

Lancaster

At Kings Ridge Neighborhood Association Inc.

MINUTES
Board of Directors Meeting

Table of Contents

Contents

January 5, 2015, 9:00 a.m	2
February 2, 2015, 9:00 a.m	5
March 2, 2015, 9:00 a.m.	8
Annual Members Meeting May 1, 2014	10
Members Annual Meeting Minutes April 6, 2015	12
April 6, 2015, 9:30 a.m.	13
May 4, 2015, 9:00 a.m.	16
Neighborhood Disaster Preparedness Committee Meeting	19
June 1, 2015, 9:00 a.m.	22
Special Board of Directors Meeting June 15, 2015	25
July 6, 2015, 9:00 a.m.	26
August 3, 2015, 9:00 a.m.	28
August 26, 2015, 2:30 p.m. Sentry Management.....	30
September 14, 2015, 9:00 a.m.....	32
October 5, 2015, 9:00 a.m.....	34
November, no meeting scheduled.	36
December 7, 2015, 9:00 a.m.	37

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.

MINUTES

Board of Directors Meeting

January 5, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

- I. Call To Order: Meeting called to order at 9:12 a.m. (Clubhouse employees had not set up the room for the meeting so this delayed the start of the meeting.)
- II. Establish Quorum/Proof of Notice. All Board members were present. John Muro, Choice Edwards, Steve Unger, Fran Rubright, and Virginia Scigliano. Nine (9) residents were present. Notice was provided Dec 22 and 30, 2014 via email. Sign was posted at the entrance to Lancaster Dec. 30, 2014 – Jan 5, 2015
- III. Pledge of Allegiance. John Muro led the pledge.
- IV. Reading/Approval of Previous Minutes. (Nov. 3, 2014 BOD Meeting): The Secretary read the minutes. Motion by Choice Edwards to approved the minutes. Second by Fran Rubright. 5 yeas; 0 nays. Motion passed.
- V. Open Forum: None.
- VI. Financials. (Steve Unger).
 - A. Monthly Financials: Steve Unger reported that Lancaster ended the 2014 year with approximately \$1900 in excess (under budget) which will be placed in equity for 2015. With respect to the increased monthly assessment only one person had difficulty with the new \$101 fee and sent in \$99 which was the 2014 monthly amount.
 - B. Taxes: Motion by Steve Unger to have Stanley Gordon complete and file the Lancaster Taxes for 2014 and forward a copy to the Board. Second by Choice Edwards. 5 yeas; 0 nays. Motion passed.
- VII. Unfinished Business: None.
- VIII. New Business.
 - A. Motion by John Muro to approve the \$61.25 required fee to the Florida Dept. State Division of Corporations and the updating of Lancaster required information providing the current BOD directors names and addresses and the treasurers address as the corporate address. Second by Fran Rubright. 5 yeas; 0 nays. Motion passed.

Board of Directors

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Lancaster

At Kings Ridge Neighborhood Association Inc.

- B. Re-validate the EZ Web Hosting Inc. renewal for one year. The cost is \$77.40 with the additional cost of \$12.95 for the domain. Total costs \$90.35 and including any other incidental costs not to exceed \$125. 5 Years; 0 Nays. (Email Motion passed). Motion by John Muro to revalidate. Second by Fran Rubright. 5years; 0 Nays. Motion passed.
- C. Website Technology Committee Guidelines Update. Motion by Choice Edwards to approve the updated guidelines. Second by Steve Unger; 5 years. 0 Nays. Motion passed. Copy attached to minutes and to be updated on the website.
- D. Appoint/Reappoint Entertainment Committee members Helen Bohannon, Curtis Bohannon, Patty Parker, and Betty Hazard. Motion by John Muro; Second by Fran Rubright; 5years.0 Nays. Motion passed.
- E. Sentry Management Legal Update and Dinner Nov. 20th: John Muro, Choice Edwards, Fran Rubright, Virginia Scigliano reported good program basically the same legal changes as reported in the Board's prior minutes.
- F. Final Convention ACC & NARC, Banyon Room, January 6, 2015, 2:00 pm – 4:00 pm. John Muro will attend this meeting that will conclude the updating of the KRACC Guidelines.

IX. Committee Reports.

- A. Neighborhood Networking Committee Meeting Jan. 8. Janet Nestel, Steve Unger, Choice Edward and John Muro plan to attend.
 - B. Lawn Maintenance Monitoring and Landscaping Committee report regarding statuses of negotiations for monthly costs for 2015. Doug Ballantyne will check with the committee regarding status of negotiations.
 - C. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC); & (NARC): Jon Muro, acting chair, is asking residents to volunteer for the committee and for a volunteer to serve as Chair for the committee.
- X. Open Forum. Ann Kurilchek reported on Christmas decorations. Ann Kurilcheck and Marsha Gordon orally submitted their resignations from this committee. Ann Kurilcheck will store the decorations until new members step forward to be on the committee. Ann Kurilcheck suggested that a couple or at least a man and woman should be on the committee to handle the heavy decorations as it is too much for one person. KR master board electrician did review the situation and recommended that we go to new lights that draw much less electricity. KR master board electrician stated that it was the taping of the breakers that caused moisture and tripped the breakers. Fran Rubright will follow up with master board president regarding the continuing electrical problem. The Board is forwarding the issue of electrical lights or Christmas display without electrical to the new committee when formed for their recommendation. New volunteers are needed for this committee. There is no approved Lancaster Holiday Decorations Committee.

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Lancaster

At Kings Ridge Neighborhood Association Inc.

Lancaster Committees members were reviewed and updated. Updated list of committee members to be forward to Steve Silpe for Lancaster Leader and for posting on the website. Since there is no Lancaster approved holiday decoration committee this will be placed on the agenda next month for approval. New volunteers will be needed for this committee.

XI. Next Meeting Date. Feb. 2, 2015. Carrington Room.

XII. Adjourn. Motion to adjourn by Fran Rubright. Second by Choice Edwards. 5 Nays; 0 nays. Motion passed. Meeting was adjourned at 10:40 a.m.

Committee Meetings

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

1. Convene Meeting (Immediately after BOD meeting). Meeting called to order at 10:50 am.
2. Members Present. John Muro, Fran Rubright, Virginia Scigliano present. Steve Unger attended also
3. Pending Requests and Disposition.

2132 Grafton Ave. roof replacement request. Approved 12/16/2014.

2069 Dobson St. roof replacement request. Approved 12/16/2014.

2086 Dobson St. window replacement with similar design per 2.18. Approved 12/15/2014.

2073 Dobson St. to install solar roof fan and solar tubes to roof.

4. Maintenance Standards Violations. Pending further study and discussion.
5. Attendance at Oct. 22nd KR ACC Convention and Jan 6th follow up Convention. Virginia Scigliano, Choice Edwards, Steve Unger and Fran Rubright attended the 22nd Convention. KRACC manual updated at that meeting to be completed at the. Jan 6th meeting. John Muro will attend this meeting to finish changes and editions to KRACC manual.
6. Kings Ridge ACC Committee Report. None. Fran Rubright will attend the meetings if she does not have a conflict.
7. Adjourn. 12:05 p.m.

Signature: Virginia Tanner-Otts Scigliano, Secretary

Approved: Feb. 2, 2015

[Back to Table of Content](#)

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.

