

LANCASTER BOARD of DIRECTORS MEETING MINUTES

2014

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# Lancaster @ Kings Ridge

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## Lancaster At Kings Ridge Neighborhood Association, Inc. Board of Directors Meeting

**January 6, 2014**

9:00AM

Royal Clubhouse – Carrington Room

### MINUTES

1. The Meeting was called to order at 9:00 a.m.
2. A Quorum was established. John Muro, Stanley Gordon, Bertha Halter and Virginia Scigliano were present. Charles Wade was absent. Four residents were in attendance. Lou Halter, Mark Stopera, Frank Dubuss and Steve Unger.
3. Pledge of Allegiance
4. Open Forum. Steve Unger responded to the following finance questions by the Board. Steve stated that he is comfortable with doing Quickbooks and our finances; is comfortable in continuing to do the finances for the remainder of the fiscal year; feels that back up perhaps by a Board member should be considered; and is comfortable with fidelity bond considerations. Stanley Gordon noted that Steve Unger is doing a fine job.
5. Bertha Halter requested that the opening statement in which she addressed the residents on the Information Notice be included in the minutes, as well as specific action items. Motion by John Muro to approve the Minutes for the Dec. 2, 2013, meeting. Second by Stanley Gordon. Approved unanimously.
6. Motion by Stanley Gordon to approve the Minutes for the Dec. 19, 2013 meeting with the additional notations by the Board. Second by John Muro. Approved unanimously.
7. Stanley Gordon reported on the financials for the 2013 year. There is an excess of income over expenditure by \$3,000 for the year. No liabilities and there is a net \$17,500 in equity. Stanley Gordon stated that he did the tax returns for 2013 over the weekend.
8. Bertha Halter provided notice to 4 residents who inadvertently paid \$97 instead of the 2014 \$99 monthly assessment. If the full amount is not paid within 15 days interest and late fees could be charged pursuant to Lancaster Covenant Section 7.17 and Resolution #2 Assessment Collection Policy. Steve Unger will notify the Board of any other shortages and/or whether these fees have been paid, and if not a copy of the budget and Lancaster Covenant Section 7.17 and Resolution #2 Assessment Collection Policy will be provided to each individual. Bertha Halter was responsible for following up on the shortages and will continue to address the shortages, pursuant to Lancaster Covenant Section 7.17 and Resolution #2 Assessment Collection Policy.
9. Motion by Stanley Gordon to appoint Steve Unger as Financial Officer and Chair of the Financial Committee. Second by John Muro. 3 Affirmative. One Negative by Bertha Halter.

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### 10. Unfinished Business.

- a) Motion by Stanley Gordon by to appoint Mark Stopera as a member of the Neighborhood Architectural Review Committee (NARC) and to revise the mission statement to include him as a member of the committee. Second by John Muro. Passed unanimously. Bertha Halter resigned from the NARC Committee.
- b) Lancaster Website Discussion. Further discussion will be had with Charlie O'Neill at a future meeting as well as options and recommendations as to SkyDrive and the Lancaster Website.
- c) Vote 3 Board members to represent the Board of 45 (or re-appoint current members). Current members are: Virginia Scigliano, John Muro, and Bertha Halter. Motion by Stanley Gordon to reappoint Virginia Scigliano, John Muro, and Bertha Halter to the Kings Ridge Board of 45. Second by John Muro. Passed unanimously.
- d) Vote 1 Representative to Serve on Master Board or reappoint current member. Bertha Halter asked if there were any nominations from the floor for this position and there were no other nominations. Therefore,  
Motion by Stanley Gordon to reappointment Charles Wade to serve as the representative to the Kings Ridge Master Board. Second by John Muro. Passed unanimously.

Bertha Halter asked the Board to consider moving items e through I to the March BOD meeting, since these items required the attention of the full board. At that time it is anticipated that all members will be in attendance. Motion by Stanley Gordon to postpone agenda items e,f,g,h, and i to the March Board meeting. Second by John Muro. 3 affirmative. 1 negative by Virginia Scigliano noting that with respect to item i, the Fidelity Bond, we are legally exposed without a fidelity bond.

- e) Review Agreements for differences between Lancaster/Aberdeen (spreadsheet attached).
- f) Review Leland Management's Agreement for Lancaster/Discussions (copy attached)
- g) After review of (e and f) determine financial adjustments to budget/Action items necessary.
- h) Legal Review of Management Contract.
- i) Fidelity Bond Insurance Determination.

### 11. New Business.

- Vote on Contents of Minutes for BOD Meetings. Motion by Virginia Scigliano that we conduct our meetings pursuant to Robert's Rules, which includes provision for any comments by individual Board members to be included in the minutes if agreed to by the Board at the meeting. Second by Stanley Gordon. Passed unanimously. Bertha Halter disagreed at the Feb. 2014 meeting with the wording of this motion and will bring the issue back at a subsequent meeting. It is Bertha Halter's position that she asked the Board to consider the contents of the BOD minutes, and suggested since the minutes are our permanent records we include action items, and any other statement that arise periodically that may impact the Association, without a vote from the Board. Any Board member has the right at the time of the meeting to include a statement or action item without having a motion and approval. Virginia Scigliano stated that those comments are not inconsistent with the motion as passed; reminding the Board that at the time the motion was made Virginia Scigliano stated the motion orally, restated the motion after recording it and again restated the motion when it went to the full Board discussion, wherein it was passed unanimously.

## Lancaster @ Kings Ridge

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- Lancaster Leader Inclusion of Notice of Board Meetings. Virginia Scigliano will contact Steve Silpe to include notice of Monthly Lancaster Board meetings and minutes.
- Sunshine Committee Fund. The discussion was to maintain the status quo at this time.

### 12. Reports of Officers.

- Kings Ridge BOD Meeting. In Charles Wade's absence, Bertha Halter handed out copies of the report for the Nov 20, 2013, KR Master Board of Directors Meeting. Reminder that the capital improvement meeting will be held Jan 9<sup>th</sup> at 7 p.m. Doors will open at 6:30 p.m. and will close when they reach room capacity.
- Neighborhood Architectural Review Committee (NARC): No requests pending. The NARC Committee will notify residents of need to clean their driveways at this time of year and John Muro will provide Steve Silpe with an insert for the Lancaster Leader regarding the need to clean driveways.

### 13. Committee Reports. Newsletter: Steve Silpe, as reported by the President, requested that any news for the January newsletter should be provided to him today. Bertha Halter will ask Steve Silpe if he could send the newsletter out on the Fri following the Board meetings.

Lawn Maintenance Committee: In Robert Ruggiano's absence Bertha Halter gave an update on the lawn maintenance schedule

### 14. Open Forum. No discussion.

### 15. The next meeting is February 3, 2014.

### 16. Motion by John Muro to adjourn the meeting. Second by Stanley Gordon. Passed unanimously.

**Neighborhood Architectural Review Committee (NARC)**: did not formally meet as there were no pending applications. The Committee members welcomed Mark Stopera to the Committee.

Signature; Virginia Tanner-Otts Scigliano  
Accepted by unanimous consent March 3, 2014

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# Lancaster @ Kings Ridge

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## Lancaster At Kings Ridge Neighborhood Association, Inc. Board of Directors Meeting

**February 3, 2014**

9:00AM

Royal Clubhouse – Carrington Room

### MINUTES

1. The meeting was called to order at 9:01 am
2. Quorum was established. Bertha Halter, Charles Wade, John Muro, Stanley Gordon, and Virginia Scigliano were present. 21 residents attended.
3. Pledge of Allegiance was led by John Muro.
4. Open Forum. Discussion. (by the Board members and the residents attending the meeting) of Virginia Tanner-Otts Scigliano memos to the Board dated Jan. 25 and 28, 2014, pertaining to the management company, financing and resident input. Bertha Halter opened the meeting by reminding the residents and Board members that the Board had the right to speak first and that all Board members and residents are to be recognized by the Chair before speaking. Bertha thanked the residents for attending, and stated that she and the board would do their best to provide the proper information and answer questions regarding memo's dated: January 25, 2014, To Lancaster Board of Directors, From Virginia Tanner Otts, Board Member; Reg. Leland Contract and Financials for the Contract, and the memo dated January 28, 2014, To Lancaster Board of Directors, From Virginia Scigliano, Director, Reg; History of the Equity Money and the Contingency Reserve Fund. Bertha Halter stated Stanley Gordon is our Treasurer and retired CPA, and asked him to comment on funding the management company, and clarify the differences between reserves, equity and contingency. Bertha Halter read her response to the above mentioned memos a copy of which is on file. Don Hulin asked why the Board was asking for documentation on the Age Verification; Bill Campbell just looked at a license and filed the information. Another resident stated that he would not provide a copy of his license. Charles indicated that he would provide both residents a copy of the current laws requiring a document to be on file.  
Motion by John Muro to postpone discussion of a management company until the Aug. 2014, meeting. Second by Virginia Scigliano. Discussion followed. Two affirmative votes: John Muro and Virginia Scigliano. Three negative votes: Stanley Gordon, Bertha Halter and Charles Wade. Motion Failed to pass.
5. Approval of Previous Minutes (January 6, BOD Meeting). Charlie O'Neil stated that he had to leave the meeting, and since he was there to address the website options, a Motion was made by Virginia Scigliano to table for discussion later in the meeting. Second by Charles Wade. Passed unanimously. Subsequent discussion: Draft minutes will be included in the March agenda for final approval.
6. Financials. Stanley Gordon gave his report for January. Financials are in order. Lancaster has an excess of income over expenses and Stanley Gordon feels our financials can handle the management

Board of Directors: Bertha Halter, President - Charles Wade, Vice President - John Muro, Director  
Virginia Scigliano, Secretary - Stanley Gordon, Treasurer

## Lancaster @ Kings Ridge

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company costs, which will come out of equity. Bertha Halter pointed out an error in the P&L, in which she suggested was carried over from a previous formula in the budget analysis.

