KEN CARYL RANCH TOWNHOUSE ASSOCIATION

RECORD OF PROCEEDINGS

January 9, 2019

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

Ken Whiteacre - Present Sue Bryant - Present

Bob Campbell - Present Kathy Dann - Present

Rick White - Present Phillip Mills – Agent - Present

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

Minutes – The minutes of the meeting held December 12, 2018 were approved as presented.

Open Forum

* No homeowners were present.

Committee Reports

 Architectural, Building & Maintenance Committee

* No HIRs were received during the month. #11623 has not replied to a request for more information.

Landscape Committee

* The committee will divide the property into the standard four or five phases and walk each with Schultz to mark areas of edging replacement for pricing. Kathy said that, as the mowers may have contributed to the damage, she will discuss a discount or joint effort with Schultz on the replacement quotes.
* Ken Zuber of Environmental Tree Care said he could stockpile the sawdust and chipping from the tree removal project for use as mulch, saving the cost of hauling it off. Phil will ask Schultz if this kind of mulch would be okay for use in our landscaped areas.
* Environmental Tree Care plans to begin the pruning project within the next month.

Communications Committee

* The next edition is planned for January. Sue requested Board members review recent publications to see which articles should be re-run regularly as reminders.
* Ken supplied information on an article for HIR requests. Bob suggested a pie chart for budgeted expenses be included.
* Newsletters will be e-mailed to those who have supplied addresses. They will be snail-mailed to those owners who haven’t.

Financial Reports – Phil Mills reviewed the reports for December 2018

* Ending balance of the Operating Account is $56,936. Reserve Account - $660,007.
* Disbursements during the month (not including the regular transfer to reserves) were $17,380.
* Delinquencies were up to $21,389.
* Prepaid maintenance fees were $13,487.
* Total expenses (12 months) were $18,574 under budget.

Property Manager’s Report

* Chambers Construction completed the gutter cleaning last week.
* Chambers Construction applied chimney top coating to chimneys on one building. The brush-on seems as thick and effective as the trowel-on material.
* Chambers Construction replaced several fence posts in the northeast corner where wind blew sections of the fencing over.
* Heritage Roofing is inspecting a leak in the bathroom ceiling of #11653.
* Annual disclosure notifications will be sent out in late January.
* Phil provided suggestions from the attorneys for inclusion on the HIR form. They are lengthy.

Unfinished Business

* Ken noted he has six more posts to install for parking and Neighborhood Watch signs.

New Business

* The Board reviewed a proposal from Environmental Tree Care for winter-watering the trees for $2,600. On motion by Ken, seconded by Rick and duly passed the proposal was accepted. Phil will advise it be done sooner than later.

Executive Session – None was held.

Adjourn – There being no further business to conduct, the meeting was adjourned at 7:25 PM. The next meeting will be 6:30 pm on Wednesday, February 13, 2019 at the Ken Caryl Ranch House.

Respectfully submitted by Phil Mills, Acting Secretary