MINUTES

Board of Directors Meeting

February 2, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

- I. Call To Order. Meeting called to order at 9:02 a.m.
- II. Establish Quorum/Proof of Notice. 4 board members present. John Muro, Choice Edwards, Steve Unger and Virginia Scigliano. Notice was provided by email and hand delivered to mail boxes of residents who do not have email on Jan. 19, 2015. Reminder notice emailed Jan. 25, 2015. Meeting sign was posted at the Lancaster entrance Jan. 28th – Feb. 2nd. Seven (7) residents were present.
- III. Pledge of Allegiance was let by John Muro.
- IV. Reading/Approval of Previous Minutes. (Jan. 5th BOD Meeting). Motion by Virginia Scigliano to approve the minutes as published. Second by Steve Unger. 4 Yeas; 0 Nays. Motion Passed.
- V. Financials. (Steve Unger).
 - A. Monthly Financials. Treasurer Steve Unger reported that there is equity exceeding \$23,000. There is only one \$2 monthly maintenance underpayment. Lancaster is running under budget.
 - B. Approve payment of \$45.97 for Christmas Lights purchased by Fran Rubright. Motion by Virginia Scigliano to approve \$45.97 for Christmas Lights purchased by Fran Rubright. Second by Choice Edwards. 4Yeas; 0 Nays. Motion passed.
 - C. Re-validate email motion to approve \$61.25 for Florida Department of State Division of Corporations for re-filing an amended report and payment. Motion by Choice Edwards to approve the amended re-filing of the Florida Department of State Division of Corporations Annual Report in the amount of \$61.25. Second by Steve Unger. 4Yeas; 0Nays. Motion passed.
- VI. Unfinished Business: None.
- VII. New Business.
 - A. Approve and Forward to Residents: Notice Letter, Instructions for Election of Directors, Certificate of Designated Voter, Proxy Instructions/Form, Sample Ballot, and Candidate Notice of Intent Form. Motion by John Muro to approve the notice letter and documents and forward to residents Feb. 3, 2015. Second by Choice Edwards. 4 Yeas; 0Nays. Motion passed.
 - B. Approve Holiday Decorations Committee and solicit volunteers to serve on the committee after the electrical issues have been satisfactorily resolved. Motion by Choice Edwards to approve Holiday Decorations Committee and solicit volunteers to serve on the committee after the electrical issues

Board of Directors

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Lancaster

At Kings Ridge Neighborhood Association Inc.

have been satisfactorily resolved. Second by John Muro. 4 Yeas; 0 Nays. Motion passed. The Board will ask Fran Rubright to give a report on the status of the lighting situation at the entrance next month. Ann Kurilchek commented on the watering of lawns and its effect on the electrical situation. John Muro will bring this issue to the Neighborhood Networking Committee. Helen Bohannon noted that there was no electricity at any neighborhood entrance until the KR Beautification Committee accomplished this. Ann Kurilchek stated that the decorations are new and that we just need to continue to replace the lights with more up to date and efficient lights. Helen Bohannon suggested that solar lights be an alternative.

- C. Report on Final Convention KRACC & NARC, Banyon Rm., Jan. 6, 2015, 2:00 pm – 4:00 pm. John Muro reported the KR Master Board ACC guidelines were updated and will be distributed to the neighborhood associations at a small cost. Also Lancaster residents can view these documents on the KR web site. Also under profile residents may update their profile and sign up for regular notifications of KR events and important notices. John Muro will ask Steve Silpe to include this information in the next Lancaster Leader. Steve Unger noted that there is a lot of information on the KR website. Some you can enter and update individually on the site and other information, such as car update, has to be updated in person.

VIII. Committee Reports.

- A. Kings Ridge Master Board. Choice Edwards expressed his appreciation for the Lancaster Board support and will do his best having been given this opportunity. The Master Board Directors Minutes are posted on the website and also included in the monthly Royal Times.
- B. Neighborhood Networking Committee Meeting Feb 5th. Virginia Scigliano stated that the meeting is this thurs. and that John Muro will be attending in addition to Janet Nestel.
- C. Lawn Maintenance Monitoring and Landscaping Committee Report Regarding Status of Negotiations For Monthly Costs for 2015. Robert Ruggiano reported that the Crape Myrtles will be cut back February after the possible winter frosts. Also US lawns will cut back on the red mulch to reduce Lancaster costs. Robert Ruggiano stated that he was assured that the color would still be a bright red and not diluted. For any lawn issues individual residents need to complete a work order.
- D. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC); & (NARC): The Committee met as a Committee of the Whole Board and addressed the requests as follows:
2067 Dobson St. request to remove a large oak tree that is infringing on the house. Motion by John Muro to approve. Second by Virginia Scigliano. 4 Yeas; 0 Nays. Request approved.
2083 Grafton Ave. request to replace screen in lani with heavy duty phifer glass screening. Motion by Virginia Scigliano to approve. Second Steve Unger. 4 Yeas. 0 Nays. Request approved.

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.

2067 Grafton Ave. request to install 54 inch by 64 inch area of pavers outside back door as a stepping pad. Motion by John Muro to approve. Second by Steve Unger. 4 Yeas. 0 Nays. Request approved.

- IX. Open Forum. General Discussion on snakes, nice quality of Lancaster neighborhood, and CEMEX concerns.
- X. Next Meeting Date. March 2, 2015. (All meetings in Carrington Room except for May 4th Banyon Room and Sept. 7th Hollywood Room). Motion by Choice Edwards to adjourn. Second by Steve Unger. 4 Yeas. 0 Nays. Motion passed. Meeting adjourned 10:15 a.m.

Signature: Virginia Tanner-Otts Scigliano, Secretary

Dated: March 2, 2015

[Back to Table of Content](#)

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.

MINUTES

Board of Directors Meeting

March 2, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

- I. Call To Order: Meeting called to order at 9:04 am
- II. Establish Quorum/Proof of Notice: All five board members present. John Muro, Choice Edwards, Steve Unger, Fran Rubright, and Virginia Scigliano. Notice of meeting was emailed Feb 16th and 25th to all residents and hand delivered to the mailboxes of residents that do not have email. Meeting sign was posted at the Lancaster entrance Feb 25th – March 2nd. Four (4) residents were present.
- III. Pledge of Allegiance was led by John Muro.
- IV. Reading/Approval of Previous Minutes. (Feb. 2nd BOD Meeting): Motion by Fran Rubright to approve the minutes as published. Second by John Muro. 5 yeas; 0 Nays. Motion passed.
- V. Financials. (Steve Unger).
 - A. Monthly Financials: Steve Unger reported that Lancaster equity is in excess of \$20,000. All monthly maintenance dues are current. Lancaster reserves are in excess of \$90,000. Current financials are in excellent shape.
 - B. Discuss financial options to increase interest income: Steve Unger informed the Board that a CD that will mature in Sept. Since funds will be needed for repainting in 2016 discussion followed regarding short term renewal of the CD.

Motion by Steve Unger to place \$25000 of the \$35000 of the reserve in a 1 year CD in BB&T. Second by Choice Edwards. 5Yeas; 0 Nays. Motions passed.
- VI. Unfinished Business: None.
- VII. New Business.
 - A. Reminder to Residents to complete and return to the secretary the Certificate of Designated Voter, and Proxy Instructions/Forms needed for a quorum for the residents' annual meeting and election of directors: Virginia Scigliano will follow up and will also forward the sample ballot to residents.
 - B. Automatic Contract Renewal with Clayton & McCulloh effective April 21, 2015: Virginia Scigliano reviewed the current contract. No action needed.
 - C. Re-validate the Lancaster Board's unanimous email vote to approve the Master Board's president's sending of a letter to the Lake County Board of Commissioners in opposition to the Cemex sand mining request. Motion by Choice Edwards to revalidate. Second by Steve Unger. 5Yeas; 0 Nays. Motion passed.

Board of Directors

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Lancaster

At Kings Ridge Neighborhood Association Inc.

VIII. Committee Reports.

- D. Kings Ridge Master Board. Choice Edwards reported on the Kings Ridge Master Board February Meeting. Some issues noted follow. The North spa will be closing March 9th for upgrades and repairs. Residents are asked to avoid the area during this time. Also the Board will be considering other alternatives and whether to renew or not renew the of Bright house contract in December. A committee of the Board is researching the alternatives, so do not speculate what the decision will be until the Board makes a decision. It is not anticipated that any interruption in service will occur. Also the Master Board ACC committee has updated the community standards and will be making these recommendations to the Board in the future. Choice Edwards also discussed the Safety committee that he and John Muro serve on and the status of their work regarding safety. (Full minutes from the meeting are included in the Royal Times and on the website.)
- E. Neighborhood Networking Committee Meeting March 5: John Muro and Choice Edwards plan to attend.
- F. Lawn Maintenance Monitoring and Landscaping Committee Report regarding trimming of the crape myrtles: John Muro reported that this work has been completed.
- G. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC); & (NARC): J

2069 Dobson Street request to remove oak tree in the backyard and two pine trees. Approved.

- H. Appoint Al Matthews to the Holiday Decorations Committee: Motion by Virginia Scigliano to approve Al Matthews appointment. Second by Fran Rubright. 5Yeas; 0 Nays. Motion passed. Fran Rubright will contact Bob Hilborn and ask him to review the electrical situation at the entrance to Lancaster.

IX. Open Forum.

- X. Next Meeting Date. April 6, 2015. (All meetings in Carrington Room except for May 4th Banyon Room and Sept. 7th Hollywood Room)

- XI. Adjourn: Motion by Fran Rubright to adjourn the meeting. Second by Choice Edwards. 5 Yeas; 0 Nays. Motion passed. Meeting adjourned at 10:15 a.m.

