

The Townes at Kettle Creek Owners Association
Board of Directors' Meeting Minutes
November 18, 2018

The Townes at Kettle Creek Board Meeting was held at a private residence. The meeting was not called to order. Secretary began recording minutes at 1:09 pm. Present

Lou Yoo – President
Dana Deem – Secretary
David Kuiper – Treasurer

No minutes from previous meeting were submitted for approval. Agenda for November meeting included landscape contract/bids and parking issues. Board was also brought up to date on the project list. In progress: metal railing repairs throughout the complex. Painting rails: pending. Re-roofing of building 14: complete. Final roof inspection to be completed by 3rd party. Door painting bid has been received and approved. Pending – timeline is for Spring when weather permits doors to remain open during painting work. Asphalt seal coating of streets and parking areas: complete.

Landscaping – Board reviewed spreadsheet containing a line-item description of services provided by Bright View per current contract which concludes on December 31, 2018. Contract will auto renew on January 1, 2019. Comparison is made between Bright View and Bear Claw. Still looking at one more contractor. Board will review spreadsheet once more before making a decision as to whether or not to continue with Bright View or select a new contractor. Board discussed need for specific attention to the following items: need for an irrigation map; more frequent pruning of shrubbery – minimum of 2 per year – up to monthly; year-round trash removal and general clean up of property. Contractor must also agree to maintenance of the pet stations. This led to further discussion of pet waste problem and the need for owners to register pets. Board discussed possible need for separate clean up contractor specifically for cleaning up pet waste. Possibility of a pet fee also discussed to cover the cost of cleaning up.

Parking – Board discussed ongoing issue of residents using guest parking spaces. It was noted that 1 or 2 (?) of the current buildings allow parking in the driveways due the extended length of driveways for those buildings. Board discussed requiring residents to register any guest cars and request a dated permit to be displayed in view on the guest car. If permit expires, and car is still present after 3 days of the expiration, it will be towed. Board needs to check with Z and R about: a) managing a guest permit system; and b) possibility of charging for parking permits. Board also discussed the viability/legality of converting guest parking spaces to resident parking. Lou will contact Z and R with written requirements for guest parking permits.

General discussion included the newsletter – can that be sent by email, or must it be sent by surface mail? Newsletter to include Board's report. Issue for next meeting: re-visiting the Communications Equipment Policy for Townes @ Kettle Creek.

Meeting concluded at 2:26 pm. Subsequent meeting was not scheduled.

Lou Yoo, President

Dana Deem, Secretary



Approved January 2, 2019