

Lancaster at Kings Ridge Neighborhood Association, Inc. BOD Meeting

October 11, 2021, held at Kings Ridge Clubhouse

- Barbara (Kay) Weiss called meeting to order at 9:00 am
- Quorum was established: Barbara (Kay) Weiss, Margaret Goedeker, William (Bill) Hughes, Pat Kehoe and Linda Lawson were present.
- Certification of Notice – Met the required 14 day-notice as posted Agenda at the Kings Ridge Clubhouse, placed signs at entrance of neighborhood, and sent a neighborhood email notification.
- Pledge of Allegiance
- Notice received to record meeting as requested by Dolores Thomas
- Barbara (Kay) Weiss announced an agenda change.

September 13, 2021 minutes presented. Margaret Goedeker motioned to approve the minutes; Pat Kehoe, second. Approved as amended. **Motion carried unanimously**

Treasures Report – by Margaret Goedeker

- Good standing, which included an annual insurance payment and legal opinion due to resident inquiries. Discussion was held. William (Bill) Hughes motioned to accept the report. Pat Kehoe second. **Motion carried unanimously.**

Manager's Blue Water Report as of last month – by Katie Perez with Blue Water

- No past due notices.
- Five violations of which one is on hold and one is on 3rd occurrence.

Old business

2021 Reserve Study – Review & Adopt

- Margaret Goedeker explained the Reserve Study process and included painting, road resealing, and road paving. Discussion was held. Barbara (Kay) Weiss motioned to approve the reserve study. Linda Lawson second. **Motion carried unanimously.**

2022 Proposed Budget

- Margaret Goedeker explained the budget process. Although operating expenses increased, we kept expense down so were able to absorb the increase. The budget increase is due to funding the reserves. Discussion was held. Barbara (Kay) Weiss motioned to approve the 2022 Budget. William (Bill) Hughes second. **Motion carried unanimously.**

Lancaster at Kings Ridge Neighborhood Association, Inc. BOD Meeting

New Business

DWC Tree Inspection

- Chris Weiss was able to secure a deal with DWC Tree to trim the Elm trees, at homeowner's expense. Discussion was held. The board approved an Eblast to the neighborhood regarding the details to sign-up for the service.

Grate Repair Approval

- Barbara (Kay) Weiss was notified by the Kings Ridge Master Board that Lancaster had a grate in need of repair. Lancaster BOD secured a quote from DMI, which is \$400 just to replace the rubber seal and \$1350 to replace the grate. This is a discounted bid, as Lancaster is teaming up with other neighborhoods. Linda Lawson motioned that Lancaster repair the grate for \$400, up to \$1800, to be paid out the Reserves budget item. Margaret Goedecker second. **Motion carried unanimously.**

Vehicle Overnight Parking

- Barbara (Kay) Weiss reminded the homeowners to request permission from the President to approve parking exceptions, e.g., overnight on the street, campers in driveways. In a recent incident the homeowner did not secure permission. By the time the President learned of the infraction the vehicle had been moved. Discussion was held around the board's recourse when a parking infraction occurs. Katie Perez confirmed that an incident reported with a date, time and photo of the violation was enough for the CAM to send a violation letter.

4.5a Neighborhood Mailbox Usage

- Barbara (Kay) Weiss read the Kings Ridge Master Guideline on the proper usage of the resident mailboxes, which is only for Lancaster BOD approved use. The Lancaster BOD approve its use for board and committee communications, which includes birthday, sympathy, get well, and well wishes cards. Personal communication with residents may be conducted via phone, US mail, and in-person conversations.

NEIGHBORHOOD NEWS RECEPTACLE 4.5a

ANY CHANGE TO THE OUTSIDE OF THE HOME REQUIRES BOTH NARC AND ACC APPROVAL

This guideline covers the construction and use of "Neighborhood News Receptacle".

If the Neighborhood Association Board of Directors approves of installing receptacles, then the Neighborhood BOD must purchase and install the receptacles for all of their residents. This receptacle may be attached to the current mailbox post or another approved location. For uniformity and aesthetic appearance, individual residents are not permitted to build, purchase or install their own receptacles.

Lancaster at Kings Ridge Neighborhood Association, Inc. BOD Meeting

1. A Neighborhood Guideline is required to define the construction of the receptacle and location and method of attachment. The Neighborhood Guideline must be approved by the Master ACC prior to any receptacle installation.
2. The receptacles shall be attached in such a way that they do not interfere with US Mail delivery. If the Neighborhood BOD decides to discontinue their use of the receptacles they must be removed and the locations restored to their original appearance.
3. Individual homeowners are not permitted to install, remove or change their receptacle.
4. After installation, the maintenance and appearance of the receptacle will become the responsibility of the homeowner. Replacements, if required, will be the responsibility of the neighborhood in order to maintain uniformity.
5. The receptacles may be used only for the distribution of Neighborhood news or other items specifically approved by the Neighborhood BOD. The receptacles may NOT be used for vendor advertisements, personal communication or any purpose not approved by the Neighborhood BOD.