Signature: Virginia Scigliano, Secretary

Dated and Approved: April 6, 2015

[Back to Table of Content](#)

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.

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 9th, 14th. And 28th. Meeting sign was posted at the entrance to Lancaster April 28th - May 1st.
- 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.

Board of Directors

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

At Kings Ridge Neighborhood Association Inc.

- 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 at BOD meeting and formally at the Members Annual Meeting April 6, 2015

[Back to Table of Content](#)

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.

Members Annual Meeting Minutes April 6, 2015

9:00 a.m.

Royal Clubhouse – Carrington/Banyon Rooms

This is a draft copy

Will be reviewed and approved at the 2016 Members Annual Meeting

- I. Call to order. The meeting was called to order at 9:05. All attending residents signed in and those that had not completed their Certificate of Designated Voter Forms did so at sign in. John Muro led the pledge of allegiance. Special Guest Bill Miller.
- II. Certify a Quorum. 30 % or seventeen residents Certificate of Designated Voter and Proxy Forms were required to meet quorum. Thirty one (31) certificates and proxies were returned in the secretary's or board members name prior to the annual meeting. Four proxies were not counted in that they were returned listing other non-attending residents as their proxy. Of the eleven (11) residents who attended, seven (7) had previously submitted their proxies thereby voiding those proxies leaving a total of twenty four (24) proxies and eleven(11) attending residents for a total of thirty five (35) meeting the seventeen (17) residents required to reach quorum. All had completed their Certificates of Designated Voter Forms.
- III. Proof of Notice. Notice for the Members Annual Meeting was email March 17th, 19th and April 4th, and delivered March 18th to resident mailboxes for residents without email. Meeting sign was posted at the Lancaster entrance April 3-6, 2015.
- IV. Approval of the 2014 Annual Meeting Minutes. Motion by Choice Edwards to approve the minutes as previously published. Second by Fran Rubright. 5yeas; 0 Nay. Motion passed.
- V. Report of Officers: none.
- VI. Call for Nominations/ Close Nominations. After the Board's call for nominations the nominations were closed since there were no additional candidates for the one open director position that Mr. Choice Edwards was seeking to fill via re-election. Mr. Choice Edwards was then reappointed by acclamation to his position as Director for the term 2015 - 2018.
- VII. Old Business. None.
- VIII. New Business. None.
- IX. Adjournment. Motion by John Muro to adjourn the Members Annual Meeting. Second by Choice Edwards. 5Yeas; 0 Nays. Meeting adjourned 9:15am.

Signature: Virginia Tanner-Otts Scigliano, Secretary

Date: approved May 4, 2015

[Back to Table of Content](#)

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.

Minutes Board of Directors Meeting

April 6, 2015, 9:30 a.m.

Royal Clubhouse – Banyon and Carrington Rooms

- I. Call To Order: The meeting was called to order at 9:15 a.m. immediately following adjournment of the Members Annual Meeting.
- II. Establish Quorum/Proof of Notice. All five board members were present. John Muro, Choice Edwards, Steve Unger, Fran Rubright, and Virginia Scigliano.

Notice for the BOD meeting was emailed March 17th, 19th, and April 4th, and delivered March 18th to resident mailboxes for residents without email. Meeting sign was posted at the Lancaster entrance April 3-6, 2015

III. Pledge of Allegiance. Held at the Members Annual Meeting.

IV. Election of Lancaster Board of Directors Officers: Motion by John Muro to elect Choice Edwards president. Second by Fran Rubright. 5Yeas; 0 Nays. Motion passed. Motion by Choice Edwards to elect John Muro as Vice President. Second by Fran Rubright. 5Yeas; 0 Nays. Motion passed. Motion by John Muro to elect Fran Rubright as Second Vice President. Second by Steve Unger. 5 Yeas; 0 Nays. Motion passed. Motion by Choice Edwards to elect Virginias Scigliano as Secretary. Second by John Muro. 5Yeas; 0 Nays. Motion passed. Motion by Fran Rubright to elect Steve Unger as Treasurer. Second by John Muro. 5 Yeas; 0 Nays. Motion passed.

V. Financials. (Steve Unger).

- A. Monthly Financials. Steve Unger reported that Lancaster will be due to repaint the houses 2016; pdc recoating 2018, and repaving in 2025. Reserves exceed \$80,000 held in two different CDs of deposit. Lancaster has in excess of \$20,000 in equity. All monthly resident maintenance is up to date.
- B. Renew Fidelity Bond/Crime Policy. Re-validate email motion to pay the Fidelity Bond/Crime Insurance \$120,000 coverage from 4/2/2015 to 4/2/2016 for \$393 as invoiced. 4 Yeas; 0 Nays. Email motion passed. Motion to re-validate by Virginia Scigliano. Second by Choice Edwards. 5Yeas; 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.

VI. Unfinished Business: None

VII. New Business.

- A. Update Lancaster Business Card with the front desk. Virginia Scigliano and John Muro will handle this after the meeting and also forward this information to Charlie O'Neill for posting on the website. Steve Unger requested that next year we add an agenda item to update the neighborhood disaster watch data form.
- B. Review Lancaster Deadlines. The Board reviewed the deadlines and Steve Unger will forward this information to Charlie O'Neill for posting on the website.
- C. Create and maintain an electronic copy stored in our cloud and spreadsheet for all AC-MS/ACC/NARC requests. The Treasurer offered to copy/scan all ACMSC/ACC/NARC requests submitted for 2014 and 2015 for inclusion in an electronic copy. Motion by Steve Unger to compile this information on the spread sheet he developed and to post this information in our cloud. Second by Fran Rubright. 5 Yeas; 0 Nays. Motion passed.

VIII. Committee Reports.

- A. Kings Ridge Master Board. Choice Edwards reported that there was a great turnout for the two buses of residents to attend the hearing regarding the sand mine. New clubhouse personnel and responsibilities were discussed by Bill Miller. Bill Miller discussed the extreme amount of time work order phone requests are taking. He asked that we tell residents to simply put in a work order and not take up the phone time. North spa closed for renovations. New ACC guidelines completed. Pickle court to be resurfaced. The Bright house contract ends Dec 2015 and the Master Board has established a committee to study this and to possibly hire a consultant to assist.
- B. Neighborhood Networking Committee Meeting April 2th. John Muro reported that Choice Edwards, Steve Unger and he attended. A lot of discussion regarding the sand mine. Next month's meeting will focus on disaster plans.

IX. Open Forum. Bill Miller updated the Board and the residents on several issues and recommends that Lancaster hire a management company as it will lighten the current responsibilities of the secretary and treasurer in particular and assist greatly with violations. Don Hulin said the lawn maintenance needs to trim the bushes as they are covering the sprinklers. Don Hulin will contact Robert Ruggiano regarding this matter. Don Hulin also noted that we need to make sure that stumps leveled to the ground when trees are removed. The board will have a special board meeting after the May BOD meeting to finalize the RFP, deadlines for return of RFP, scoring the returned RFPs and date to schedule interviews and subsequent selection of a man-

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.

agement company. There is money in this year's budget for a management company. John Muro discussed the need for the police to monitor the main KR roads. Steve Unger pointed out that not everyone is in favor of this. Betty

Hazard mentioned the slanting sidewalks on Danberry Mill Road. Bill Miller will have this investigated.

X. Next Meeting Date. May 4, 2015. Banyon Room (All other meetings in Carrington Room except for Sept. 7th Hollywood Room)

XI. Adjourn. Motion by John Muro to adjourn the meeting. Second by Steve Unger. 5Yeas; 0 Nays. Meeting adjourned 10:25 a.m.

Signature: Virginia Tanner-Otts Scigliano, Secretary

Date: Approved May 4, 2015

[Back to Table of Content](#)

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.

MINUTES Board of Directors Meeting

May 4, 2015, 9:00 a.m.

Royal Clubhouse – Banyon Room

- 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. Choice Edwards, John Muro, Fran Rubright, Steve Unger, and Virginia Scigliano. Five (5) residents were in attendance.