### 7. Unfinished Business.

a) Website Considerations: Charlie O'Neill discussed the following; moving the documents to Sky Drive, and the implications for the current Lancaster web site. SkyDrive can only be viewed by the Board. Confidential documents can only be accessed by Board members on the present web site. Charlie O'Neill will continue the Lancaster web site work while also uploading documents on Sky Drive, which is for document storage. Charlie indicated that during the next six months he will have limited time to spend on working on the web applications. However, after the six months he will be able to continue putting more time working on the web applications. Bertha Halter asked Charlie if he still thought that new software was required to replace our existing software, as previously thought. He indicated that after some research he was looking into Front page and would continue to do more research on Front page before he could make a recommendation. He also reminded the Board that they should look at the archived documents, and make a decision whether to continue keeping the documents and which if any can be destroyed. Also Steve Unger reminded the Board that the current contract for the web site expires in July 2014. Charlie O'Neill's recommendation was to keep the Web Site for now and place all confidential documents on SkyDrive. Charlie O'Neill will forward to each of the Board members a login for Sky Drive.

b) Annual Elections: Bertha Halter asked the Board if they were willing to move the date of the Lancaster Annual Elections so she could be present. The Lancaster Annual Elections moved to May 1, 2014

c) Document Review: Bertha Halter will include the Board members additional suggestions in the Cover Memo, Official Ballot, Proxy, and Designated Voter materials that Virginia Scigliano had updated based on the previous documents utilized by Lancaster for the annual election. Bertha Halter asked Virginia Scigliano if she wanted to make the revisions that were discussed and she indicated that Bertha could do the changes. Bertha will include this additional information in the documents and forward these documents to Virginia Scigliano.

Document Approval: The documents will be brought back to the March meeting for final approval.

Nomination Committee: Bertha Halter asked Joyce Finkenstein if she would like to be a member of the Nomination Committee. Motion by Stanley Gordon to appoint Steve Unger, Joyce Finkenstein, Robert Ruggiano as the 2014 Nominating Committee. Second by Charles Wade. Passed unanimously.

c) Board Certification; FS 720.303: Bertha included a copy of the Florida statues in the Board's packet. Reminder to forward Certificates to Virginia Scigliano and she will maintain the Board Certification Certificates in an official folder and forward copies to Charlie O'Neill for entry in Sky Drive.

d) Goal Setting Meeting in March: Discussion followed by consensus to wait until after the May election.

e) Preparation for Leland's Contract: Bertha asked the Board if they were ready to approve Leland's Contract. Motion by John Muro to maintain, in accord with the previous motion passed at the January meeting, the discussion and approval of funding and the management contract at the March meeting. John Muro and Virginia Scigliano Affirmative. Charles Wade and Bertha Halter Negative. Motion failed. Stanley Gordon not present.

### 8. New Business.

Board of Directors: Bertha Halter, President - Charles Wade, Vice President - John Muro, Director  
Virginia Scigliano, Secretary - Stanley Gordon, Treasurer

## Lancaster @ Kings Ridge

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9. Reports of Officers.

- Kings Ridge BOD Meeting Report by Charles Wade. Minutes of the last BOD meeting are in the Royal Times, which has already been distributed.
- Neighborhood Architectural Review Committee (NARC) by John Muro. None at this time.

10. Committee Reports: None

11. Open Forum: None

12. Next Meeting Date March 3, 2014.

13. Adjournment: Motion to adjourn by Charles Wade. Second by John Muro. Unanimously passed.  
Meeting was adjourned at 1:10 p.m.

\*Neighborhood Architectural Review Committee (NARC): Met immediately following the BOD Meeting.  
Mark Stopera will attend, when able, the KRACC committee meetings.  
The Committee members addressed 2 requests to replace windows and doors at two residences.  
Both requests were approved.  
Committee adjourned at 2:00 p.m.

Signature; Virginia Tanner-Otts Scigliano  
Accepted by unanimous consent March 3, 2014

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## Board of Directors Meeting

**March 3, 2014**

9:00AM

Royal Clubhouse – Carrington Room

### Minutes

1. The meeting was called to order at 8:57 a.m.
2. Quorum was established: All Board members were present. Stanley Gordon; Charles Wade; John Muro, Bertha Halter, Virginia Scigliano. 13 residents were present.
3. The Pledge of Allegiance was led by John Muro.

4. Open Forum:

Doug Ballantyne addressed the Board and expressed his concerns that the neighbors' petition had not been properly addressed by the Board and that he objected to the Beware Memo forwarded to the neighborhood small mail boxes. Discussion followed. Virginia Scigliano stated that the Board's handling of the petition did not comply with Florida Statutes that requires notice to all residents that the petition will be placed on the agenda within 60 days for discussion.

John Muro commented that edits to the draft minutes with the comments made are exceedingly lengthy, longer than the original draft minutes and he perceives this practice if continued could cloud and distort the record. Lengthy discussion on the proper content for the minutes.

Robert Ruggiano suggested that we do a proper petition to the neighborhood regarding the residents' position regarding a management company.

Lengthy discussion followed regarding the fact that the neighbors assessment (dues) will not increase if the Board approves a management company. Virginia Scigliano stated that this information fails to inform residents that an additional amount of money, \$4500 to \$6000, will be taken from the residents Lancaster equity monies to pay for this proposed management contract. Virginia Scigliano stated that the residents should have been noticed on this. Bertha Halter stated that per Florida Statutes the Board does not have to notice the residents to spend this money for a management company. Bertha Halter asked Steve Unger if he feels he could do the Lancaster taxes. Stanley Gordon stated that it is simple and Steve Unger stated, therefore, that he would feel comfortable in doing the taxes. John Muro stated that we were inexperienced when we were first appointed to the Board and that is why we were jumping to go with a management company. He further stated that since Steve

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## At Kings Ridge Neighborhood Association Inc.

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Unger has taken over the financials there is no urgency to commit to a management company as the neighborhood is a competently self-managed as it was before Bill Campbell left.

Bertha Halter stated that we do not have an attorney. Virginia Scigliano disagreed and corrected that statement. This Board has not discussed whether to continue with the current firm or to select a new firm.

Robert Ruggiano stated that we do not need a CPA to do taxes. Stanley Gordon stated that if a certified audited financial statement was prepared by a CPA along with the tax return the fee would be in the range of at least \$2000 or \$3000.

Charles Wade stated that he has reviewed the financial record for several years, other costs including costs for tax preparation and fidelity bond costs that must be considered. It goes beyond costs that there are other things that a management company can do to help us with including statutory changes, and age verification. Charles Wade stated that the management company will do the minutes at least for a few months.

Robert Ruggiano stated that differing opinions on the Board maybe good and not necessarily a bad thing.

5. Approval of Previous Minutes: Motion by Charles Wade that the Jan 6<sup>th</sup> minutes as amended be accepted by unanimous consent. Second by Stanley Gordon. Discussion. John Muro stated that we should read the minutes at the meeting and not just send the minutes around by email not knowing who is actually reading the minutes. His position is that the minutes should be a record of what transpired and not include edits of emphasized personal opinions. He is opposed to edits that seem to emphasize personal intents being added to the minutes. Charles Wade stated that he does not understand why there is so much resistance to putting more in the minutes. Minutes accepted by unanimous consent.

Motion by Stanley Gordon to accept the Feb. 3<sup>rd</sup> minutes as amended by unanimous consent. Second by Charles Wade. Minutes accepted by unanimous consent.

6. Financials. Stanley Gordon reviewed Steve Unger's figures and we show a slight surplus. Steve Unger reported that for fiscal year 2013 Lancaster had an excess of \$3018.06.

7. Unfinished Business.

From January 6, 2014 Meeting:

- e. Review Agreements for differences between the Leland proposed contract for Lancaster and the current Aberdeen Contract with Leland: Bertha Halter stated that this was satisfied. Motion by Charles Wade that the differences between the Lancaster/Aberdeen contracts were reviewed and satisfied. Second by John Muro. 4 affirmative votes. one negative Virginia Scigliano.

