

Lancaster at Kings Ridge Neighborhood Association, Inc. BOD Meeting

February 14, 2022, held at Kings Ridge Clubhouse

- Barbara (Kay) Weiss called meeting to order at 9:02 am
- Quorum was established: Barbara (Kay) Weiss, Margaret Goedeker, William (Bill) Hughes, Linda Lawson, and Pat Kehoe.
- Certification of Notice presented
- Pledge of Allegiance

Barbara (Kay) Weiss introduced Donnie Martinez serving as LCAM for this board meeting, owner of Blue Water Management Co.

January 10, 2022 minutes presented. Linda Lawson motioned to approve the minutes; Margaret Goedeker, second. **Motion carried unanimously**

Treasurer's Report – by Margaret Goedeker - No action taken

- Lancaster continues in a positive cash position and is able to pay all invoices in a timely manner.
- The grate replacement on Grafton Avenue was completed and the invoice was paid on February 1st. The invoice was paid out of the Paving Reserve funds, as approved by a vote of the Board at the October 11, 2021 board meeting. The payment will be reflected in February and included in the March Treasurer's report.

Manager's Blue Water Report as of last month – Donnie Martinez – No action taken

- No delinquencies or pending ARC applications.
- January inspection cited 11 violations of which 3 are continued and 2 on hold. The on - hold incidents will be addressed in March.
- Open invoices have been paid.

Committee Reports

1. KR Master Board Liaison Report – Chris Weiss – No action taken
 - Election of officers was held and training is in progress, see Kings Ridge Royal Times for details.
2. KR Neighborhood Networking Committee Report – Barbara (Kay) Weiss – No action taken.
 - Topics: accommodations for mobility scooters; Master Board looking into legalities of corporations buying up homes; securing an engineer to do road inspections; and mulch vendors and procedures.
3. Architectural – NARC – Lou Halter – No action taken

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- 2 applications approved: 2133 Grafton for dead plants and 2082 Dobson for dead tree.
3. Opticaltel Coalition - Choice Edwards (absent), Report submitted to the board via email – No action taken
- Internet speed has been increased by 50 MBPS, Optical 101 meeting held on February 16th, and held a discussion on battery backup life span in attics.
4. Lancaster Website - Linda Lawson
- The 2022 GeekITDown contract is available for viewing on the website. Go to Lancaster Documents then Lancaster Contracts. Margaret Goedeker motioned to accept the 2022 GeekITDown contract. William (Bill) Hughes second. **Motion carried unanimously**
 - After consulting with GeekITDown and doing some research, the Board is proceeding with setting up a free Google Account in the Association's name. The account includes the Google drive for document storage with multiple email addresses. This method is used by at least two other neighborhoods and recommended by GeekITDown.
 - Since GeekITDown is backing up the website as part of its routine maintenance without a fee for the storage, we will continue in this manner. There is no value in paying for a redundant back-up to the Association's Google drive.
5. Lawncare and Mulch - John Lawson (absent) - Report presented by Linda Lawson –
- The Florida Mulch Co has been secured to provide and lay mulch. Their services were used by other Kings Ridge neighborhoods and by Dora Landscaping. The process will take one day to complete and is scheduled for the last two weeks of March. Each home will receive 30 bags of mulch.
 - Dora Landscaping will fertilize the first week of March.
 - Dora Landscaping replaced many sprinkler heads last month due to aging. There was no charge as the work is included in our contract.
 - Dora Landscaping reported that the vendor they used to spray Dollar Weed was inadequate. A new application will be applied, at some point, at no cost to the neighborhood.
 - Two homeowners have inquired about landscaping improvements to the North Dobson circle to make it comparable to the South Dobson circle. Dora Landscaping can provide an estimate for board discussion and vote but first needs:
 1. A proposal on the planting and design desired by the homeowners.
 2. A commitment from the homeowners to supplement the watering until the plantings take root.