Notice for the BOD meeting was emailed April 15th and May 2nd to all residents and hand delivered April 15th to residents without email. Meeting sign was posted at the Lancaster entrance April 30th - May 4th.
- III. Pledge of Allegiance. The pledge of allegiance was led by John Muro.
- IV. Reading/Approval of Previous Minutes. (April 6 Members Annual Meeting & BOD Meeting): Motion by Steve Unger to approve the April 6th Members Annual Meeting & BOD Meeting minutes as published. Second by Fran Rubright. 5 Yeas; 0 Nays. Motion passed.
- V. Financials. Treasurer Steve Unger reported that the Lancaster funds exceed \$94,000 in reserves and more than \$23,000 in equity. CD's exceed \$80,000. All HO monthly maintenance is current. Fourteen (14) home owners have paid in advance for May.
- VI. Unfinished Business: None
- VII. New Business. Motion by Steve Unger to add Choice Edwards as signatory to all financial instruments. Second by John Muro. 5 Yeas; 0 Nays. Motion passed. Signers are Choice Edwards, John Muro and Steve Unger.

Fran Rubright updated the Board members on the status regarding electricity at the Lancaster entrance for Christmas lights. Fran Rubright has arranged for the electrician to evaluate the problem. The electrician suggested that we install the Christmas lights as earlier as possible and he will determine what the problem is. John Muro stated that in his opinion we need to replace the circuit breakers. The Board members agreed that we wait and after the lights are installed Fran Rubright will make an appointment for the electrician to evaluate the problem and make recommendations

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.

to correct thereto. Robert Ruggiano said that he would help with decorations in that at present Al Matthews is the only person on the Christmas Decorations Committee.

VIII. Committee Reports.

- I. Kings Ridge Master Board: Choice Edwards reported that the ball room sound equipment is still being worked on. ACC guidelines are final and have been distributed. There is an issue regarding outside golfers coming on to the property. Also parking at the clubhouse needs control. There have been no decisions regarding the sale of the north golf course.
- J. Neighborhood Networking Committee Meeting May 7th: John Muro and Virginia will attend this Thursday's meeting which will focus on disaster plans. Choice Edwards will call Al Matthews to schedule the Disaster Preparedness Committee meeting.
- K. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC); & (NARC): John Muro presented the following requests:

2082 Grafton Ave request to install a white storm door at the front door. Approved.

2074 Dobson request to install pavers. Approved

- L. Thank you Letter to Bill Miller. Motion by Virginia Scigliano to approve the thank you letter. Second by Choice Edwards. 5 Yeas; 0 Nays. Motion passed.

- IX. Open Forum. Don Hulin informed the Board members of the following violations: two or three houses have no trees in the backyard; a couple of trees have not been ground, and there is Lawn furniture in one backyard. Choice Edwards agreed to very politely bring these violations to the residents' attention as soon as John Muro identifies the specific residences in violation.

Robert Ruggiano determined that the hedges needed trimming below the hedge line, contacted our lawn service and they have agreed to correct the problem.

- X. Next Meeting Date. June 1, 2015. Carrington Room.(all except for Sept. 7th Hollywood Room)

- XI. Adjourn: Motion by John to adjourn the meeting. Second by Steve Unger. 5Yeas; 0Nays. Meeting adjourned 10:15 am

Special Board of Directors Meeting

- I. Meeting called to order at 10:25 a.m.

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.

II. Establish Quorum/ Proof of Notice. All Board members present. Notice provided per the BOD meeting.

III. Review, Discussion and Approval of RFP for potential management companies. Motion by Choice Edwards to approved the RFP as amended; Second by Steve Unger; 5 Yeas; 0Nays. Motion passed,

IV. Establish deadlines for return of RFP, rating of RFPs, and interviews.

Motion by Fran Rubright to approve the proposed deadlines. Second by Choice Edwards. 5 Yeas; 0 Nays. Motion passed.

(Projected timelines: RFP forwarded to management companies May 6th; RFP return June 7th; Special Board Meeting to evaluate RFPs June 15th; Interview finalists at July 6th BOD meeting; Negotiate contract with management company at Aug. 3rd BOD meeting; Management company in place by Sept 7th BOD meeting.)

XII. Adjourn. Motion by Fran Rubright to adjourn the meeting. Second by John Muro. 5 Yeas; 0 Nays. Meeting adjourned 1:20 pm.

Signature: Virginia Tanner-Otts Scigliano, Secretary

Date Approved: June 1, 2015

[Back to Table of Content](#)

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.

Neighborhood Disaster Preparedness Committee Meeting

May 30, 2015: 10:00 AM

Royal Clubhouse Aberdeen Room

Minutes

Meeting called to order by Al Matthews, Disaster Coordinator and Block Captain, at 10:00 am. Block Captains Mary Rowe, Robert Ruggiano, and Choice Edwards were present. Also attending were Steve Unger, John Muro and Virginia Scigliano.

1. Update on the status of the data forms, special needs forms, and vial of life forms. Al Matthews reported that he has all of the original neighborhood resident survey data forms. The Block Captains are to contact the residents assigned to them and update the "resident survey forms" for their residents and provide this updated information to Al Matthews. The "special needs forms" are to be given to neighbors who have special needs in the event of evacuation or other emergency. If warranted help the resident to complete this form. These special needs forms are to be mailed to the appropriate Lake county office and notation that the special needs form has been completed will be placed on the individual resident survey data forms. Steve Unger commented that the issues of the resident data forms, special needs forms, and vial of life will be included in the agenda at the Lancaster Association's Annual Members Meeting, as an aid to keeping these forms updated. The Lancaster Welcome Committee, i.e. Janet Nestel, provides these forms to all new residents and forwards the completed forms to Al Matthews for his records.

Al Matthews passed out the updated information regarding residences assigned to each Block Captain. Al Matthews replaced Marsha Gordon as Block Captain and is handling the residences formerly assigned to her. Also Al Matthews will get with Helen Bohannon and update her on the meeting. Robert Ruggiano will see that Helen Bohannon gets her disaster bag and the ok/ help signs.

2. Distribution of disaster bags and HELP/OK signs to Block Captains. Al Matthews distributed the disaster bags to each of the Block Captains. Secretary Virginia Scigliano will maintain an extra disaster bag. Mary Rowe distributed the HELP/OK signs that she made and laminated. She will make extras. These signs are to be tacked or taped to the wall in a location where they will be displayed in the window at the front of the house, in the event of a disaster to indicate that help is needed or not.
3. Discussion Vests for block captains. Al Matthews demonstrated various vests. Motion by Al Matthews, Second by Mary Rowe to purchase at Lowes six (6) vests in lime/green at \$18.97 plus tax per vest. Motion passed. These vests are of a quality that they will not need to be replaced and can be passed on to future Block Captains.
4. Discussion Radios. It was decided that Al Matthews would purchase 4 Midland portable radios (GXT 1000VP4) for \$134.95 plus tax.

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.

5. Discuss “Disaster Supplies” checklist (hurricane war-chest). What should be in the BAG. Disaster bags are to contain any/all materials distributed to the Block Captains. This includes Disaster Plan, resident information, vests and radios with additional emergency items as deemed necessary. More discussion on this in the future.
6. Discuss “Kings Ridge Disaster Plan”. Virginia Scigliano updated the committee as to the recent presentation at the Neighborhood Networking Committee Meeting regarding a comprehensive plan for all of the Kings Ridge neighborhoods to have in place disaster plans. Lancaster is currently one of the three neighborhoods to have the recommended disaster plan in place.
7. Provide copies of the updated disaster plan and data forms to Steve Unger for the website/cloud. Motion by Choice Edwards, Second Mary Rowe to provide copies of the resident data forms and Disaster Preparedness Plan to Treasurer Steve Unger for separate storage in the cloud. Motion passed. Access will be provided to Al Matthews and the Block Captains. Also Steve Unger will provide Charlie O’Neill with a copy of the updated Lancaster Disaster Preparedness Plan (pages 1-39) for inclusion on the Lancaster Website. This updated plan was approved by this committee last year.
8. Fire extinguishers and outdated ones and how check. Al Matthews agreed to do a condensed version of fire extinguisher training in the future for the Block Captains and other members attending our meeting as well as for the Board at a future board meeting regarding fire extinguishers, use and expiration of same. Al Matthews suggested that each resident should have an 8 pound 3A 40BC or a 10 pound 4A 60BC fire extinguisher for personal use. 8 pounds is the weight of the powdered agent and the 3A represents the extinguishing value as 3 gallons of water on an A fire and the 40BC represents and extinguishing value of 40 sq. ft. for a B or C fire.
9. Smoke detectors and the fire departments service to replace batteries as well as the smoke detector. General discussion. It is recommended that smoke detectors be changed out/replaced every 7-10 years, so as to maintain their efficiency and reliability. When you change your clocks Fall and Spring the International Association of Fire Chiefs recommends that you change your batteries. It was recommended that residents install “Carbon Monoxide” (CO) detectors in their home. Al Matthews said he is always available if any resident wants to replace their batteries. Also the fire department personnel will replace batteries as well as the unit. The resident must supply the batteries and the new unit for installation.
10. Individuals utilizing smart911.com to register their individual medications and medical condition. Virginia Scigliano explained that this site is where an individual can register and if and when the resident phones 911 in an emergency the responders will have this information immediately as they are on the way to your home. Caution should be taken when releasing this information due to “Spam”.