- f. Review Leland's Proposed Management Contract for Lancaster. Discussion: Motion by John Muro to postpone voting on the proposed Leland Management Contract for 6 months as there is no urgency to commit to a management company since the neighborhood is as competently

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managed as it was before Bill Campbell left. Second by Virginia Scigliano. Discussion. Charles Wade stated that we have discussed this for months and sees no purpose in postponing it. Stanley Gordon commented on Leland's itemized costs. Stanley Gordon requests a written statement that Leland will do taxes at no additional charge. 2 affirmative votes to postpone. John Muro and Virginia Scigliano. 3 negative votes, Charles Wade, Bertha Halter and Stanley Gordon. The motion failed.

Motion by Charles Wade to accept the proposed Leland Contract as amended subject to clarification as to whether or not we would be charged the 25 dollars for the annual report. Second by Bertha Halter. 2 affirmative votes by Charles Wade and Bertha Halter. 2 negative votes by John Muro and Virginia Scigliano. 1 abstention by Stanley Gordon. Motion failed.

Bertha Halter stated that she resigns at the end of this meeting. Stanley Gordon stated that he is considering resigning but will finish his term. Charles Wade stated that he resigns at the end of this meeting. Stanley Gordon requested that no one resign until the May Annual Meeting and Election. Bertha Halter and Charles Wade resigned at the end of the meeting, confirmed by written resignation received March 4, 2014.

Agenda items g-j (listed below) were rendered mute due to the above disposition of the Leland Contract.

- g. After review of (e and f) determine financial adjustments to budget.
- h. Legal Review of Management Contract Determination.
- i. Fidelity Bond Insurance Determination.
- j. Action items: Communication to the Residents/Other.

k. Motion by John Muro to appoint Doug Ballantyne, replacing Robert Ruggiano, as a member of the Nomination Committee. Second by Charles Wade. Passed unanimously.

l. Approval of the Official Documents for the Annual Meeting and Election of Officers: Motion by Charles Wade to accept the documents with the minor Scribner changes. Second by John Muro. Passed unanimously. Charles Wade will coordinate with Virginia Scigliano and John Muro to email copies of the Annual Meeting and Election of Officers Documents to all Lancaster residents. John Muro and Virginia Scigliano will hand deliver the documents to all of the residents' small mail boxes and will ensure that the documents are mailed to residents who do not have email or live here. Steve Unger stated that he will assist. Virginia Scigliano will forward copies of the documents to the Nomination Committee.

### 8. New Business.

- A). Amending Minutes of the BOD Meetings: No discussion. Addressed at Open Forum.

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## At Kings Ridge Neighborhood Association Inc.

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9. Reports of Officers.
  - A). Kings Ridge BOD Meeting: See written report by Charles Wade.
  
10. Committee Reports:
  - A). Neighborhood Architectural Review Committee: Mark Stopera discussed a scam flyer going around to inspect and replace roofs. The flyers are being mailed to residents. The name of the company is Sustainable Roof Systems. A copy of a warning notice that is being sent to other neighborhood residents was presented for consideration. Don Hulin stated that when trees are cut down the stumps need to be ground down to be level with the ground. Charles Wade stated that we have limited control over the golf course regarding these requirements.  
  
B). Neighborhood Assist Committee: Lou Halter stated that the committee members will be repainting the red marks on the residents' small mail boxes. Don Hulin suggested that we consider what Huntington has used. Lou Halter stated that he will explore that further.
11. Open Forum: Doug Ballantyne would not like to see Charles Wade and Bertha Halter or Stanley Gordon resign, and suggested that we compromise.
12. Next Meeting Date is set for April 7. (March 4, 2014 email Board meeting rescheduled the meeting to April 2, 2014)
13. Adjourned. (no motion)

**Neighborhood Architectural Review Committee (NARC)** met immediately following the BOD Meeting. John Muro, Mark Stoper and Virginia Scigliano present.

2129 Grafton Ave: requests to remove existing bushes and replace, remove two citrus trees, trim an oak tree that overhangs the house, remove a stump, and plant new grass. Approved.

2128 Grafton Ave: requests to add a small palm and two smaller bushes to a bare area on the side of their home. Approved.

2084 Grafton Ave: requests to plant an understory tree, and plant a small palm in the front of their house. Approved.

2087 requests to remove two trees in back yard. Approved.

2109 Grafton Ave: requests to install a storm door. Approved.

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At Kings Ridge Neighborhood Association Inc.

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Adjourned 11:40 a.m.

Signature; Virginia Scigliano, Secretary

Board approved April 2, 2014

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## Board of Directors Meeting

**April 2, 2014**

**9:00AM**

**Royal Clubhouse – Banyon Room**

### Minutes

- I. Call To Order: The Secretary Virginia Scigliano called the meeting to order at 9:01 a.m. pending the election of a Chairperson pro tem. (Robert's Rules. Page 459, paragraph (10).
- II. Establish Quorum: All members were present. Stanley Gordon, John Muro, Choice Edwards, Steve Unger, and Virginia Scigliano. Eleven residents were present.
- III. Pledge of Allegiance was led by John Muro.
- IV. Election of Chairperson Pro Tem: Motion by Stanley Gordon to elect John Muro as Chairperson Pro tem. Second by Choice Edwards. 5 yeas; 0 nays. Motion passed.
- V. Motion by Virginia Scigliano to re-validate the prior March 4, 2014, email Board meeting appointment of Steve Unger to the Board, based on the unanimous recommendation of the Nomination Committee. (Two years remaining on this term). Second by John Muro. 5 yeas; 0 nays. Motion passed.
- VI. Motion by Virginia Scigliano to re-validate the prior March 4, 2014, email Board meeting appointment of Choice Edwards to the Board based on the unanimous recommendation of the Nomination Committee. (One year remaining on this term). Second by John Muro. 5 yeas; 0 nays. Motion passed.
- VII. Reading of Previous Minutes March 3, 2014.  
  
Motion by John Muro to approve the March 3, 2014 minutes. Second by Steve Unger. 5 yeas; 0 nays. Motion passed.
- VIII. Financial Report: Stanley Gordon stated that the budget shows a plus for this month. Financials are in good shape. Fidelity insurance can be paid out of operating budget.
- IX. Changing of Association address, signatures and passwords to website, accounts, and auto bill pay for U.S. Lawns and SECO:

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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Motion by John Muro for Steve Unger to auto pay U.S. Lawns and easy pay SECO.  
Second by Steve Unger. 5 yeas; 0 nays. Motion passed.

Motion by Steve Unger to change Lancaster addresses to Virginia Scigliano's address.  
Second by John Muro. 5 yeas; 0 nays. Motion passed.

- X. Presentation and Discussion of Official Documents and procedures for the May 1, 2014 Lancaster Residents Annual Meeting and Election of Board Directors. Board reported that all designated voter and proxy forms have been hand delivered to residents and that we have sufficient proxies returned to conduct the annual members and elections of officers meeting. John Muro is running for re-election to his office and there will be one open vacancy on the Board with no candidate at this time.
- XI. Open Forum. Charles Wade stated the bylaws require a president to be appointed not a chairperson. Motion by Stanley Gordon that we elect the president at next month's annual meeting. Second by Steve Unger. 5 yeas; 0 nays. Motion passed.

Stanley Gordon, in contemplation of not running for reelection at the end of his term, presented a copy of the 2013 taxes to the secretary and forwarded petty cash to the Board.

- XII. Unfinished Business.
- A. Status and Update of Age Verification Report: Charles Wade updated the information. Forty nine households have submitted proof of age. Four residents did not respond and one refused to reply. Lancaster is within the 80% requirement for reporting. All information compiled by Charles Wade is on a CD that he turned over to the Board. Charles Wade stated that the information for ownership of property was taken from Lake Co. property appraisers' office. Charles Wade reviewed the actions that needed to be taken to meet the July 2014 deadline. The Board needs to determine how to safeguard this confidential information. The future report will be due July 2016. Charles Wade also turned over Bill Campbell's book of information and information regarding the CD at Home Bank.
- XIII. New Business.
- A. Thank you letters to Bertha Halter and Charles Wade for their service as Board members: Motion by John Muro to send thank you letters to Bertha Halter and Charles Wade thanking them for their service on the Board. Second by Choice Edwards. 5 yeas; 0 nays. Motion passed.

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## At Kings Ridge Neighborhood Association Inc.

