

KEN-CARYL RANCH TOWNHOUSE ASSOCIATION

RECORD OF PROCEEDINGS

June 8, 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

Two 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 May 11, 2016 were approved with the date change of the next meeting at the bottom of the page.

Open Forum

- Several homeowners have left branches and plant debris by the front or rear of their buildings, expecting the mowing crew to pick it up. They don't.
- Ken noted that some of the items, *ie.* Monthly dues, etc. on the web site, are not the corrected versions. and the 2016 dues amount is not posted.

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.
- 11657 requested approval for replacing windows in the unit. On motion by Ken Whiteacre, seconded by Lisa Castro and duly passed, the request was approved.
- 11870 requested approval for replacing windows in the unit. On motion by Ken Whiteacre, seconded by Lisa Castro and duly passed, the request was approved.
- 11626 requested approval for replacing windows in the unit. On motion by Ken Whiteacre, seconded by Lisa Castro and duly passed, the request was approved.
- 11820 requested approval to replace the deck and shared fence plus add a wood walkway. On motion by Ken Whiteacre, seconded by Adam Wood and duly passed, the request was approved with the stipulation that the fence comply with the standard.

Landscape Committee

- Kathi Lavelle reported that the owner of 11853 had removed the dead shrub in front of his unit. Kathi had assembled recommended bushes for the area in which he is looking to plant. He had sent samples of replacement shrubs to the committee. Kathi advised she would deliver the suggested planting list to the homeowner.

Document Task Force

- The updated Bylaws were sent to the Board for review. No action was taken.
- Rick White is working on the Resident Handbook. No report.

Communications Committee

- The newsletter deadline is June 20th 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 May 31, 2016.

- Ending balance of the Operating Account is \$50,350, Reserves - \$284,721.
- Disbursements during the month (including the regular transfer to reserve) were \$89,172.
- Delinquencies were up to \$38,984. One unit is more than half the total.
- Pre-paid maintenance fees were \$22,425.
- Total expenses (5 months) were \$18,276 under budget.

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

- JTB provided a policy number for their Workmen's Compensation coverage. A deposit check, per the contract, was sent and work has begun.
- Keen Renovations finished repairs to the playground rails and replaced the deteriorated side fence at 11685 next week. They will be working on the fence at 11732.
- Backflow Consultants completed the annual testing of the backflow preventers. Three of them needed repairs before they would pass.
- Rose Paving quoted \$40,385 for the 2016 asphalt and concrete repairs.
- Keen Renovations quoted \$538 apiece to replace the sprinkler control backboards.
- A draft of the audit for the 2015 books was given to the Board for review.

Unfinished Business

- Ken stated he had the stain specifications for the end fences and would send to Phil and the board.
- Adam reported on a meeting with KC Ranch Master Association about the north side memorial garden being removed to save on water. Further meetings are planned as there were many comments.

New Business

- None was brought up for consideration.

Executive Session The Board reviewed the delinquency reports.

Adjourn - There being no further business to conduct, the meeting was adjourned at 7:45 PM. The next meeting will be Wednesday, July 13, 2016 at **6:30 pm** at the Ken Caryl Ranch House.

Respectfully submitted, by Phillip Mills, Acting Secretary