

# *The Townes at Kettle Creek Owners Association*

## **Annual Membership Meeting Minutes**

**October 16, 2017**

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The Townes at Kettle Creek Annual Membership Meeting was held at Fire Station 19. The meeting was called to order by Darren Burns at 5:57 p.m. Present were:

**DRAFT**

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

A total of 20 homes were represented with 13 in person and 7 by proxy. Roll call was conducted at the door by Darren along with certification of any proxies that had not been submitted in advance of the meeting. A quorum was not present so the proof of notice was provided by the members present. Those present elected to continue the meeting.

Darren introduced himself and the Board of Directors. Rhonda Martin was welcomed as the newest member who was appointed to fill the vacancy created by the resignation of Konrad Kahle. Arlene Chumley moved to approve the 2015 annual meeting minutes as submitted and the motion carried unanimously.

**President's Report** (presented by Chris): A number of landscaping improvements were done during the course of the summer. Site visits were conducted through the year and Chris summarized Board decisions. The speed bumps were removed to the delight of the fire department, the front entrance was upgraded, a number of dead shrubs were removed and the outer perimeter was cut back on water to go native.

This was a controversial decision and the cost savings won't be realized or quantified until next year. Bart Rafferty, the paint contractor, honored his paint warranty and repainted railings under hail damage, which is not normally covered under warranty. There was general discussion about the perimeter grass with some discontent. Lou recommended measuring the total sq. footage of the grass in the Community and review savings.

**Financial Report**: Darren presented the September 2017 financial statements and the 2018 budget in detail. Due to rising operating costs, an assessment increase of 5.1% will take effect on January 1, 2018. The 2018 budget has an increase of 5.1% on the dues with bad debt offsetting any increase in reserve funding, but the bad debt is more of a "books" balance so there is hope to fund it. Darren discussed the

**NEW BUSINESS**: Lou Yoo volunteered to serve on the Board. Darren opened the floor for volunteers and there were none. David moved to elect Lou by acclamation and the motion carried unanimously. Lou introduced himself.

He and David talked about their qualifications in handling budgets and numbers and putting together a 10 year maintenance schedule. Kira Schubert recommended the management company be bid out to at least two other companies.

The Board acknowledged the request. David mentioned during his tenure Z&R has been responsive and for the most part he is happy. Lou discussed the topic of increased oversight and addressing contract deficiencies and to date he's seen no deficiencies.

Officers were elected as follows and Board term expirations are also listed:

		<b><u>Term</u></b>
Rhonda Martin	President	2018
David Kuiper	Treasurer	2018
Lou Yoo	Secretary	2019

The meeting was adjourned at 8:15 p.m.



Darren H. Burns  
Property Manager

Lou Yoo  
Secretary