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- B. Review current insurance and discuss the Fidelity bond and funding. Kevin McEwen, from Hillcrest Insurance agency, reviewed Lancaster's insurance coverage. There was a question as to ownership of the entrance common area and this will be researched as it was felt that this was deeded to the master association.
1. Vote on fidelity bond and how to authorize payment: Motion by John Muro to approve the fidelity bond insurance. Second by Virginia Scigliano. 5 yeas; 0 nays. Motion Passed. Coverage is for \$110,000. The premium is \$391.70 to be paid out of operating expenses.
- C. Appointment of a third member to the Board of 45 to replace resigned Lancaster board member: Motion by Virginia Scigliano to appoint Steve Unger. Second by Choice Edwards. 5 yeas; 0 nays. Motion passed.
- D. Vote One Representative to serve on the Kings Ridge Master Board: Not needing a vote the Board endorsed their support for Charles Wade to continue as the representative to the Kings Ridge Master Board to the termination of his term January 2015. Any written or digital communications to Lancaster residents must be approved by the Board.
- E. Consideration of Clayton & McCulloh, P.A. as legal representation for the Board as needed hourly rate: Motion by John Muro to approve Clayton & McCulloh agreement for legal representation for Lancaster. Second by Virginia Scigliano. 5 yeas; 0 nays. Passed unanimously. Motion by Stanley Gordon that Virginia Scigliano be our contact with the attorneys. Second by Steve Unger. 5 yeas; 0 nays. Motion passed. (Attorney contacts will only be made with Board direction and approval).
- F. Neighborhood Networking Committee: Virginia Scigliano updated the Board on the new Kings Ridge committee whose role is to share issues and solutions to problems within Kings Ridge neighborhoods. Motion by John Muro to appoint Virginia Scigliano as the representative to the committee. Second by Choice Edwards. Motion Passed. It was noted that any resident interested can attend the meetings that are held the first Thursday of the month from 2:00 p.m. until 4:00 p.m. at the clubhouse.
- G. Section 720.3033(5), Fl. Stat. Requirements for new Board members: The statutory requirements for new board members were discussed.
- H. Appoint Stanley Gordon to the Budget Committee: Motion by John Muro to appoint Stanley Gordon to the budget committee to review monthly statements, prepare budget, and to complete Lancaster Taxes in the future. Second by Steve Unger. 5 yeas; 0 nays. Motion passed.

#### XIV. Committee Reports.

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- A. Kings Ridge BOD Meeting. Charles Wade passed out written copies of his report for the March meeting. The official minutes are included in the current April Royal /Times.
- B. Architectural Control and Maintenance Standards Committee (ACMSC); AKA Architectural Control Committee (ACC) and Neighborhood Architectural Review Committee (NARC). John Muro reported that two applications are pending and the committee will meet immediately after this meeting to review these applications.
- C. Neighborhood Watch/Disaster Committee: The proposed Mission Statement was presented to the Board.

Motion by John Muro to appoint Al Matthews Neighborhood Watch Coordinator as required by the Lancaster Disaster Plan Second by Choice Edwards. 5 yeas; 0 nays. Motion passed.

- D. Nomination Committee: Joyce Finkenstein noted that John Muro needs to submit his candidacy information. Joyce encouraged folks to step forward to fill the vacancy on the Board, when Stanley Gordon completes his term. Virginia Scigliano will need to forward a sample ballot to residents shortly and will need the candidate information.
- XV. Open Forum. Helen Bohannon noted the new information tear out sheet in Royal Times regarding updating gatehouse system information. Steve Unger noted that there is no due date provided for submission of this paperwork.
- XVI. Next Meeting Date: **Annual Members and Election of Directors Meeting** Thursday, May 1, 2014 @ 9:00 a.m. in the Carrington Room. Virginia Scigliano encouraged the Board to strive to maintain meetings on our regular first Monday of the month.
- XVII. Adjournment. Motion by Choice Edwards to adjourn the meeting. Second by Stanley Gordon. 5 yeas; 0 nays. Motion passed. Meeting adjourned at 10:35 a.m.

### COMMITTEE MEETINGS

#### A. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) and Neighborhood Architectural Review Committee (NARC) Meeting

- 1. Meeting convened at 10:45 a.m.
- 2. Members Present John Muro, Virginia Scigliano, and Mark Stopera
- 3. Pending Requests and Disposition:
  - a. 2105 Grafton requests to remove a tree rear yard west side, and remove another tree planted close to the house and touching house and roof. Approved.
  - b. 2083 Grafton Ave. requests to upgrade landscaping as detailed, and to remove the

# *Lancaster*

At Kings Ridge Neighborhood Association Inc.

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- existing hedge in the back yard and replace it with a robellini palm. Approved.
4. Meeting adjourned 10:50 a.m.
- B. Nomination Committee met following the Board meeting.

Signature: Virginia Tanner-Otts Scigliano

Minutes Approved May 1, 2014

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## Minutes

### **Annual Members Meeting, May 1, 2014, 9:00 a.m. Voter Sign-In**

Royal Clubhouse – Carrington/Banyon Rooms

- I. Certify a Quorum: Residents began voter sign-in to receive their ballots promptly at 9:00 a.m. At 9:30 a.m. the Annual Members Meeting was called to order. Brian S. Hess, Esq. Board Counsel certified that 51 owners attended or returned proxies. 49 residents had returned their Certificates of Designated Voter prior to the meeting. Only three local residents did not file a Certificate of Designated Voter. 39 residents had returned proxies prior to the meeting with 12 of these proxies designating the Board as their proxy. Additional proxies were filed at sign in and with individual resident sign in at the meeting the total was 51 members attending or returning proxies. 44 residents either sign in and/or held proxies on behalf of another resident. Five residents that had designated the Board as their proxy signed in, thereby voiding their Board proxy reducing the Board number of proxies to 7. All Board members were present. John Muro, Chair; Choice Edwards; Steve Unger, Finance Officer; Virginia Scigliano, Secretary; and Stanley Gordon, Treasurer.
- II. Proof of Notice: email and hand delivered notice of meeting was provided in March, again on April 9<sup>th</sup>, 14<sup>th</sup>. And 28<sup>th</sup>. Meeting sign was posted at the entrance to Lancaster April 28<sup>th</sup> - May 1<sup>st</sup>.
- III. Call To Order: After signing in voters and delivering each resident their individual secret ballots the meeting was called to order at 9:30 a.m. Brian S. Hess, Esq. Board Counsel supervised the check in process as well as the entire election procedures and process. Virginia Scigliano, Secretary; Steve Unger, Finance Officer; and Janet Nestel, Lancaster resident were responsible for check in process. Janet Nestel was in charge of the ballot box and security.
- IV. Pledge of Allegiance was led by John Muro
- V. Approval of the 2013 Annual Meeting Minutes(April, May, June): Motion to approve by Stanley Gordon. Second by Choice Edwards. Approved by a majority of the members.
- VI. Report of Officers: none
- VII. Call for Nominations/ Close Nominations: Joyce Finkenstein, John Muro and Fran Rubright confirmed that they are candidates for the two Director positions that are open. Nominations from the floor were requested twice. Choice Edwards moved to close nominations. Second by Steve Unger. Approved by a majority of the members. The candidates gave brief statements regarding their candidacy.

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- VIII. Vote: Members proceeded to execute and place their secret ballots in the official ballot box. 7 Board proxies from the total of 12 Board named proxies remained after resident sign in. Brian Hess, Esq. Board Counsel confirmed the count. Corresponding secret ballots for the 7 were divided equally and by seniority for odd numbers among the Board members not up for re-election. Individual secret ballots had been provided to each of the residents holding the remainder of the proxies assigned to them.
- IX. Recess for tallying of votes. Bill Miller, President of KR Master Board; Janet Nestel Lancaster resident; and Lynn Hulin, Lancaster resident each individually tallied the ballots with oversight by Brian S. Hess, Esq. Board Counsel.
- X. Announce Results of Election of Board Members: Brian S. Hess, Esq. Board Counsel turned the election tallies over to the Secretary to review and submit to the Chairperson Choice Edwards who announced the results of the election. Total ballot votes were 51. John Muro received 33 votes; Fran Rubright received 32 or 31 votes; Joyce Finkenstein received 17-19 votes. Write in candidates received votes ranging from one vote to eight votes.
- XI. Old Business: none
- XII. New Business: Frank Dubuss would like to see the elimination of proxies to be replaced by absentee ballot. Motion by Choice Edwards to consider this suggestion at a future Board meeting. Second by John Muro. Approved by a majority of the members.
- XIII. Adjournment: Motion by Choice Edwards to adjourn the Annual Members Meeting. Second by Steve Unger. Unanimously approved by members.

Signature: Virginia Tanner-Otts Scigliano

Date: Approved June 2, 2014

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## Minutes

### Board of Directors Meeting, May 1, 2014, 10:35 a.m.

Royal Clubhouse – Carrington/Banyon Rooms

XIV. Call To Order: The meeting was called to order at 10:35 a.m. immediately following the adjournment of the Annual Members Meeting.

XV. Establish Quorum/Proof of Notice: All five board members were present. John Muro, Choice Edwards, Steve Unger, Fran Rubright, and Virginia Scigliano. Notice of meeting had been emailed and hand delivered March, April 9<sup>th</sup>; April 14<sup>th</sup>; April 28<sup>th</sup>; and via sign posted at the entrance to Lancaster April 28<sup>th</sup> - May 1<sup>st</sup>.

XVI. Election of Lancaster Board of Directors Officers: Brian S. Hess, Esq. Board Counsel read the job descriptions for Lancaster officers. Thereafter,

Motion by Fran Rubright to appoint John Muro as president. Second by Choice Edwards. 5 yeas; 0 nays. Motion passed.

Motion by John Muro to appoint Choice Edwards Vice President. Second by Steve Unger. 5 yeas; 0 nays. Motion passed.

Motion by Choice Edwards to appoint Steve Unger Treasurer. Second by Fran Rubright. 5 yeas; 0 nays. Motion passed.

