

# KEN-CARYL RANCH TOWNHOUSE ASSOCIATION

## RECORD OF PROCEEDINGS

May 11, 2016

The regular meeting of The Ken-Caryl Ranch Townhouse Association Board of Directors was held at the Ken-Caryl Ranch Clubhouse. The following directors were present or absent as noted:

Ken Whiteacre	- Present	Adam Wood	- Present
Lisa Castro	- Present	Kathy Dann	- Present
Rick White	- Present	Phillip Mills - Agent	- Present

Three homeowners were present.

Call to Order – Rick White called the meeting to order at 6:35 PM. A quorum was present

Minutes - The minutes of the meetings held April 13, 2016 were approved corrections as to nomenclature and spelling provided by Ken Whiteacre.

Special Presentation Jami Jensen from the Ken-Caryl Ranch Master Association presented plans to reduce the irrigated turf area along the north side of Sunset Ridge. The purpose is to reduce water consumption. The area affected will be between our north fence and the walkway. The Board members expressed concerns about fire hazards and snakes.

### Open Forum

- Sue Lamarine of 11870 asked for approval to replace the windows and front door of her unit, maybe replacing a security door. She also wants to remove a pfizer bush by her entrance and replace it with plants and ground cover. She is also participating with her neighbor in replacing the shared deck fence. Sue was advised that plans, brochures and photographs should accompany her requests.

Election On motion by Ken Whiteacre, seconded by Rick White and duly passed, Kathy Dann was elected to the Board to fill out the term of Christine Freeman.

### Committee Reports

#### Architectural, Building & Maintenance Committee

- Ken reported that the committee did not meet last month but is preparing revisions of standards for Satellite Dish and Wiring, Windows and Replacement Fences.
- 11820 requested approval for replacing the window-well cover, deck and party wall. This was referred to the AB&M committee for review.
- 11872 submitted a request to replace the party wall fence with a redwood fence in conjunction with his neighbor in 11870. He also submitted a request to replace his front door. On both items, motions were made, seconded and passed in approval.
- 11741 had previously received approval for the Association to replace the front stoop. This work needs to be scheduled.
- 11732 requested approval for the Association to replace the outside patio wall. This is being bid by Keen Renovations. It may require tree removal.
- Phil was asked to send letters to owners of ten units with bad patio fences, requesting they be repaired or replaced prior to the gutters being installed on them.
- 11728 had requested repair of the gutter in the rear of the unit.
- #11783 announced they would be installing a wood gate on the patio. Phil sent them an HIR form and a copy of the gate standard. No reply has been received.

### Landscape Committee

- On motion by Kathy Dann, seconded by Ken Whiteacre and duly passed, Kathi Lavelle of 11728 was appointed to take over the Landscaping Committee.
- A dead Crabapple by the 11687 patio will be removed during the next phase pruning unless the homeowner wants to remove it at their own cost. It presently does not constitute a hazard.
- The sinkhole in the front lawn of 11743 needs to be filled.
- 11693 has extended downspout drains to the edge of the sidewalk in front of their unit. They will be asked to shorten them to avoid creating a slipping hazard on the sidewalk.
- Two homeowners have For Rent signs placed in violation of the Rules – 11644 and 11704.

### Document Task Force

- Phil presented an updated Bylaws based on the attorney's review two years ago. A draft will be sent to the Board for review.
- Rick White is working on the Resident Handbook. No report.

### Communications Committee

- The newsletter deadline is May 20<sup>th</sup> for articles or submissions.
- Rick will try to prepare this version but a more permanent editor is needed.

### Financial Reports - Phil Mills reviewed the reports for April 30, 2016.

- Ending balance of the Operating Account is \$73,817, Reserves - \$278,835.
- Disbursements during the month (including the regular transfer to reserve) were \$26,488..
- Delinquencies were down to \$38,396. One unit is more than half the total.
- Pre-paid maintenance fees were \$22,904.
- Total expenses (4 months) were \$23,579 under budget.

### Property Manager's Report - Phil Mills' report included:

- A revised gutter quote from JTB has been received. They are trying to arrange for Workmen's Compensation coverage.
- Keen Renovations are scheduling repairs to the playground rails and replacing replace the deteriorated side fence at 11685 next week. They are quoting the cost of the fence at 11732.
- 11685 requested the Association remove a damaged tree in front of his house.
- 11853 requested the Association remove a dead bush from the front of his house.
- 11687 requested the removal of the Crabapple tree from in front of his house.
- 11673 requested permission to remove dying evergreen shrubs and plant native and low-water-usage plants by her house.
- 11693 has installed downspout extensions leading to the sidewalk in front of the house. This could cause drainage water to freeze on the walks, creating a slipping hazard. Phil will ask them to shorten the extensions so the water can be absorbed into the planting bed.
- Backflow Consultants was authorized to do the annual testing of the backflow preventers.
- Schultz is activating the sprinklers, aerating and fertilizing the lawns.

### Unfinished Business

- The gutter proposal from JTB is on hold pending resolution of insurance requirements.
- Phil and Ken met with Rose Paving to get a quote on this year's paving/concrete work and are waiting for the quote to arrive.

### New Business

- None was brought up for consideration.

Executive Session No matters needed executive session discussion.

Adjourn - There being no further business to conduct, the meeting was adjourned at 7:50 PM. The next meeting will be Wednesday, May 11, 2016 at **6:30 pm** at the Ken Caryl Ranch House.

Respectfully submitted, by Phillip Mills, Acting Secretary