

KEN-CARYL RANCH TOWNHOUSE ASSOCIATION

RECORD OF PROCEEDINGS

July 13, 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

Four homeowners were present.

Call to Order – Rick White called the meeting to order at 6:30 PM. A quorum was present

Minutes - The minutes of the meetings held June 8, 2016 were approved as presented. Ken noted that corrected minutes need to be uploaded to the web site.

Open Forum

- Larry Elias of 11615 complained that the new gutter installations were not acceptable on his unit. He felt that he would trip over the downspout by the chimney when he walked to his exterior sillcock and he thought the downspout over the shared patio wall would freeze up.
- Lisa (tenant at 11613) asked that the downspout at her front door be moved further into the landscaping to avoid ponding at the sidewalk.
- Ken (tenant at 11613) noted several neighbors were not picking up dog droppings around his building. He also requested rusted edging be replaced at the south side of the unit.
- Sue Bryant of 11604 was present to observe.

Committee Reports

Architectural, Building & Maintenance Committee

- Ken reported that the committee did not meet last month. One request for exterior modification was received:
- 11616 requested approval for replacing his deck and fence. On motion by Ken Whiteacre, seconded by Lisa Castro and duly passed, the request was approved.
- Ken noted that the front stoop at 11741 has not been changed and the fence at 11732 needs to have volunteer Honey Locust growth removed before it can be repaired.

Landscape Committee

- Kathy Dann 11616 had removed tree branches without permission and stacked them by the front of their unit. It was suggested that they be charged for hauling them off.
- 11825 requested pruning the trees by their house. The committee investigated and recommended the trees be pruned during the regular schedule.

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

- Rick is planning to put out the next edition the following week. He is still searching for a full-time replacement editor.

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

- Ending balance of the Operating Account is \$69,118, Reserves - \$297,573.
- Disbursements during the month (including the regular transfer to reserve) were \$52,712.
- Delinquencies were up to \$39,882. One unit is more than half the total.
- Pre-paid maintenance fees were \$26,975.
- Total expenses (6 months) were \$19,749 under budget.
- Ken and Phil are working on the 2017 Budget.

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

- 11843 requested approval to replace the deck and leave the downspouts under the deck. Phil sent her copies of the deck and gutter standards.
- JTB Quality Gutters has completed and billed for five buildings. Total payments to date are \$26,906.80.
- Schultz repaired the sink-hole at 11743.
- Keen bid \$538 per stand to replace the sprinkler control boards.
- Rose Paving quoted \$27,546.40 on a revised quote, replacing milling and over lay for removing and replacing some sections. The quote also includes transitional crack-filling.

Unfinished Business

- Rick asked that the revised Bylaws be re-sent to Board members for review.
- 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

- Phil was asked to request that Schultz preform a complete head and coverage check on the sprinklers.
- Ken will run the draft audit by Howard for review.
- On motion by Rick, seconded by Ken and duly passed, the Board proposed to move the front downspout and gutter over the front door of 11843 at the association's expense.
- On motion by Lisa, seconded by Ken and duly passed, the Board approved replacing the three worst sprinkler control holding panels and do the rest the following year.
- On motion by Ken, seconded by Lisa and duly passed, the Board approved the proposal from Rose Paving for \$27,546.40 including the transitional crack-filling.

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, August 10, 2016 at **6:30 pm** at the Ken Caryl Ranch House.

Respectfully submitted, by Phillip Mills, Acting Secretary