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There was some discussion if the work was necessary by William (Bill) Hughes and Pat Kehoe both residents of the North Dobson Circle. **William (Bill) Hughes and Pat Kehoe will poll the neighbors** and report back at the March board meeting.

6. Activities Committee - Linda Cronin (absent); Chris Weiss; Bob & Susie Pamplin – No action taken
 - A date is being set for the full committee to meet.
 - The February Ladies Luncheon was well attended. The next lunch is on March 8th.
 - Save the date for the Spring Fling on April 30th.
7. Neighborhood Emergency Preparedness - Margaret Goedeker – No action taken.
 - Emergency Contact Forms were available at the February board meeting. The forms will be distributed to residents if they wish to update their emergency contact information.
 - This information is considered CONFIDENTIAL and will be used for no other purpose than in an emergency.
8. Decorations - Linda & John Lawson – No report. No action taken.

Old business – None and No action taken

New Business – No action taken

1. **Annual Meeting on April 11, 2022** – Blue Water is preparing the Annual Meeting materials and will be responsible for distributing the materials to the homeowners. Two board member terms are expiring in 2022, Barbara (Kay) Weiss and Pat Kehoe. The board is soliciting for homeowners interested in serving. Please complete a candidate form.
2. **2021 Year in Review** –
 - **Lancaster 2021 Operating Account Summary and Expense Report** – This report shows the activity in your operating bank account for 2021. Lancaster started the year with \$28,227.61 and ending with \$37,662.69. Monthly income and expenditure totals are listed. Each expenditure has a line item and total payment amount.
 - The **LCAM 2021 Year End Financial** report is available on the Blue Water Management Co. website. All amounts have been verified. It can be viewed by logging into your individual homeowner account and select Documents.
 - The 2 reports are not identical. The variance is due to the difference between posting date and payment date.

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a. **Board Accomplishments –**

- The Associations **operating account** is in a positive position. The **Reserves** are well funded with continue contributions for future expenditures.
- The **Welcome Packet** was rewritten and available on the website. The packet has been shared with each new homeowner.
- The **website** has been simplified and is update to date.
- Several **architectural guidelines and resolutions** have been updated.

b. **Looking Forward in 2022 – things to accomplish:**

- **Mulch** is scheduled for install in March.
- Continue to work with the Master Board to secure a **road inspection** from an engineer to assess the Road Reserve funding.
- Solidify the **Paint Contract** and communicate with homeowners. The paint committee is Linda Lawson, Bertha Halter, and Lou Halter, with Linda Lawson as the chair.
- Prepare and disseminate a request for **proposal for a Community Management Contract**. The Blue Water contract expires December 2022.
- Publish and communicate the **list and contacts of the Association's committees**.

Open Forum - No action taken

- Lancaster's due diligence on the 2022 budget has awoken other neighborhoods to assess their budgets, particularly the funding of their Reserves.
- Speed bumps within the neighborhoods is a neighborhood responsibility.
- The Master Board and Legal are examining and resolving the property lines of the common areas and the golf course. Securing a surveyor has been a challenge.
- The latest Paint Books are only at the front desk at the Clubhouse. The NARC/Neighborhoods will get a book when Sherwin Williams has staff to complete a book. There is no timeline when the books will be delivered.

Establish date of next meeting is March 14, 2022

Barbara (Kay) Weiss motioned to adjourn at 9:54 am.