Motion by John Muro to appoint Virginia Scigliano Secretary. Second by Fran Rubright. 5 yeas; 0 nays; Motion passed.

XVII. Announcement of New Lancaster Board of Directors Officers:

John Muro, President  
Choice Edwards, Vice President  
Steve Unger, Treasurer  
Virginia Scigliano, Secretary  
Fran Rubright, Director at Large

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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### XVIII. Reading of Previous Minutes for April 2, 2014:

- A. Approval of Previous Minutes. (April 2, 2014). Motion by Choice Edwards to approve the April 2, 2014, minutes. Second by John Muro. 5 yeas; 0 nays. Motion passed.
- B. Financials: Steve Unger reported that Lancaster shows an amount in equity of more than \$19,000 also current assets exceeding \$100,000. Monthly expenses and reserves are less than monthly assessments we are taking in from the community.
- C. Update on Changing of Association security questions and passwords for accounts: Steve reported and that this has been done. SECO electricity is auto pay and U.S Lawns invoice is sent via email and they are paid by BBT bill pay. The Board needs to change signatures on bank accounts and addresses.

Motion by Steve Unger for the president and treasurer be valid signatures for Lancaster and to change account addresses to the treasurer's residence. Second by Choice Edwards. 5 yeas; 0 nays. Motion passed.

### VI. Unfinished Business:

- A. Status and Update of Age Verification Report: Steve Unger reported that he is currently holding all of that information. This item will be on agenda for vote next month since the report is due July 2014.
- B. Re-validate the Board members April 21, 2014 email Board meeting vote approving in advance the Secretary's contact with Clayton & McCulloh to review and approve the process for handling the proxies at the May1, 2014, Annual Members and Election of Officers Meeting and requesting their attendance and oversight of the election if deemed appropriate. 5 yeas; 0 nays. Motion Passed. (email vote)
- C. Re-validate the Board members April 24, 2014 email Board meeting vote approving Board proxies to be divided equally among the Board members not up for re-election, to enable each Board member to vote via secret ballot related to each proxy, to preserve the secret ballot requirement of the election, and further stipulates that the use of Board proxies at this election is contrary to the past custom of Lancaster and does not set a precedent for future Lancaster elections. 5 yeas. 0 nays. Motion passed. (email vote)(The Board's statement is to clarify that the practice of returning proxies to the

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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Board is not consistent with Lancaster bylaws and although dealt with this year it will not be considered by the Board to set in place a practice for the future. Historically and according to bylaws Lancaster residents have always returned their proxies to the Secretary, except for one year when the secretary was up for re-election and the proxies were returned to the President. The prior administration wanted the proxies to be returned to the Board, i.e. the three Board members not up for re-election. Since a proxy is a power of attorney and Lancaster elections by law are required to be by secret ballot this created an oxymoron. Board counsel ruled on how to handle fairly this situation.)

Motion by Choice Edwards to re-validate agenda items B and C. Second by John Muro. 5 years; 0 nays. Motion passed.

### VII. New Business

- A. Thank you letter to Stanley Gordon for his service on the Board: Motion by John Muro to send the letter of thank you to Stanley Gordon. Second by Fran Rubright. Virginia Scigliano read the proposed letter. 5 years; 0 nays. Motion passed.
- B. Extend Website agreement: Steve Unger explained the need to extend the website agreement for another 6 months at a cost of about \$42. Motion by John Muro to extend the website for 6 months. Second by Choice Edwards. 5 years; 0 nays. Motion passed. Steve Unger will contact EZ web hosting to forward invoice for \$42, not to exceed \$50. Steve Unger explained the need to agenda this matter for discussion at the June meeting. Motion by Choice Edwards to direct Charlie O'Neill to shred documents that are more than 7 years old. Second by Steve Unger. 5 years; 0 nays. Motion passed.

### VIII. Committee Reports:

- A. Kings Ridge BOD Meeting.
- B. Neighborhood Networking Committee: Virginia Scigliano reported that social and welcome committees will be on this month's agenda.
- C. Architectural Control and Maintenance Standards Committee (ACMSC); AKA Architectural Control Committee (ACC); and Neighborhood Architectural Review Committee (NARC). (John Muro). None
- D. Welcome Committee: (Janet Nestel; Fran Rubright; Marsha Gordon) None.
- E. Sunshine Committee: (Janet Nestel; Betty Stockton) None.

#### Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- F. Entertainment/Activities Committee: (Helen Bohannon; Betty Hazard; Lori Matthews) None.
- G. Lawn Maintenance Monitoring and Landscaping Committee: (Robert Rugiano, Chairperson; Helen Bohannon; Doug Ballantyne; Joyce Soltero) None.
- H. Neighborhood Watch/Disaster Committee: (Al Matthews, Susan MCelland, Mary Rowe, Virginia Scigliano, Frank Dubuss) None.
- I. Lancaster Ladies Luncheon Committee: (Janet Nestel; Betty Hazard) None.
- J. Website and Technology Committee: (Charlie O'Neill; Steve Silpe; Steve Unger) None.
- K. Neighborhood Assist Committee: (Charlie Wade; Choice Edwards) None.
- L. Budget Committee: (Steve Unger; Stanley Gordon) None.
- IX. Open Forum: None
- X. Next Meeting Date. June 2, 2014
- XI. Adjourn: Motion to adjourn by John Muro. Second by Fran Rubright. 5 yeas; 0 nays. Motion passed. Meeting adjourned at 11:35 a.m.

COMMITTEE MEETINGS: None

Signature: Virginia Tanner-Otts Scigliano

Date: Approved June 2, 2014

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Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## MINUTES

Board of Directors Meeting

**June 2, 2014, 9:00 a.m.**

Royal Clubhouse – Carrington

- I. Call To Order: The meeting was called to order at 9:01 a.m.
- II. Establish Quorum/Proof of Notice: All five board members were present. John Muro, Choice Edwards, Steve Unger, Virginia Scigliano, Fran Rubright. Notice of meeting and agenda had been emailed, as well as hand delivered to residents without email, on May 19<sup>th</sup> and 25<sup>th</sup>; and via sign posted at the entrance to Lancaster May 29<sup>th</sup> – June 2<sup>nd</sup>. Twenty residents were present.
- III. Pledge of Allegiance was led by John Muro.
- IV. Reading of Previous Minutes: The secretary read the minutes for the May 1<sup>st</sup> Annual Members Meeting and the BOD Meeting that was convened immediately after the adjournment of the Annual Members Meeting.
  - A. Motion by Steve Unger to approve the May 1, 2014, Annual Members Meeting and BOD Meeting minutes. Second by John Muro. 5 yeas; 0 nays. Motion passed.
- V. Financials. Treasurer Steve Unger reported that the financials are in good shape. Lancaster has \$19,278.44 in equity and \$82,858.55 in reserves. These years to date receipts are positive by \$1,784.71.
  - A. Monthly Report: The Clayton & McCulloh bill if approved will be taken out of operational funds.
  - B. Clayton & McCulloh bill (\$2,139.22) for preparation, research, conference calls, post-election inquiries and attendance at Lancaster Annual Members Meeting and Election of Directors and portion of BOD meeting: Motion by John Muro to approve payment of the attorney's bill. Second by Virginia Scigliano. 5 yeas; 0 nays; Motion passed. Steve Unger noted that Lancaster will still have a positive financial status at the end of the year and operational funds will be able to cover this expenditure. After resident inquiry as to the details the bill was read into the record. A resident inquired as to any future anticipated attorney's fees. The Board responded that none are anticipated but that will depend on whether the Board will have to defend against disruptive residents again.

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- VI. Update on Changing of Association addresses, signatures and passwords to website, accounts: Steve Unger stated that most changes have been made or in process. The Treasurer's address will be Lancaster's official address.
- VII. Unfinished Business
- D. Submittal of Age Verification Report: Steve Unger stated that this information has been complied with and submitted to the State.
- E. Consideration of replacing proxy with absentee Ballot: Motion by Choice Edwards to table the consideration of replacing proxies with absentee ballot until the Board makes a decision to update all of the Lancaster documents and consider this issue at that time. Second by Fran Rubright. 5 yeas; 0 nays. Motion passed.
- VIII. New Business
- C. Thank you letters to Bill Miller, President KR Master Board; and Lancaster residents Janet Nestel; Lynne Hulin; and Marsha Gordon. Motion by Choice Edwards to approve the draft letters and forward same. Second by Steve Unger. 5 yeas; 0 nays. Motion passed.
- D. Electronic Storage of Documents - The Future Direction: Motion by Virginia Scigliano to postponed this item to the July meeting. Second by Choice Edwards. 5 yeas; 0 nays. Motion passed. John Muro will contact Charlie O'Neill regarding this agenda item.
- IX. Committee Reports
- M. Kings Ridge BOD Meeting: Charles Wade gave a very good summary of the May 28th meeting, having also previously emailed this summary to Lancaster residents. He reminded everyone that the minutes from the May 28th meeting will be included as usual in the June Kings Ridge Royal Times.
- N. Neighborhood Networking Committee: Virginia Scigliano reported that the Committee will meet June 5<sup>th</sup>, Thursday at 2 p.m. in the Hollywood Room at the club house. Since the main topic will be roof replacement with presentations she encouraged us to have good representation at the meeting. Several residents indicated that they would try to attend.

### Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- O. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) & (NARC): John Muro stated that we have several applications and that this committee will meet immediately after the BOD meeting adjourns. Mark Stopera reported on the KR ACC meeting that he attended indicating that the main focus was on the oak tree problem.
  - X. Open Forum: Don Hulin thanked John Muro for his letter to residents. Steve Silpe reminded everyone to send articles for the June Lancaster Leader.
  - XI. Next Meeting Date. July 7, 2014.
  - XII. Adjourn: Motion by Choice Edwards to adjourn the meeting. Second by Fran Rubright. 5 yeas; 0 nays. The meeting was adjourned at 10:25 a.m.

### Committee meetings

- A. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) & (NARC).
  - 1. Convene Meeting: The meeting was convened at 10:30 a.m. immediately following the BOD meeting.
  - 2. Members Present: Mark Stopera; Fran Rubright; John Muro; and Virginia Scigliano.
  - 3. Pending Requests and Disposition:
    - 2105 Grafton; 2089 Dobson; and 2085 Dobson request to replace roofs. Approved.
    - 2125 Grafton requests to replace carriage lights; remove an oak tree in backyard and grind stump and replace the tree with a Crepe Myrtle. Approved.
    - 2108 Grafton requests to expand existing beds in back yard. Approved.
  - 4. Maintenance Standards Violations: Violations were discussed regarding mail boxes and driveways. John Muro will forward a message regarding these violations to be included in the Lancaster Leader. John Muro will forward a draft copy of the friendly reminder note that will be forwarded to residents regarding violations. Committee members are to review and make comments.
  - 5. Kings Ridge ACC Report: Mark Stopers reported that there was nothing at this time that pertained to Lancaster.

#### Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# *Lancaster*

At Kings Ridge Neighborhood Association Inc.

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6. Adjourn: The Committee meeting was adjourned at 10:55 a.m.

Signed: Virginia Tanner-Otts Scigliano

Date: Approved July 7, 2014

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Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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### MINUTES Board of Directors Meeting

**July 7, 2014, 9:00 a.m.**

Royal Clubhouse – Carrington

- I. Call To Order: The meeting was called to order at 9:00 a.m.
- II. Establish Quorum/Proof of Notice: Quorum established. Four Board members were present. John Muro, Choice Edwards, Steve Unger and Virginia Scigliano. Fran Rubright was out of town. Twelve residents were present including the Board members.
- III. Notice of meeting: Notice was provided by email on June 17, June 20 and July 2, 2014, hand delivered to residents without email, and also via sign posted at the entrance July 3, 2014 through July 7, 2014.
- IV. Pledge of Allegiance was led by John Muro.
- V. Special Guest Bill Miller, President Kings Ridge Master Board presentation with question and answer period.
- VI. Reading of Previous Minutes from the June 2, 2014 BOD Meeting: The Secretary read the minutes
  - A. Approval of June 2, 2014, BOD Minutes: Motion by Choice Edwards to approve the minutes as amended. Second by John Muro. 4yeas; 0 nays. Motion passed.
- VII. Financials: Report by Steve Unger. Year-to-date expenses are more than covered by our year-to-date income. Lancaster is in good financial shape with over \$83,500.00 in reserves and over \$17,500 plus in current equity.
- VIII. Unfinished Business
  - A. Electronic Storage of Documents. The Future Direction: Steve Unger reported that Charlie O'Neill is keeping the website current. All of the confidential documents have been stored additionally on Microsoft Cloud storage under Outlook.com. Charlie O'Neill says the website should be functional for at least another two years. We have paid for another 6 months to EZ web hosting. All confidential documents are being stored in the cloud with non-confidential information saved to the website. No resident has volunteered to be backup to Steve Unger for financials.

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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### IX. New Business

- A. Appointment of Joyce Finkenstein to the Architectural Control and Maintenance Standards Committee (ACMSC ); AKA (ACC); (NARC): Motion by John Muro to appoint Joyce Finkenstein to the Committee. Second by Choice Edwards. 3 yeas; 1 abstain; 0 nays. Motion passed.
- B. Consideration of US Lawns lunch (sandwich and drink for workers) as thank you: Motion by Choice Edwards for each board member to donate \$10 to cover this expense to be coordinated by Robert Ruggiano. Second by Steve Unger. 4 yeas; 0 nays. Motion passed.
- C. Discuss Brenda Minor's email regarding underage residents: Motion by John Muro for the President to sign the letter regarding recommendations from the neighborhoods to the Master Board. Second by choice Edwards. 4 yeas; 0 nays. Motion passed.

### X. Committee Reports

- A. Kings Ridge BOD Meeting: Charles Wade provided a good summary of the May 2014 Master Board meeting. Detailed minutes were forwarded to Lancaster residents by Charles Wade with the full report included in the July Royal Times Newsletter. Charles Wade reminded residents present that the Neighborhood Assist Committee can be called for assistance.
- B. Neighborhood Networking Committee: Virginia Scigliano stated that there was no meeting this month due to 4th of July holiday.
- C. Neighborhood Watch/Disaster Committee: Virginia Scigliano stated that the committee will meet July 19th at 10:00 a.m. in the Hollywood Room and asked permission to send notice of this meeting to all Lancaster residents with a copy of the disaster plan attached. Motion by Choice Edwards approving said action. Second by John Muro. 4 yeas; 0 nays. Motion passed.
- D. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) & (NARC): John Muro stated the Committee will meet immediately following the Board meeting. Virginia Scigliano will email a copy of the Royal Times explanatory notice on procedures for requesting architectural changes to residents.

### XI. Open Forum:

- A. Motion by Virginia Scigliano to distribute to residents by email copies of the approved minutes and copies of the balance and profit and loss monthly reports. Second by Choice Edwards. 4 yeas; 0 nays. Motion passed. Steve Silpe requested that the deadline for articles for the Lancaster Newsletter to be 7 days after the Board meeting. All agreed.

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- XI. Next Meeting Date. Aug. 4, 2014. The Lancaster budget workshop will be scheduled to follow the August BOD meeting.
  - XII. Adjourn: Motion by John Muro to adjourn the meeting. Second by Choice Edwards. 4yeas; 0 nays. Motion passed. The meeting was adjourned at 11:15 a.m. July 7

### Committee meeting

- A. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) & (NARC).
  - 1. Convene Meeting: The meeting was convened immediately following the BOD meeting.
  - 2. Members Present: John Muro and Virginia Scigliano
  - 3. Pending Requests and Disposition.
- B. 2090 Dobson requests to replace roof. Approved.
- C. 2108 Grafton Ave requests to install storm door at the front entrance. Approved.
- D. 2109 Grafton Ave requests to paint the drive to match the house colors. Approved.
- E. 2125 Grafton Ave. requests to replace the roof. Pending further review.
  - 1. Maintenance Standards Violations: None.
  - 2. Kings Ridge ACC Report: Approved tree list redefined.
  - 3. Adjourn: The Committee meeting was adjourned at 12:00 noon.
- F. Signed: Virginia Tanner-Otts Scigliano
- G. Dated and Approved: August 4, 2014

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#### Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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Minutes  
Board of Directors Meeting

**August 4, 2014, 9:00 a.m.**

Royal Clubhouse – Carrington

- I. Call To Order: The meeting was called to order at 9:00 a.m.
  
- II. Establish Quorum/Proof of Notice: All five board members were present. John Muro, Choice Edwards, Steve Unger, Fran Rubright, and Virginia Scigliano. Seven residents were also in attendance. Notice of the meeting and agenda had been emailed, as well as hand delivered to residents without email, on July 17th, 28th, and Aug. 3rd. Meeting sign was posted at the entrance to Lancaster July 30th -Aug. 4th.
  
- III. Pledge of Allegiance was led by John Muro.
  - A. Report Regarding KR Master Board Minutes: Motion by John Muro to eliminate the KR Master Board Meeting Minutes Report at the meeting since it is emailed to residents and also included in the Royal Times Newsletter. Second by Choice Edwards. 5 yeas; 0 nays. Motion passed.
  
- IV. Reading of Previous Minutes: The secretary read the minutes for the July 7, 2014 BOD Meeting.
  - A. Motion by Choice Edwards to approved the July 7, 2014 minutes. Second by Steve Unger. 4yeas; 1obstain. Motion passed.
  
- V. Financials: Treasurer Steve Unger reported that the financial are in good shape. Lancaster has over \$102,000.00 in current assets. We have and more than \$17,400.00 in equity and more than \$84,600 in reserves. Everyone in Lancaster is current with their association dues.
  - A. Motion by John Muro to approve the financials. Second by Fran Rubright. 5 yeas; 0 nays. Motion passed.