End of Guideline 4.5a Approved by MB Board of Directors September 22, 2021 Effective September 22, 2021

Possible New Home Paint Colors – by Diane Pilkinton

The Kings Ridge Master will vote to accept or reject the additional new colors at their October 27th BOD meeting. Barbara (Kay) Weiss will represent Lancaster in this vote. Barbara (Kay) Weiss will present a collective vote at the Master Board meeting.

Committee Reports

1. KR Master Board Liaison Report - Barbara (Kay) Weiss – see Kings Ridge Royal Times. No action taken
2. KR Neighborhood Networking Committee Report - Barbara (Kay) Weiss and Dolores Thomas attended the meeting - No action taken
3. Architectural – NARC – Lou Halter – 2 applications approved: 2109 Graft removal of pine trees and 2063 Dobson install new front door.
4. Opticaltel Coalition - Choice Edwards – No report
5. Lancaster Website - Linda Lawson – Discussion held on recent changes to the Lancaster website. No action taken.
6. Lawncare and Mulch - John Lawson – No report
7. Welcome and Sunshine - Bob & Susie Pamplin, Janet Nestel – No report
8. Entertainment/Activities - Linda Cronin; Chris Weiss; Bob & Susie Pamplin - Barbara (Kay) Weiss accepted a new member to the committee, Fran Rubright.
9. Neighborhood Emergency Preparedness - Margaret Goedeker – 1 more meeting this year. No action taken
10. Decorations - Linda & John Lawson – No report
11. Reserves Committee - Margaret Goedeker – See Budget agenda topic

Lancaster at Kings Ridge Neighborhood Association, Inc. BOD Meeting

Open Forum - Discussions held regarding the community garage sale, house painting, the Lancaster website, and violation for infractions that are very old. No action taken

Establish date of next meeting is November 8, 2021

Barbara (Kay) Weiss motioned to adjourn at 11:05am

Linda M Lawson
Lancaster BOD, Secretary
Approved November 8, 2021

APPROVED

Lancaster at Kings Ridge Neighborhood Association, Inc. BOD Meeting

October 11, 2021 Treasurer's Report

(corrected 10/12/2021 mg)

September 1, 2021 Operating Account Opening Balance		\$31,434.89
September 1, 2021 Payments		
Seco Energy (August Service)	186.72	
Opticaltel (September Service)	3,927.61	
First Insurance Funding (September Payment)	234.74	
Blue Water Management (September Service)	400.00	
Blue Water Web Hosting (September Service)	25.00	
Blue Water Copy/Print/Supply (August)	25.80	
Blue Water Postage (August)	20.65	
Misc. Admin & General (August)	2.25	
Dora Landscaping Irrigation Repair (July Service)	158.36	
September 15, 2021 Payments		
Dora Landscaping (September service)	3,750.00	
September Reserves	1,632.10	
Sihle Insurance Group Annual Premium:		
**October 2021–September 2022 Policy (prepaid)	3,503.85	
Ruggieri Law Firm – requested research and opinion	405.00	17,162.83
September Deposits		12,321.38
September 30, 2021 Operating Account Ending Balance		29,484.21
October 1, 2021 Payments:		
Seco Energy (September Service)	199.73	
Opticaltel (October Service)	3,927.61	
Blue Water Management (October Service)	400.00	
Blue Water Web Hosting (October Service)	25.00	
Blue Water Copy/Print/Supply (September)	24.90	
Blue Water Postage (September)	5.80	
Miscellaneous Admin. & General	1.50	
Kings Ridge Clubhouse Printing	3.48	
GeekITDown	47.91	24,848.28
October 11, 2021	October Deposits to Date	_____
October 11, 2021	Operating Account Balance to Date	_____

October 15, 2021 Payments:		
Dora Landscaping (October Service)	3,750.00	
September Reserves	1,632.10	

Sept 30, 2021 Reserve Balances::