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.

11. Future Action Needed. Disaster Committee will meet again, once the portable radios are received and the vests, for training on same. Robert Ruggiano will meet with Helen Bohannon to discuss the action taken at this meeting. Al Matthews will provide information to Steve Unger for inclusion in the Lancaster Leader.

Adjourn. The meeting adjourned at 11:45 a.m.

Date: May 31,2015

[Back to Table of Content](#)

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.

MINUTES

Board of Directors Meeting

June 1, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

- I. Call To Order. The meeting was called to order by President Choice Edwards at 9:00 a.m. All board members were present: President Choice Edwards, Vice President John Muro, Second Vice President Fran Rubright, Treasurer, Steve Unger, and Secretary Virginia Scigliano. Six (6) residents were present.
- II. Establish Quorum/Proof of Notice. Notice and agenda were emailed to residents on May 18 and 29, and to mailboxes of residents without email. Meeting sign was posted at the entrance to Lancaster May 28 – June 1. Five (5) residents attended. Treasurer Steve Unger emailed the current financial report to all residents and put copies in the resident mailboxes of residents without email.
- III. Pledge of Allegiance. John Muro led the pledge of allegiance.
- IV. Reading/Approval of Previous Minutes. (May 4th, BOD Meeting). Motion by Virginia Scigliano to approve the minutes as published. Second by Steve Unger. 5 Yeas; 0 Nays. Motion passed.
- V. Financials.
 - D. Monthly Financials. Treasurer Steve Unger reported that we have approximated \$95,000 in reserves; \$23,500 in equity and over \$81,000 in CDs. All residents' monthly maintenance is current. Thirteen (13) residents have paid in advance.
 - E. Remove John Muro as signatory. Home Bank will remain as is. Motion by John Muro to remove his name as signatory; second by Fran Rubright; 4Yeas; 1Nays. Motion passed.
- VI. Unfinished Business: None.
- VII. New Business.
 - A. Approve Evaluation Form for Rating Management Companies' Proposals (RFPs). Motion by Virginia Scigliano to approve the Evaluation Form. Second by Steve Unger. 5Yeas; 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.

VIII. Committee Reports.

- A. Kings Ridge Master Board. Choice Edwards summarized this month's meeting. Update on sports facilities; run off water; golfers' admittance; underage persons remaining pass 30 days; and that the board voted to not renew the bulk contract with Brighthouse that ends 2016. 4 new billiard tables ordered. Minutes from the meeting are posted on the Kings Ridge website. NOTE: residents can request to have regular emails on this and all Kings Ridge activities and information.
- B. Lancaster Disaster Preparedness Committee.
1. Approval of purchase of 6 vests at \$18.97 plus tax and 4 Midland portable radios for \$134.95 and any tax for each one. Motion by Choice Edward to approve the expenditures for the vests and radios; Second by Fran Rubright. 5Yeas; 0 Nays. Motion passed. (These funds for these items are included in the current budget)Suggested that Coordinator Al Matthews maintain the radios and vests until needed.
 2. Approval of data resident survey information on separate cloud. Motion by John Muro second Steve Unger; 5Yeas; 0 Nays. Motion passed. Steve Unger with input this information when it is forwarded to him by Al Matthews.
- C. Neighborhood Networking Committee Meeting: Virginia Scigliano reported that the committee will not meet June, July or Aug., with the next meeting being Sept 3rd.
- D. Architectural Control and Maintenance Standards Committee (ACMSC); AKA (ACC); & (NARC):
- 2108 Grafton request to remove a portion of a hedge. Approved.

- IX. Open Forum. Resident Frank Dubuss presented the following concerns that he would like the board to consider. What are consequences of a golf course closing; Does Kings Ridge have an option to purchase the golf course if it closes; and if someone else purchases it can it be developed. Architectural issue regarding trees removed from golf course- can the resident replace the trees. What is Lancaster putting on lawns and is it toxic and what is Kings Ridge putting on common areas and golf course and is it toxic; and how toxic is the reclaimed water. Lynne Bridges expressed concern regarding the care, trimming and shaping of the Elm Trees in each resident's front yard and weeds in her yard. Work order procedures were reviewed. Choice Edwards will contact Robert Ruggiano to get an estimate from US lawns on the cost for shaping the Elm Trees.

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.

X. Next Regular Meeting Date. 9:00 a.m. July 6, 2015. Carrington Room. (Sept meeting moved to second Monday Sept. 14 due to Labor Day holiday)

XI. Special Board Meeting Date. 9:00 a.m. June 15, 2015. Banyon Room

1. Agenda: Evaluation and selection of Management Companies to be interviewed July 6, 2015, Regular Board Meeting.

XII. Adjourn. Motion by Steve Unger to adjourn. Second by Fran Rubright. 5 Yeas; 0 Nays. Motion passed. Meeting adjourned 10:10 a.m.

Signature: Virginia Tanner-Otts Scigliano

Dated: June 15, 2105

[Back to Table of Content](#)

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.

Minutes

Special Board of Directors Meeting June 15, 2015

9:00 a.m

Royal Clubhouse – Banyon Room

- I. Call To Order. The meeting was called to order at 9:00 a.m. by President Choice Edwards.
- II. Establish Quorum/Proof of Notice. All five Board members were present. Choice Edwards, John Muro, Fran Rubright, Steve Unger and Virginia Scigliano. Four (4) residents attended. Notice for the meeting was included with each of the notices for the June 1st regular board meeting. In addition email was sent to all residents on June 6th and June 13th. Meeting sign was posted at the Lancaster entrance June 11th – June 15th.
- III. Pledge of Allegiance. John Muro led the pledge of allegiance.
- IV. Reading/Approval of Previous Minutes. (June 1, BOD Meeting) Motion by John Muro to approve the minutes as published with the amendment changing the Sept board meeting date to the 14th. Second by Fran Rubright. 5 Yeas; 0 Nays. Motion passed.
- V. New Business:
 - A. Evaluation and selection of Management Companies to be interviewed July 6, 2015. Motion by Choice Edwards to interview three companies: Blue Water, Sentry, and Leland. Second by Fran Rubright. Discussion. 3 yeas; 2 Nays. Motion passed. Thank you emails will be forwarded to the management companies not selected for interview. Emails will be sent to the three companies selected for interview. Secretary Scigliano was requested to handle this.
- VI. Open Forum. Trimming of Elm trees will be discussed at a future meeting.
- VII. Next Regular Meeting Date. 9:00 a.m. July 6, 2015. Carrington Room.
- VIII. Adjourn. Motion by Fran Rubright to adjourn the meeting. Second by John Muro. 5 Yeas; 0 Nays. Motion passed. Meeting adjourned 9:45 a.m.

Signature: Virginia Tanner-Otts Scigliano

Dated: July 6, 2015

[Back to Table of Content](#)

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.

MINUTES

Board of Directors Meeting

July 6, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

- I. Call To Order: The meeting was called to order by President Choice Edwards at 9:00 a.m.
- II. Establish Quorum/Proof of Notice. All Board members were present. Choice Edwards, John Muro, Fran Rubright, Steve Unger, and Virginia Scigliano. 4 residents were present. Notice was emailed to residents on June 21st and July 3rd and hand delivered to residents mailboxes. June financials were emailed and hand delivered. Meeting sign was posted at the entrance July 2-6
- III. Pledge of Allegiance: John Muro led the pledge of allegiance.
- IV. Reading/Approval of Previous Minutes: (May 15th, Special BOD Meeting) Motion to approve the minutes as previously published by Steve Unger; Second by John Muro. 5Yeas; 0 Nays. Motion passed.
- V. Financials. (Steve Unger).
 - A. Monthly Financials. Steve Unger reported that Lancaster is in good shape with over \$23,000 in equity, over \$80,000 In CD's and over \$96,000 in reserves. No homeowner is in arrears with 11 having prepaid and 30 paying by ACH transfer. Next month we need to do a preliminary 2016 budget, and targeting September to finalize the budget. Next month we need to do a preliminary budget, and targeting September to finalize the budget.
- VI. Unfinished Business: None.
- VII. New Business. None.
- VIII. Committee Reports.
 - A. Kings Ridge Master Board. Choice Edwards reported that traffic committee was discharged and a new safety committee appointed. East wing demolition for renovation has started. Minutes included in Royal Times newsletter and also posted on line.
 - B. Neighborhood Networking Committee Meeting. Virginia Scigliano reported that the committee has adjourned for the summer and will reconvene in September.
 - C. Lancaster Disaster Preparedness Committee Update. Virginia Scigliano/Choice Edwards provided an updated. Secretary needs to forward an update of block captains to Charlie O'Neill.