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- VI. Unfinished Business
- VII. Re-validate the Board members July 12, 2014, email Board meeting vote to authorize payment of Travelers Casualty and Surety Company D&O policy at an amount of \$893.47 lock in amount (July 23, 2013 to July 23, 2016). 5 years; 0 nays. Motion passed. (Email vote.) Motion by Virginia Scigliano to re-validate the email vote and to approve payment of \$893.47. Second by Steve Unger. 5 years; 0 nays. Motion passed.
- VIII. New Business
- IX. Budget Workshop will immediately follow BOD Meeting.
- X. Approve funds for 4th of July decorations at Lancaster entrance. No action. None have been submitted.
- XI. Approve payment of liability Insurance not to exceed \$210. Motion by John Muro to approve payment. Second by Choice Edwards. 5 years; 0 nays. Motion passed.
- XII. Board Policy regarding email to all Lancaster Residents. Motion by John Muro that all email to Lancaster residents regarding official Kings Ridge/Lancaster related business must be approved by the Lancaster BOD with the email stating therein that this is an official message approved by the Board. The president will notice prior board members that they are on notice to delete all confidential emails. Second by Choice Edwards. 5 years; 0 nays. Motion passed. The Lancaster Leader is an approved Lancaster publication.
- XIII. Committee Reports
- XIV. Neighborhood Networking Committee. No report.
- XV. Neighborhood Watch/Disaster Committee:
1. Approve Mission Statement: Motion by Choice Edwards to approve the Mission Statement as read into the record. Second by Fran Rubright. 5 years; 0 nays. Motion passed.
  2. Appoint Neighborhood Watch Block Captains: Motion by Fran Rubright to appoint the 6 Block Captains (Suzan McClelland, Mary Rowe, Marsha Gordon, Choice Edwards, Robert Ruggiano, Helen Bohannon); Second by Choice Edwards; 5 years; 0 nays; Motion passed.

### Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

At Kings Ridge Neighborhood Association Inc.

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- XVI. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) & (NARC): John Muro stated that there are two requests for roofs and one to remove a tree that is too close to the house. Committee will meet following BOD meeting.
- XVII. Open Forum.
- XVIII. Next Meeting Date. Sept 1, 2014. Hollywood Room Kings Ridge Clubhouse
- XIX. Adjourn: Motion by John Muro to adjourn the meeting. Second by Fran Rubright; 5 years; 0 days. Motion passed. Meeting adjourned 10:15 a.m.

## Budget Workshop

1. Call To Order: The Workshop meeting was called to order 10:30 am.
2. Establish Quorum: All Board members were present. Two Residents, Stanley Gordon and Larry Rubright, were present.
3. 2015 Budget Discussion: Proposed budget and cover memo will be forwarded to residents.
4. Adjourn: Motion by Fran Rubright to adjourn the meeting. Second by Choice Edwards. 5 years; 0 days. Motion passed. Meeting adjourned 11:30 a.m.

## Committee meetings

- A. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) & (NARC).
  1. Convene Meeting: The meeting was convened at 10:15 a.m.
  2. Members Present: John Muro and Joyce Finkenstein.

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# *Lancaster*

At Kings Ridge Neighborhood Association Inc.

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### 3. Pending Requests and Disposition.

2112 Grafton Ave –replace roof shingles and vents 2.12, 2.15: Approved.

2116 Grafton Ave –replace roof shingles and vents 2.12, 2.15: Approved.

2054 Dobson Ave –remove tree against house: Approved.

### 4. Adjourn: Meeting was adjourned at 10:30 a.m.

Signature: Virginia Tanner-Otts Scigliano

Dated and Approved: September 1, 2014

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Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

At Kings Ridge Neighborhood Association Inc.

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MINUTES  
Board of Directors Meeting

**September 1, 2014, 9:00 a.m.**

Royal Clubhouse –Hollywood Room

- I. Call To Order: The meeting was called to order at 9:00 am.
- II. Establish Quorum/Proof of Notice: All Board members were present. John Muro, Choice Edwards, Steve Unger, Fran Rubright, and Virginia Scigliano. Nine residents were present. Notice of the meeting was provided by email and hand delivered to residents on Aug. 6th; and Aug. 18th. Meeting sign was posted at the entrance Aug. 28th- Sept. 1st.
- III. Pledge of Allegiance: John Muro led the pledge of allegiance.
- IV. Reading/Approval of Previous Minutes. (Aug. 4, 2014 BOD Meeting): Motion by Choice Edwards to approve the minutes as published. Second by Steve Unger. 5 yeas; 0 nays. Motion passed.
- V. Open Forum: Helen Bohannan will confer with the grounds maintenance committee and others regarding budget costs for tree trimming and report back to the Board. Residents attending the meeting provided many good suggestions and input regarding the proposed budget.
- VI. Financials: Steve Unger reported that the budget is in good shape. \$86000 in reserves; \$ 17,000 plus in equity.
- VII. Unfinished Business: none
- VIII. New Business.
  - a. Approve 2015 Final Proposed Lancaster Budget: Motion by John Muro to approve the Final Proposed Lancaster Budget at a \$101 a month assessment and to forward to residents for comment. Second by Fran Rubright. 5 yeas; 0 nays. Motion passed.

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- IX. Committee Reports.
- a. Neighborhood Networking Committee Meeting Sept. 4th. : Virginia Scigliano stated that the meeting will discuss documents used for annual meetings. Lancaster documents have been forwarded to all committee members.
  - b. Neighborhood Disaster Preparedness Committee Meeting Aug. 30th. : Virginia Scigliano reported that the committee will in the future be recommending that the Board purchase 4 radios at a cost for all four starting approximately at \$132, and seven vests at a cost starting at \$12.50 per vest. Costs and final selection are still being researched. Mary Rowe will be laminating the resident HELP/OK signs at no cost. Publix donated the Division Captain (prior name Block Captain) Disaster Bags which Marsha Gordon will be labeling. Disaster Manuals were prepared and distributed by Al Matthews at the prior Disaster Committee Meeting. Future meetings will be called by Al Matthews as needed. Board of Directors approved and signed a thank you letter to Ron Gaines, Manager, Publix for donations of the disaster bags.
- X. Open Forum. None
- XI. Next Meeting Date. Oct. 6, 2014.
- XII. Adjourn: Motion by Steve Unger to adjourn the meeting. Second by Choice Edwards; 5 yeas; 0 nays. Motion Passed. Meeting adjourned 11:31 p.m.

### Committee meetings

- A. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) and (NARC).
1. Members Present: John Muro, Fran Rubright and Virginia Scigliano.
  2. Roof requests were approved when received and forwarded. There were no other requests.
  3. Maintenance Standards Violations. None discussed.
  4. Attendance at the Oct 22nd Convention of the ACC, The NARC and the Community Management Office Meeting: Fran Rubright and John Muro will attend.
  5. Kings Ridge ACC Report. No report
  6. Adjourned. 11:45 a.m.
- Signature: Virginia Tanner-Otts Scigliano Dated: Oct 6, 2014

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Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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### MINUTES Board of Directors Meeting

**October 6, 2014, 9:00 a.m.**

Royal Clubhouse –Hollywood Room

- I. Call To Order: The meeting was called to order at 9:04 a.m.
- II. II. Establish Quorum/Proof of Notice: Four board members were present. John Muro, Steve Unger, Choice Edwards; Virginia Scigliano. Fran Rubright was out of town. Notice of the meeting was provided by email and hand delivered to residents on Sept. 8, 2014 and again by email on Sept. 25, 2014. Meeting sign was posted at the entrance Oct.2-6, 2014. Proposed budget was provided to residents on Sept. 8, and 25, 2014. Residents Janet Nestel, Ken Priebe, Edris Yates, Ann Kurilchek, Don Hulin, and Frank Dubuss were present.
- III. Pledge of Allegiance: John Muro led the pledge of allegiance.
- IV. VI. Financials: Steve Unger reported that the budget is in good shape with \$18,700 in equity and reserves approximately \$87,000. All homes monthly assessments are current. Steve Unger noted that written documentation for automatic payment of assessments must be submitted to the bank when that resident sells their home.
- V. VII. Unfinished Business:
  - a. Approve final budget for 2015 with a \$2 increase of the monthly fee from \$99 to \$101: Motion by John Muro to approve the final budget for 2015 increasing the monthly fees to \$101, noting the adjustment of the liability insurance to
- VI. Reading/Approval of Previous Minutes. (Sept 1, 2014 BOD Meeting) Motion by Choice Edwards to approve the minutes as published, Second by Steve Unger. 4yeas; 0 Nays. Motion passed.
- VII. Open Forum: Choice Edwards publically thanked Don Hulin for all of the hard work and the service he has given to Lancaster over the years. Steve Unger publically thanked Helen Bohannon for all of her work to clean the mailboxes and repaint the red marks on the Lancaster mailboxes. The electrical at the entry was discussed and the maximum 15 amps per entrance side. The electrical has been repaired.

