

**Kingslee Heights HOA  
Board of Directors Meeting  
Thursday April 22, 2021**

OPEN FORUM: None

CALL TO ORDER: Joseph called the meeting to order at 6:02 PM.

PRESENT: Joseph Crippen, Marilyn Wallick, John Cosgrove, Joan Miesbauer, Gene Olson, Peter Timmons Absent: Dawn Allan

SECRETARY'S REPORT: The minutes of the March 18, 2021, meeting were approved.

EMAIL VOTES: None

MANAGEMENT FINANCIAL REPORTS – The board reviewed the financial reports dated March 31, 2021. No unusual items were noted.

<b>Balance as of 3/31/2021</b>		<b>Income Statement – 3/31/2021</b>	
Checking	\$20,221.24	Income	\$32,908.02
Replacement Reserve	\$150,117.10	Expenses	\$30,666.17
<b>Total</b>	<b>\$170,338.34</b>	<b>Operating Income</b>	<b>\$2,241.85</b>

Delinquent home owners dues is \$3,400, with the greater priority due to one homeowner.

MANAGEMENT REPORT:

- 2020 Audit is in process with Michael Mullens CPA
- Comcast contract was sent a termination letter via certified mail on March 26, 2021. I have not received any contact since.
- Shwaders completed Spring clean-up on April 15, 2021
- Shwaders will be back to fix turf damaged between the last week of April and the first week of May.

OLD/NEW BUSINESS:

LEGACY RESTORATION:

Two representatives from Legacy Restoration attended the meeting to review the results of their hail damage review. The board and Michelle will review the results to determine if we need to make an insurance claim for damage caused by the hail storms from last summer.

TREE TRUST MAINTENANCE PLAN:

Casey from Tree Trust has provided a 5 year plan for tree trimming and maintenance (copy attached)

It was moved, seconded, and unanimously approved to start the 5 year plan this summer.

SUMMER PROJECTS:

No action taken on summer projects until we get the bids from Michelle.

**2021 ANNUAL MEETING:**

The annual meeting will be held May 20, 2021 via zoom.

Voting will occur via personal message to Michelle, who will tally the votes.

There are 3 board positions up for election this year. Deadline for submitting an application is May 3. Nomination forms were emailed to all residents on April 20.

**SPRING WALK-THROUGH:**

Joseph will coordinate with Michelle.

**INSURANCE RENEWAL:**

It was moved, seconded, and unanimously approved Countrywide insurance quote.

**POOL:**

Bids to switch from a saline generator to a chlorine drip system, and to repair the filter were reviewed.

It was moved, seconded and unanimously approved to accept the bid from Horizon pool totaling \$2,631 for both repairs.

**Pool staff payroll**

It was moved, seconded and unanimously approved to set the following pay rates for the residents who take care of the pool:

Pool assistant \$17 per hour

New CPO intern to start at \$15 per hour, with increase to \$20 per hour when he obtains his CPO license.

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**AMENITIES:**

Various suggestions have been made about community amenities. Joseph and Joan will work together to create a survey to determine future direction for the community garden and the tennis court.

**TREE PLANTING PROCESS:**

Joseph will develop tree planting standards for review and approval at the next meeting.

**CLUBHOUSE KEY PERSON:**

The current plan is to open the clubhouse for resident use at the same time the pool opens. There was discussion to allow each resident to have a key and create a calendar for signing up. The process needs to be developed and communicated.

**ACC:**

**APPROVALS:**

6729—Replace garage door

6757 – Replace 2 sliding glass doors

8280—Replace glass in two picture windows

The ACC would like Michelle to send an email to all homeowners as an FYI that high levels of radon were found in a home recently listed.

**DATE OF NEXT MEETING:**

Annual Meeting May 20, 2021

Regular Board Meeting May 27, 2021 (with new board members)

ACTION ITEMS:

Michelle:

- Work with Joseph and Gene on annual meeting agenda
- Research Legacy Restoration
- Review Sharper Management in-person meeting policies and update Board if there have been changes
- Send a radon letter to all homeowners
- Schedule spring walkthrough with John, Joan, and Peter
- Let Joan know of tennis court repair companies. Joan will contact them with the goal of obtaining price estimates of various options.

Joseph, Joan will work on the amenity survey

Joseph will contact Jackie for her input on a clubhouse usage policy.

Joseph will develop the tree planting standards

Peter to review disclosures required at annual meeting

Joseph and Gene will work with Michelle on the Annual Meeting agenda.

ADJOURN: 7:50 pm

Respectfully submitted,  
Joan Miesbauer

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