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.

D. Architectural Control and Maintenance Standards Committee. (ACMSC); AKA (ACC); & (NARC): (JohnMuro). No requests.

IX. Open Forum. Charlie O'Neill reported that we are averaging 50 hits a month on the website. The Board expressed appreciation for Charlie O'Neill's continuing to man this for us. John Muro expressed appreciation from the Board for the folks who did the decorations at the entrance. Janet Nestel inquired about the Bright house contract that will be discontinued Dec. 2016. Helen Bohannon inquired about the electricity needed at the Lancaster entrance for the Christmas decorations.

X. Management Company Interviews. (10:00 a.m. – 1:00 P.M.) Blue Water; Leland, and Sentry were interviewed.

Motion by Fran Rubright to engage Sentry as Lancaster's management company subject to contract approval by the Board, contingent on attorney review and sign off. Second by Choice Edwards. 3Yeas; 1 Nay; 1 abstention. Motion passed.

Motion by Choice Edwards to approve the contract as amended. Second by John Muro. 4Yeas; 0 Nays. Motion passed. Fran Rubright was out of the room.

XI. Next Regular Meeting Date. August 3rd, 2015. Carrington Room.

XII. Recess meeting 9:35 a.m. Reconvened meeting at 9:50 a.m. Motion by John Muro to adjourn the meeting. Second by Steve Unger. Unanimous. Meeting adjourned 1:15 p.m.

Signature: Virginia Tanner-Otts Scigliano, Secretary

Date Approved: August 3, 2015

[Back to Table of Content](#)

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.

MINUTES

Board of Directors Meeting

August 3, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

1. Call To Order: The meeting was called to order by President Choice Edwards at 9:00 a.m.
2. Establish Quorum/Proof of Notice. All Board members were present. Choice Edwards, John Muro, Fran Rubright, Steve Unger, and Virginia Scigliano. 2 residents were present. Notice was emailed to residents on July 22nd and July 29th and hand delivered to residents mailboxes. July financials were emailed and hand delivered. Meeting sign was posted at the entrance at least 48 prior to the meeting according to Florida Statutes
3. Pledge of Allegiance: John Muro led the pledge of allegiance.
4. Introduction of Randy Miller, VP Clermont Division and Marlene Belcher, Assistant District Manager, Clermont Division. Ms. Belcher will be the Community Manager for Lancaster. Ms. Belcher will contact Mr. O'Neill asking him to send an email from the Board introducing Ms. Belcher. A Welcome Letter will be sent to each resident along with their payment coupons.
5. Approval of July 6, 2015 Minutes: Ms. Scigliano made the motion to approve the minutes as written, which was seconded by Mr. Muro and carried with a unanimous voice vote.
6. Financials. (Steve Unger).
 - A. Monthly Financials. Mr. Unger reported that Operating Cash in Bank amounted to \$25,867.51 with Reserves totaling 97,121.91. Ms. Scigliano informed the Board that she had spoken to Clayton & McCulloh about the association's bill for Sentry's contract review, which they informed her amounted to \$550. Mr. Edwards made a motion to pay the bill when it was received as long as it did not exceed \$825, which was seconded by Mr. Muro and carried with a unanimous voice vote.
7. Unfinished Business: None.
8. New Business:
 - Stipulation Of Purchase – With the potential of two sales pending Ms. Belcher explained that the Stipulation of Purchase (signed before closing) was used in all neighborhoods that Sentry manages. Unlike the Age Affidavit required by the Master Association, this form verifies 55+ before an estoppel is issued. Ms. Rubright made a motion to approve the Stipulation of Purchase, which was seconded by Mr. Muro and carried with a majority vote. Mr. Unger opposed.
 - Elm Tree Maintenance – Mr. Edwards asked – Should residents trim their own trees? Mr. Muro thought it would be a good idea for the Association to have the trimming done every two-three years to keep conformity in the neighborhood. Ms. Rubright opposed this expense and re-

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.

sponsibility. Mr. Unger stated that the quote received from the landscaper was high. Ms. Belcher will get some additional quotes for a comparison. The Networking Group will also be asked how other neighborhoods handle the trees. Ms. Scigliano made a motion to postpone any decision on this item until the next meeting, which was seconded by Ms. Rubright and carried with a unanimous voice vote.

9. Committee Reports.

- M. Kings Ridge Master Board. Mr. Edwards reported that the east wing renovation is underway. It should be completed by October. The North Spa renovations look great; however, a camera and a lock were stolen. The Safety Committee has a new chairperson. Counsel is being contacted as to the liabilities of moving forward with enforcement. Options to bulk cable are being looked into. The Harvest Market has been canceled for this year.
- N. Neighborhood Networking Committee Meeting. Ms. Scigliano reported that the committee will start up again in September.
- O. Lancaster Disaster Preparedness Committee Update. Mr. Edwards reported that the radios had been checked and the data would be verified.
- P. Architectural Control and Maintenance Standards Committee. (ACMSC); AKA (ACC); & (NARC): Mr. Muro mentioned inspecting backyards. It really depends on how picky you want to be! Mr. Hulin has a list of possible backyard violations. 2063 and 2067 Dobson had submitted applications to remove some diseased pine trees. Mr. Muro made a motion to approve the applications, which was seconded by Mr. Edwards and carried with a unanimous voice vote. The flag code was also discussed

10. Open Forum.

- Ms. Belcher suggested that a meeting be scheduled just to share information. Ms. Belcher will schedule a meeting for 9:00 am on a day convenient for all.
- Mr. Unger stated that even though the D&O Policy was for three years – no renewal had been received. Ms. Belcher will contact Hillcrest Insurance.
- The HomeBank CD matures on Sept. 12. Mr. Muro made a motion to empower the account signers to close out the CD and the \$100 account at Home Bank. Payoff should be in the form of a cashier's check signed over (For Deposit Only) to Sentry Management to be deposited in the new reserve account. Mr. Unger seconded the motion, which carried with a unanimous voice vote.

11. Next Regular Meeting Date. September 14, 2015 in the Carrington Room.

12. Adjourn. Ms. Rubright made a motion to adjourn the meeting at 10:37 am, which was seconded by Mr. Unger and carried with a unanimous voice vote.

Respectfully Submitted,
Marlene Belcher, LCAM
Virginia Scigliano, Secretary

Date Approved: September 14, 2015

[Back to Table of Content](#)

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.

MINUTES

Board of Directors Meeting

August 26, 2015, 2:30 p.m. Sentry Management

1645 E. Hwy 50, Ste. 201
Clermont, FL 34711

- I. Call To Order: The meeting was called to order by President Choice Edwards at 2:40p.m.
- II. Establish Quorum. All Board members were present. Choice Edwards, John Muro, Fran Rubright, Steve Unger, and Virginia Scigliano. Notice was emailed to residents.
- III. Concern about Coupon Mailings – The Board expressed a concern over the initial mailing and reported that the mass email to correct it had not been sent. Mr. Miller accepted responsibility for not following up with the email blast to help clarify. The Board discussed some additional needs for the letter and requested that Mr. Miller update them. Mr. Miller stated that he will make the changes and submit it to the Board for their approval. Mr. Miller stated that the draft would be completed by this afternoon. Mr. Miller stated following the Board's approval, the letter would be emailed to all accounts with addresses and direct mailed to those accounts that did not have email.
- IV. Questions about Auto-Pays. Ms. Rubright asked for an update on existing autopay accounts. Mr. Miller explained that some residents had already submitted changes. Discussion occurred. Mr. Edwards made a motion to have Mr. Unger cancel all auto pays after the September payment had been processed. Ms. Rubright seconded. The motion carried.
- V. Invoices – Mr. Unger asked for updates on invoices for D&O and for the Counsel. Mr. Miller stated they were paid and Mr. Unger asked for copies. Mr. Miller stated that he will have them at the next BOD meeting. Mr. Unger also asked about the auto pay for SECO. Mr. Miller stated that would be updated with the Sentry mailing address and the auto pay would be stopped after the September payment.
- VI. New Owners- The Board asked that Janet be notified of all new owners as she welcomed them to the community with a gift card and she would seek reimbursement. Mr. Miller stated that a Board Member should forward all receipts with authorization to reimburse. Mr. Miller stated that payment would take at least two weeks, if the Board was comfortable with that turnaround. Mr. Edwards stated that two weeks was fine.
- VII. Budget – the Board discussed the Budget and the possibility of increasing. The Board reminded Mr. Miller that Ms. Belcher was securing bids for tree trimming to help firm up Budget Numbers. Mr. Miller stated that further discussion should occur at the upcoming Budget meeting.