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- VIII. \$3S0. Second by Choice Edwards. 4Yeas; 0 Nays. Motion passed. Steve Unger will contact BB&T to set up coupon books and notify residents regarding payment.
- a. Re-validate the Sept. 27th email vote to amend the previously adopted vote on Aug. 4th to approve payment of the liability insurance policy not to exceed \$210 to not exceed \$327. 5 yeas; 0 Nays. Motion passed. (email vote): Motion by Choice to re-validate the email vote. Second by Steve Unger. 4 Yeas; 0 Nays. Motion passed.
- IX. New Business.
- a. General Discussion: Management Companies Process and Procedure: The decision to hire a management has not been made by the Board. The Board directed the Secretary to contact the management companies that Clayton has referred to us and provide them with information that we are hoping to interview companies early 2015 targeting the potential hiring of a company if the board determines to hire by mid-2015. Companies to be considered will not be limited to Clayton's recommendations. The Board will conduct workshops to first determine the scope of management work desired. Workshops to be set for early 2015.
- X. Committee Reports.
- a. Neighborhood Networking Committee Meeting: Steve Unger reported on the Sept.2nd meeting that mainly addressed rentals.
- XI. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC); & (NARC): John Muro reported that we need to appoint a chairperson for the committee. Open Forum: The Board noted that the Master Board Meeting minutes for Sept. 2015 are included in the Oct. 2015 Royal Times and on the Kings Ridge website.
- XII. Next Meeting Date. Nov. 3, 2014.
- XIII. Adjourn: Motion by Choice Edwards to adjourn the meeting. Second by Steve Unger. 4Yeas; 0 Nays. Motion passed. Meeting adjourned at 10:15 a.m.

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### Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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### MINUTES Board of Directors Meeting

**November 3, 2014, 9:00 a.m.**

Royal Clubhouse – Hollywood Room

- I. Call To Order: The meeting was called to order at 9:00 a.m.
- II. Establish Quorum/Proof of Notice: All Board members were present. John Muro; Steve Unger; Choice Edwards; Fran Rubright; and Virginia Scigliano. Eight residents were present. Notice of the meeting was provided by email and hand delivered to residents on Oct. 20, 2014 and again by email on Oct. 31, 2014. Meeting sign was posted at the entrance Oct. 31-Nov. 3, 2014.
- III. Pledge of Allegiance: John Muro led the pledge of allegiance.
- IV. Reading/Approval of Previous Minutes. (Oct 6, 2014 BOD Meeting) Motion by Virginia Scigliano to approve the minutes via unanimous consent waiving reading of the minutes. Second by Choice Edwards. Motion passed by unanimous consent.
- V. Open Forum.
  - A. Welcome our new neighbors: Steve Unger welcomed Julie and Gerald Nelson 2149 Dobson; Ann Marie Siefker 2140 Grafton Ave.; and Kenneth Priebe 2095 Grafton Ave.
  - B. Clayton & McCulloh 2015 Legal Update Seminar Oct. 23<sup>rd</sup>: Virginia Scigliano and Steve Unger attended the legal update. The two major changes to F.S. 720 are:
    1. All outgoing Condo board or committee members must relinquish all official records and property of the association in his or her possession or under his or her control to the incoming board within five days after the election. It authorizes the Division to impose a civil penalty against an outgoing board or committee member who willfully and knowingly fails to relinquish such records and property. This section also clarifies that owners can consent to the publication of other contact information in a social directory. (This includes confidential resident emails addresses). Most likely this provision will be included in chapter 720 in the future.
    2. Directory: A cooperative or homeowner's association may print and distribute to parcel owners a directory containing the name, parcel

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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address, and all telephone numbers of each parcel owner. However, an owner may exclude his or her telephone numbers from the directory by written consent to the association. An owner may provide consent to the disclosure of other contract information such as an e-mail address. (Underline added to current statute).

- C. Kings Ridge (Oct. 22<sup>nd</sup>) ACC Convention: Virginia Scigliano, Steve Unger, Fran Rubright, and Choice Edwards reported on the meeting and the updating of the KR ACC guidelines.
- D. John Muro introduced special guest Bill Miller, President of KR Master Board: Bill Miller summarized important information discussed at the Kings Ridge Board of Directors Meeting held on October 22, 2014. The neighborhood is to supply two resident contact names for the KR front desk employees so that they can inform the complaining resident who to contact regarding neighborhood company lawn company issues. Abuse to clubhouse employees is non-acceptable. Also Bill Miller covered the need to tidy up before and after usage of the Ballroom. KR Master Board minutes are included in the monthly Royal Times Newsletter and are available on the Kings Ridge website.

### VI. Financials:

- A. Monthly Financials: Steve Unger reported that Lancaster has over \$87000 in reserves and equity just under \$19000. The financials have been posted to the website and Steve Unger will email the monthly report to residents today. Steve Unger will imbed the minutes and financials in the email as well as including this information as an attachment.
- B. Auto-Pay vs. Coupon Books: Steve Unger reported that we have thirty people on auto pay and 24 paying by coupon book. There is a cost to the Lancaster Association when residents pay by coupon book. The amount for the 2015 monthly assessment is \$101.
- C. Reimbursement of Social Committee: Motion by John Muro to reimburse the social committee \$97.43 submitted for the Octoberfest Party. Second by Fran Rubright. 5years; 0 Nays. Motion passed. Secretary will draft a thank you letter from the Board to the committee commending their outstanding work. Motion by Choice Edwards requesting that the Secretary draft a thank you letter from the Board to the Committee thanking them for their outstanding work and activity. Second by John Muro. 5years; 0 Nays. Motion passed.

### VII. Unfinished Business: None.

#### Board of Directors

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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### VIII. New Business.

- A. Vote 3 Board members to represent Lancaster on the Kings Ridge Board of 45 for 2015: Motion by Choice Edwards to appoint Fran Rubright, Steve Unger and Virginia Scigliano. Second by John Muro. 5Yeas; 0Nays. Motion passed.
- B. Nominate the Lancaster representative to serve on the Kings Ridge Master Board for 2015: Motion by Virginia Scigliano to nominate Choice Edwards. Second by Steve Unger. Virginia Scigliano summarized the outstanding expertise and broad experience the Choice Edwards would bring to the Master Board. 5Yeas; 0Nays. Motion passed.
- C. Lancaster Committee Membership Update for 2015: Virginia Scigliano reported that any new h Lancaster committee members must be submitted for approval by the Board for that member to be covered by Lancaster HO D&O insurance. Virginia Scigliano will email a current committee list to all residents and request the committees to update their committee membership, and to seek board approval for any potentially new members to their committee. This information will be updated thereafter on the Lancaster website. The Architectural Control and Maintenance Standards Committee is in need of additional members as well as a chair for the committee. Virginia Scigliano will forward the updated list of committee members to Steve Silpe for inclusion in the Lancaster Leader.
- D. The Board was appreciative of receiving the thank you from Ms. Posten regarding the Lancaster gift certificate to the Alzheimer's Association in remembrance of her husband.

### IX. Committee Reports.

- A. Neighborhood Networking Committee Meeting: The meeting is Nov. 6 at 2 p.m. Steve Unger and Janet Nestel will attend for Lancaster.
- B. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC); & (NARC): John Muro reported that there was one request for a new roof. At a future date the committee members will walk the committee to check for violations. Don Hulin, having extensive experience in this area, agreed to accompany and assist the committee members.

### X. Open Forum: **Formal Notice** is being stated in these minutes to inform prior Lancaster Board Members of the changes in the law, including notice that residents' emails are

Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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confidential and these lists are to be deleted from their computers upon termination of their term on the Board.

After much discussion, Motion by John Muro for a Board vote of no confidence regarding Charles Wade's performance as Lancaster Director on the Kings Ridge Master Board and to forward this information by letter to the Kings Ridge Master Board. Second by Choice Edwards. 4years; 1 abstention. Motion passed.

- XI. Next Meeting Date January 5, 2015 Carrington Room. There will not be a meeting in December.
- XII. Adjourn: Motion by John Muro to adjourn the meeting. Second by Choice Edwards. Meeting adjourned 11:00 a.m.

### Committee meetings

#### A. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC) and (NARC):

1. Convene Meeting: Meeting convened at 11:02 a.m.
2. Members Present: John Muro, Fran Rubright, and Virginia Scigliano were present. Members absent Joyce Finkenstein and Mark Stopera.
3. Pending Requests and Disposition: 2090 Dobson request for roof replacement. Approved.
4. Maintenance Standards Violations. At a future date committee will walk community for violations and ask Don Hulin to assist the committee because of his expertise.
5. Report Regarding the Oct 22<sup>nd</sup> KR ARC Meeting. Nothing further.
6. Kings Ridge ACC Report. None
7. Committee Adjourned: 11:05 am

Signed: Virginia Tanner-Otts Scigliano

Date Approved: Jan. 5, 2015.

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Board of Directors

John Muro, President – Choice Edwards, Vice President – Steve Unger, Treasurer  
Virginia Scigliano, Secretary – Fran Rubright, Director At Large

# *Lancaster*

At Kings Ridge Neighborhood Association Inc.

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MINUTES  
Board of Directors Meeting

## **December 2014**

No meeting scheduled for December.

See paragraph XI of the November 2014 minutes.

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Board of Directors

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Virginia Scigliano, Secretary – Fran Rubright, Director At Large