate if in Fire Lane.
7. Rhonda sent a request for new signs “No Parking Fire Lane”. Z&R to do a sign audit and get them done.
8. Darren suggested engaging Signal 88 to do Parking patrols.

There being no further business, the meeting was adjourned at 6:00 p.m. The next meeting is the Annual Meeting and is scheduled for October 23, 2018 at 6:00p.m.



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Darren H. Burns  
Property Manager