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.

- VIII. Communication.
- IX. The Board stated that communication should be more prevalent. Mr. Miller stated that Marlene and he would continue to work with everyone to help the transition.
- X. Next Regular Meeting Date. September 14, 2015 in the Carrington Room.
- XI. Adjourn. Ms. Rubright made a motion to adjourn the meeting at 3:55pm, which was seconded by Mr. Edwards and carried with a unanimous voice vote.

Respectfully Submitted,
Randy Miller, CAM

Date Approved: September 14, 2015

[Back to Table of Content](#)

Lancaster

At Kings Ridge Neighborhood Association Inc.

MINUTES Board of Directors Meeting

September 14, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

1. Call To Order: The meeting was called to order by President Choice Edwards at 9:00 a.m.
2. Establish Quorum/Proof of Notice. All Board members were present. Choice Edwards, John Muro, Fran Rubright, Steve Unger, and Virginia Scigliano, which constituted a quorum. Marlene Belcher and Randy Miller represented Sentry Management.
3. A notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours to the meeting according to Florida Statutes.
4. Pledge of Allegiance: John Muro led the pledge of allegiance.
5. Approval of August 3, 2015 Minutes: Ms. Scigliano made the motion to approve the minutes as amended- taking out the second sentence in IV. Ms. Rubright seconded the motion, which carried with a unanimous voice vote.
 - a. Approval of August 26, 2015 Minutes: Ms. Scigliano made a motion to approve the minutes as amended-changing Mr. Rubright to Ms. Mr. Muro seconded the motion, which carried with a unanimous voice vote.
6. Reports
 - **Manager –**
 - Mr. Miller stated that Mr. Unger had stopped all auto pays with BB&T starting in October. Late/Interest fees will not be charged until January 2016. Ms. Belcher stated that she planned on reaching out to homeowners who had been on autopay with BB&T, but have not yet signed up with Union Bank. SECO ACH Debit had been canceled. The bills will be sent to Sentry Management.
 - Ms. Belcher stated that she had picked up yellow copies of approved architectural applications at the clubhouse and will have them keyed into the Sentry system.
 - Ms. Scigliano provided copies of all board certifications with the exception of Mr. Muro.
 - There were two closing – 2049 and 2055 Dobson.
 - Board agreed to have Ms. Belcher send out the compliance Letter out to homeowners and tenants. This will give them a chance to correct any concerns before additional notices to individuals are sent. Mr. Edwards suggested adding something about proper flag protocol.
 - The use of distributing email addresses was discussed. An OPT OUT alternative will be included in the compliance letter letting homeowners decide if they want their email addresses shared.
 - **Financial –** Preliminary Cash in Bank Operating for August is \$24,517.01. Due to Management Fees, Copies/Printing/supplies and Legal Fees, Expenses exceeded Income by \$1,254.19.
 - **Committees**
 - Master & Clubhouse – Mr. Edwards reported that issues are still trying to be worked out with how golfers are processed coming into the community. Renovation cost is now run-

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.

ning between \$805,000 - \$875,000. The bulk cable contract with Brighthouse will expire December 2016. The Master Assn will not be renewing the contract. There may be an increase of applications to install satellite dishes. The Traffic Safety Committee has very few traffic accidents in Kings Ridge to study to come to any conclusions.

- NARC – Mr. Muro suggested that all submitted applications be on a fast track and then ratified at the next Board meeting. Ms. Scigliano and Ms. Rubright agreed that an application should only be fast tracked if it is an emergency.
- Networking – Ms. Scigliano reported that road resurfacing and replacement along with the maintenance of the front canopy trees were discussed. Contacting the Department of Forestry could provide information about trees.
- Disaster Preparedness – Mr. Edwards reported that all equipment has been checked and is in order.

7. OLD BUSINESS

- A. Elm Tree Maintenance – Structural pruning of the elm trees was discussed. Ms. Rubright stated that she had her trees trimmed and couldn't tell the difference from before and after. Mr. Edwards had heard comments that the trees didn't look good. Mr. Edwards made a motion that the Association maintain the front elm trees (no replacement), which was seconded by Ms. Rubright and carried with a unanimous voice vote. Ms. Belcher will contact the Department of Forestry to get some information on the pruning of trees.
- B. Close Out Remaining Accts/Sweep of BB&T Funds- Mr. Unger stated that the expiring CD had not been renewed. A check for the reserve account is forthcoming.

8. NEW BUSINESS

- A. Approval of 2016 Budget – The proposed budget has a monthly increase of \$6. Mr. Edwards stated that by increasing the assessment fees now is understandable. Ms. Rubright made a motion to approve the proposed 2016 budget, which was seconded by Mr. Edwards and carried with a majority voice vote. Mr. Unger opposed.
- B. Property Insurance Waiver – Ms. Rubright made a motion to sign the property insurance waiver, which was seconded by Ms. Scigliano and carried with a unanimous voice vote.
- C. CPA Engagement- Ms. Belcher will get some quotes to confirm engagement of a CPA company for 2015.
- D. Official/Unofficial Association Activities – Mr. Edwards stated that all official neighborhood activities that are noticed as such need Board approval. Ms. Scigliano mentioned that funds can be allocated to activities as long as they are approved by the Board.

9. Open Forum.

10. Next Regular Meeting is scheduled for October 5, 2015 in the Carrington Room.

11. Adjourn. Mr. Muro made a motion to adjourn the meeting at 10:34 am, which was seconded by Ms. Scigliano and carried with a unanimous voice vote.

Respectfully Submitted,

Marlene Belcher, LCAM

Virginia Scigliano, Secretary

Date Approved: October 5, 2015

[Back to Table of Content](#)

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.

MINUTES

Board of Directors Meeting

October 5, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

1. Call To Order: The meeting was called to order by President Choice Edwards at 9:00 a.m.
2. Establish Quorum/Proof of Notice. Choice Edwards, John Muro, Fran Rubright and Virginia Scigliano were present, which constituted a quorum. Marlene Belcher represented Sentry Management.
3. A notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours to the meeting according to Florida Statutes.
4. Pledge of Allegiance: John Muro led the pledge of allegiance.
5. Approval of September 14, 2015 Minutes: Mr. Muro made the motion to approve the minutes as written. Ms. Scigliano seconded the motion, which carried with a unanimous voice vote.
6. Reports

- **Manager –**

- Accts 1, 10 & 11 – Ms. Belcher will contact these homeowners.
- Architectural Applications – The application process has not changed. After the NARC and ACC either approve or deny an application, Ms. Belcher will pick up the yellow copy and key into the Sentry System; thus, keeping track of all applications. Mr. Muro suggested holding all applications until the next meeting – no fast tracking. Mr. Edwards had suggested meeting quarterly – On the months when the Board does not meet, Mr. Muro will send the apps to Ms. Belcher so she can send them to the Board for an email approval. Vote will be ratified at the next meeting.
- Mr. Muro was reminded that his certificate should be turned in for the files.
- Inspection – Ms. Scigliano and Mr. Muro and possibly Mr. Hulin will accompany Ms. Belcher on the first inspection of the property on October 20, weather permitting. Ms. Belcher will confirm the date and time with volunteers.

Ms. Belcher's complete report will be included in the minute book.

- **Financial –** Three checks were received closing HomeBanc and BB&T accounts. The September financial is being compiled to include these deposits. When Ms. Belcher receives the financial she will forward it to the board.

- **Committees**

- Master & Clubhouse – Mr. Edwards reported that the 2016 assessment fees will be for \$101 for each (Master and Clubhouse) per month. Even though some problems increased construction costs of the renovation of the East Wing, target date is still set for November. The north spa camera system has been installed. Additional golf cart parking by the pool will be added. New bar code IDs is being researched. SECO will be trimming trees. The non-renewal of the cable contract was discussed. Ms. Belcher mentioned that another neighborhood had met with a couple of consulting firms, who will negotiate bulk rate pricing for the neighborhoods. Billing could be separated into neighborhoods.