Minutes approved on March 14, 2022 – Linda M Lawson, Lancaster BOD Secretary

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February 14, 2022 Treasurer's Report

January 2022 Payments

Seco Energy	193.18	11/16/21 – 12/16/21 Service
Opticaltel	4,053.22	January Service
Blue Water Management	400.00	January Service
Blue Water Web Hosting	25.00	January Service
Blue Water Copy/Print/Supply	29.69	December Charges
Dora Landscaping	3,862.50	January Service
January Reserves	2,503.69	
GeekITDown	29.16	Content adjustment and cleanup

February 2022 Payments:

Seco Energy	212.53	12/16/21 – 01/18/2022 Service
Opticaltel	4,053.22	February Service
Blue Water Management	400.00	February Service
Blue Water Web Hosting	25.00	February Service
Blue Water Copy/Print/Supply	66.21	January Service

Operating Account Balance after Feb. 1, 2022 payments **\$32,737.29**

Pending Feb. 15, 2022 payments:

Dora Landscaping	3,862.50	February Service
GeekITDown	320.34 **	
February Reserves	2,503.69	
Dora Irrigation Repairs		

**** GeekITDown**

137.75	Storage Research
131.42	Website Maintenance
19.17	Annual Domain Renewal
132.00	Annual Web Hosting Renewal

Reserves Account Balances at December 31, 2021

Painting	\$ 59,929.07
Paving	49,660.03
Road Resealing	2,251.61
Contingency	2,077.21
Accumulated Interest	1,910.43

February 1, 2022 payment from Paving Reserve:

\$1,350.00 to Driveway Maintenance Inc. for grate replacement on Grafton Avenue

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Assessment Reminder: When a homeowner establishes automatic payments of monthly assessments, either by their bank sending a payment or by setting up with Centennial bank to pull from the homeowner's bank account, the **homeowner is responsible to cancel those payments when they sell the house**. At this time, Blue Water will not take action to cancel these payments because the transaction involves a personal bank account. The bank might say that Blue Water can cancel it BUT the Blue Water policy is to not do this. To cancel a Centennial Bank transaction please call: 866-227-0441.

FINAL

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Lancaster 2021 Operating Account Summary

<u>Month</u>	<u>Income</u>	<u>Expenditures</u>	<u>Ending Balance</u>
December 2020			\$28,227.61
January 2021	\$11,832.09	\$14,234.86	25,824.84
February	10,783.73	10,252.57	26,356.00
March	13,171.81	14,364.48	25,163.33
April	12,694.62	10,404.75	27,453.20
May	12,101.39	10,815.03	28,739.56
June	11,861.25	10,206.79	30,394.02
July	11,441.35	10,291.83	31,543.54
August	10,561.40	10,448.65	31,656.29
September	12,321.34	14,506.82	29,470.81
October	11,728.07	10,535.46	30,663.42
November	11,473.63	10,338.95	31,798.10
December	16,091.18	10,226.59	37,662.69
2021 Total	\$146,061.86	\$136,626.78	

All information is from the Centennial Bank Operating Account Statements for each month.

2021 Total Expenses Paid from the Operating Account

Dora Landscaping (Lawn Service 2021)	\$45,000.00
Dora December 2020 Service (check cashed late)	3,625.40
Dora Landscaping (Irrigation Maintenance)	745.75
Dora – Sod for Seco Boxes	3,650.00
Opticaltel (Bundle Phone/Cable/Internet)	47,131.32
Seco (Electric Street lights)	2,316.36
Blue Water Community Management Fee	4,800.00
Overtime fee for LCAM (Oct 2021)	62.50
Blue Water Web Hosting Fee	300.00
Blue Water Copy/Print/Supply	801.48
KR Clubhouse printing charges	15.46
CPA Service (Federal Tax Return)	250.00
Legal	967.50
Insurance Bundle (Jan.2021– Sept.2021)	2,112.26
Duplicate payment (refund has been verified in deposits)	234.74
Insurance Bundle (Oct 2021 – Sept. 2022 Prepaid)	3,503.85
Bank Charges	115.00
GeekITDown (Webmaster)	599.67
Special Events 2021	77.43
Special Events 2020	72.92
Homeowner Assessment Refunds (Overpayments)	660.00
Reserves for Replacement:	19,585.14
Total payments made in 2021	\$136,626.78

All information for expenditures is from the monthly checks approved (and paid) for invoices received.