Paving \$48,633.09 Painting \$56,417.22 Road Sealing \$1,894.07

Lancaster at Kings Ridge Neighborhood Association, Inc. BOD Meeting

Lancaster 2022 Approved Budget

Approved Oct. 11, 2021

	Approved 2022 Budget		Approved 2021 Budget
INCOME			
40000 Assessment Income	154,872.00		142,560.00
TOTAL ASSESSMENT INCOME	154,872.00	\$12,312.00 8.6 % increase over 2021	142,560.00
OPERATING EXPENSES			
62250 Contract Lawn Service	46,350.00	Contract	45,000.00
62290 Contracted Mulch	7,700.00	Quote	3,400.00
62280 Contracted Chemical Spraying	included in Lawn		(included)
62270 Irrigation	3,600.00	anticipated costs	3,600.00
65120 Electric Street Lights	2,683.00	4 % increase over '21 budget	2,580.00
65170 Bulk Cable/Internet/Phone service	48,821.00	Contract	48,260.40
TOTAL GROUNDS AND UTILITIES	109,154.00	\$6,314.00 increase over 2021 (6.1%)	102,840.40
Management and Administrative			
60300 Management Fee	4,800.00	Contract	4,800.00
60390 Postage	208.00	4% increase over '21 projected cost	293.00
60160 Copies/Printing/Supplies	1,248.00	4% increase over '21 projected costs	3,000.00
60420 Webmaster	1,800.00	\$300 BW Web Host plus Lancaster Web Site	1,965.00
60180 CPA Services (tax return)	250.00	No change	250.00
60170 Annual Corporate Report	65.00	Anticipated cost	130.00
60280 Legal	3,000.00	No Change/Anticipated costs	3,000.00
60250 Insurance Bundle (Includes Liability, Directors/Officers and Crime)	3,504.00	2022 Insurance Proposal	3,364.45
60410 Special Events	300.00	no change	300.00
60430 Welcome/Bereavement	50.00	Reduced from previous years	125.00
60310 Miscellaneous Admin&General Seasonal Decor	398.73 - 50.00	Added for maintenance supplies/not decorations	2,907.01 - 0 -
TOTAL MANAGEMENT AND ADMINISTRATION	15,673.73	\$4,460.73 decrease from 2021	20,134.46
TOTAL OPERATING/MANAGEMENT/ADMIN	124,827.73	\$ 1,852.18 increase from 2021 (1.5%)	122,974.46
Reserves for Replacement (Calculations based on 2022 budget Reserves Study information)			
81600 Paint (2023) (1 year to fund)	14,430.43	balance to fund 2023 project (74,358)	14,047.34
81500 Paving (2028) (6 years to fund) ***	10,665.00	to fund 2028 estimate (113,650)	4,107.64
81700 Roads Resealing (2024) (2 years to fund)	4,948.84	to fund 2024 estimate (12,149)	1,430.16
TOTAL RESERVES	30,044.27	\$10,460.22 increase over 2021 (53.4%)	19,585.14
TOTAL EXPENSES and RESERVES	\$154,872.00	\$12,312.00 increase over 2021 (8.6%)	142,560.00
2022 Monthly Assessment			2021 Monthly Assessment
\$154,872.00/54/12= \$239.00 / month			\$142,560/54/12 = \$220 / month

***Current Road Paving Reserve contains less than half of the projected cost to mill and pave the Lancaster roads. The project is, for budget purposes, tentatively scheduled for 2028. **Increased deposits to the paving reserve now and going forward intended to avoid a special assessment in the future..** Road Restoration or Sealing will be scheduled before paving. The project is, for budget purposes, tentatively scheduled for 2024 (5 years after last completed.)

Please note that \$10,460.22 (16.14 individual per month) of the \$12,312.00 (19.00 individual per month) increase in total budget for 2022 (over 2021) is in the reserves funding. The studies were completed with 2021 written quotes and calculated estimates for future years. Studies to be updated annually. (mg)

Lancaster at Kings Ridge Neighborhood Association, Inc. BOD Meeting

2022 Budget Reserves Study Worksheet

Painting Reserves:

Estimate cost of painting 54 Homes	\$ 74,358.00
Scheduled 2023 Hower Building Co. (includes 2% increase for material costs)	
Balance at end of 2021	\$ 59,927.57
Balance to fully fund	\$ 14,430.43
Years to Fully Fund	1 year
Dollars required per Year to fully fund	<u>\$ 14,430.43</u>

Paving Reserves:

Estimate Cost of Paving:	\$ 113,650.00
Scheduled 2028 Average of two projected estimates of cost.	
Balance at end of 2021	\$ 49,660.03
Balance to fully fund	\$ 63,989.97
Years to Fully Fund	6 years
Dollars required per Year to fully fund	<u>\$ 10,665.00</u>

Road Resealing Reserves:

Estimate Cost of Resealing	\$ 12,149.28
Scheduled 2024 using the Restoration Tech estimate (would cover either process)	
Balance at end of 2021	\$ 2,251.61
Balance to fully fund	\$ 9,897.67
Years to Fully Fund	2 years
Dollars required per year to fully fund	<u>\$ 4,948.84</u>

Estimates are based on current information and expectations.

Reserves should be researched and recalculated each year.

As the scheduled year is approached the estimates will be more precise.

Reserve contributions are calculated to be fully funded on January 1 of the (tentative) year scheduled.

October 6, 2021 (mg)