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.

- NARC – Will be discussed as an agenda item.
 - Networking – Mr. Muro stated that by re-sealing roads every few years, they could last another 30 years. Reserve funding is necessary to cover the re-milling of the roads and the painting of the houses. The speeding on Capland Avenue was reviewed and only about 28% of the vehicles using the road were speeding. Mr. Muro stated that some things re-layed at the Master Meeting didn't seem to add up – you can't believe everything you hear. Since everyone has a different opinion for the rules for golf carts maybe the Master should look into it.
 - Disaster Preparedness – no report.
7. OLD BUSINESS
- A. Elm Tree Maintenance – A report from the Forestry Department recommends that no branches should be removed unless a need existed (i.e. obstruction of light poles and clearance for city trucks). Board agreed to check trees next year for any obstructions.
 - B. CPA Engagement - Ms. Belcher will obtain a couple more quotes.
8. NEW BUSINESS
- A. Applications
 - Roof Replacements – Ms. Rubright made a motion to approve applications from 2074 & 2086 Dobson and 2088, 2108 & 2120 Grafton for a new roof, which was seconded by Mr. Edwards and carried with a unanimous voice vote.
 - Hardware Change – Ms. Rubright made a motion to approve changing the hardware to brass nickel at 2120 Grafton, which was seconded by Ms. Scigliano and carried with a unanimous voice vote.
9. Open Forum-
- Member asked when the budget would be distributed to residents – in November with the 2016 coupons.
 - Excessive weeds will be reported to US Lawn.
 - Ms. Scigliano mentioned that all members should sign up on the Sentry website so they can access community pro and be included in email blasts.
 - Painting in 2016 will be included on the next agenda. Soffits and fascia should be included in the bid.
10. Next Regular Meeting – Ms. Rubright made a motion to not have a November meeting and meet again in December – maybe leading up to meeting quarterly. Mr. Edwards seconded the motion, which carried with a unanimous voice vote.
11. Adjourn. Ms. Scigliano made a motion to adjourn the meeting at 10:08 am, which was seconded by Ms. Rubright and carried with a unanimous voice vote.

Respectfully Submitted,
Marlene Belcher, LCAM
Virginia Scigliano, Secretary

Date Approved: October 5, 2015

[Back to Table of Content](#)

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.

November, no meeting scheduled.

The Lancaster BoD did not schedule a board meeting for this month.

The next meeting is scheduled for December 7, 2015.

[Back to Table of Content](#)

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.

MINUTES

Board of Directors Meeting

December 7, 2015, 9:00 a.m.

Royal Clubhouse – Carrington Room

1. Call To Order: The meeting was called to order by President Choice Edwards at 9:00 a.m.
2. Establish Quorum/Proof of Notice. All Board members were present: Choice Edwards, John Muro, Fran Rubright, Steve Unger and Virginia Scigliano, which constituted a quorum. Marlene Belcher represented Sentry Management.
3. A notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours to the meeting according to Florida Statutes.
4. Pledge of Allegiance: John Muro led the pledge of allegiance.
5. Presentation - Mr. Al Mathews, Fire Protection Specialist, with the Florida State Marshal's Division spoke about smoke and carbon monoxide detectors and battery replacement, electrical overloads and the A-B-C's of portable fire extinguishers.
6. Approval of October 5, 2015 Minutes: Mr. Muro made the motion to approve the minutes as written. Ms. Scigliano seconded the motion, which carried with a unanimous voice vote.
7. Reports
 - **Manager –**
 - Accts 18, 23, 28 & 54 – Ms. Belcher has made several written attempts to contact homeowners about their account. A visit to each may be in order to explain auto pay.
 - Acct 35 - will be sent replacement coupons.
 - Mr. Muro was reminded that his certificate should be turned in for the files.
 - Inspection – Board agreed that another first letter should be sent to 2085, 2054 & 2063 Dobson and 2105 Grafton for driveway cleanup. 2108 Grafton has a 'patio' with concrete blocks as its foundation in the backyard. Letter of possible violation will be sent. 2066 Dobson and 2079 Grafton will get another first letter for stumps.
Ms. Belcher's complete report will be included in the minute book.
 - **Financial –** Operating Cash is at \$18,808.27 with Reserves totaling \$101,243.59. Expenses exceed Income by \$333.48. Mr. Unger asked if he could get the financial electronically along with the bank statements. Mr. Edwards made a motion to do so, which was seconded by Mr. Unger and carried with a unanimous voice vote. He will also receive new coupons and the budget. Ms. Belcher will send the budget to Mr. O'Neill. A possible reimbursement to homeowners was discussed.
 - **Committees**
 - Master & Clubhouse – Mr. Edwards reported that cable vendors will be asked to give presentations as March pricing approaches. Voting on a new security company was tabled

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.

until the next meeting. Leland Management changing banks has caused some confusion among residents.

- Master ACC - Ms. Scigliano thought that it was important to have a neighborhood rep at this meeting. She suggested that she and Mr. Muro alternate meetings. Committee meets the 1st and 3rd Wednesdays of the month. ACC is asking that neighborhoods provide addresses that have satellite

dishes. Because the cable contract will not be renewed next year, there may be an increase of applications requesting satellite dish approval. Mr. Muro stated that the information was being gathered. Mr. Edwards stated that there was plenty of time and make a decision about a bulk cable contract - or not

- NARC –
 - 2066 Dobson – roof replacement
 - 2082 Dobson-roof replacement
 - 2092 Grafton – remove/replace tree
 - 2141 Grafton-solar tubes

Mr. Muro made a motion to approve all applications, which was seconded by Mr. Edwards and carried with a unanimous voice vote.

- Networking – Mr. Muro stated that there was another discussion on cable.
- Disaster Preparedness – Mr. Matthews reported another quiet season. Ms. Scigliano made a motion that Mr. Matthews provide Ms. Belcher with Emergency Contact info for the files, which was seconded by Mr. Edwards and carried with a unanimous voice vote. Mr. Matthews will keep originals forms.
- Paint - Mr. Muro made a motion to appoint Mr. Edwards, Mr. Hughes, Mr. Ruggiano and Mr. Hulin to the paint committee. Mr. Hughes to Chair. Ms. Rubright seconded the motion, which carried with a unanimous voice vote. Adding colors should be considered.

8. OLD BUSINESS

- A. CPA Engagement - After some discussion, Mr. Muro made a motion that Mr. Unger prepare the year- end financial from information provided by Sentry Management. 2015 taxes to be done by Mr. Gordon as in the past. Ms. Rubright seconded the motion, which carried with a unanimous voice vote.

9. NEW BUSINESS

- B. Legal Update - Ms. Scigliano's summary will be included in the minute book.
- C. Appointments

- Master Representative - Choice Edwards
- Three Voting Members = Ms. Scigliano, Mr. Unger and Ms. Rubright

Mr. Muro made the motion, which was seconded by Mr. Edwards and carried with a unanimous voice vote.

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.

- D. Lawn Maintenance Appreciation - Ms. Scigliano made a motion that up to \$100 could be spent on this expense, which was seconded by Ms. Rubright and carried with a unanimous voice vote.
- E. Domain/Website - After some discussion, Mr. Muro stated that the website/domain should be supported for another year. Ms. Scigliano made a motion to do so with copies of future invoices also going to Mr. O'Neill, which was seconded by Mr. Muro and carried with a unanimous voice vote
10. Open Forum-
- Portal Instructions - Ms. Belcher will send to Ms. Scigliano along with a new owner's list.
 - Agenda will be sent to Ms. Scigliano in the form of a word doc when the package is sent.

 - Ms. Bohannon stated that better communication was needed to tell residents about meetings. Mr. Edwards thought that residents didn't care to come to meetings and didn't make a difference if they saw an agenda or not. He stated he would personally hand deliver an agenda to anyone that requested it. Mr. Muro stated that they come only when they have a complaint.
 - Christmas Decorations - Ms. Bohannon suggested that a company be hired to install decorations next year. She will investigate.
 - Ms. Bohannon stated that \$305 had been collected for the lawn care employees.
11. Next Regular Meeting – Will be held on January 4, 2016.
12. Adjourn. Ms. Rubright made a motion to adjourn the meeting at 11:51 am, which was seconded by Mr. Edwards and carried with a unanimous voice vote.

Respectfully Submitted,
Marlene Belcher, LCAM
Virginia Scigliano, Secretary

Date Approved: January 4, 2016

[Back to Table of Content](#)

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