

Lancaster at Kings Ridge Neighborhood Association, Inc.

Board of Director Meeting Minutes

January 9, 2023, held at Kings Ridge Clubhouse

- Barbara (Kay) Weiss called meeting to order at 3:30 pm
- Quorum was established: Margaret Goedeker, William (Bill) Hughes, Linda Lawson, Barbara (Kay) Weiss and Cheryl Moffet in attendance.
- Certification of Notice presented
- Pledge of Allegiance

Margaret Goedeker motioned to approve the **November 14, 2022, minutes**. Second by Linda Lawson. **Motion carried unanimously.**

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

- Once the remaining outstanding checks are cash, the Centennial Bank accounts will be closed.
- An audit of the Centennial and Alliance bank accounts shows the accounts are in balance.
- January homeowner assessment payments are being recorded.

Manager's Report – by LeLand Management, Valerie D'ambrosio - No action taken

- Home inspections were held for January.

Committee Reports – No action taken

- Summary report was handed out at the meeting, see attachment.
- Master Board update by Chris Weiss: Insurance increase was more than expected and was covered. Pump repairs completed and paid for by the Master Community Association as not covered by warranty.
- Entertainment Committee update by Linda Cronin: The January ladies' luncheon was well attended and held at Outback Steakhouse, The next luncheon is on February 7, 2023, at noon, at Olive Garden.
- Decorations Committee update by Barbara (Kay) Weiss – Christmas decorations were voted #1 by fellow neighborhood in an informal survey.

Old business

- Paint Committee – On schedule to begin on January 16th. Dora Landscaping has begun bush trimming.
- Update on Management Company by Leland Management – Transition is going well. Waiting for November and December reports from previous Management Company.

New Business

Rules Enforcement policy has been revised to work with any Management Company contract. The LeLand Management contract includes front yard inspections monthly and back yards quarterly. A Lancaster BOD member will not be required nor will participate in the inspections.

- Linda Lawson motioned to accept the revisions to the Rules Enforcement policy. Second by Margaret Goedeker. **Motion carried unanimously.**

Lancaster at Kings Ridge Neighborhood Association, Inc.
Board of Director Meeting Minutes

Open Forum – no topics, discussion or actions taken

Establish date of next meeting is February 13, 2023, at 3:30pm in Monte Carlo Room

Meeting adjourned at 3:46pm by Barbara (Kay) Weiss

Minutes approved on 2/13/2023
Morgan Skrabalak
Lancaster CAM, Leland Management

APPROVED

Lancaster at Kings Ridge Neighborhood Association, Inc.
Board of Director Meeting Minutes

Treasurer's Report January 9, 2023

November Payments:

Dora Landscaping	3,862.50	October Service
Dora Irrigation Repairs	92.50	September Service
SECO	205.38	09/19/2022 to 10/18/2022
Opticaltel	4,053.22	November Service
Southwest Management Fee	400.00	November Service
Southwest Web Hosting	25.00	September Service
Southwest Web Hosting	25.00	October Service
Dora Landscaping	3,862.50	November Service
Dora Irrigation Repairs	237.60	October Service
GeekITDown	106.33	October website maintenance
November Reserves	2,503.69	

December Payments:

Seco Energy	189.16	10/18/22 – 11/16/22 Street lights
Opticaltel	4,053.22	December Service
Southwest Management Fee	400.00	December Service
Southwest Web Hosting	50.00	November and December Service
Southwest Postage	38.55	Secure postage for funds transfer
Dora Landscaping	3,862.50	December Service
Dora Irrigation Repair	79.00	
GeekITDown	94.25	November Website Maintenance
Special Events	60.00	Christmas Luncheon
December Reserves	2,503.69	

December 31, 2022 - Alliance Operating Account **\$ 27,290.18**

December 31, 2022 - Centennial Operating Account **\$ 14,896.25**

Outstanding Checks from 2022:

<i>GeekIDown</i>	<i>94.25</i>
<i>Southwest Property Mgmt</i>	<i>25.00, 25.00, 38.55</i>

December 31, 2022 - Alliance Reserves Account **\$ 75,005.65**

December 31, 2022 - Centennial Reserves Account **\$ 70,261.79**

Reserves Account Balances at:

	Oct. 30	Nov. 30	December 22
Painting	71,954.47	73,157.01	74,359.55
Paving	57,197.53	58,086.28	58,975.03
Road Resealing	6,375.61	6,788.01	7,200.41
Contingency	2,077.21	2,077.21	2,077.21
Accumulated Interest	2,299.38	2,299.38+	2,655.24

Lancaster at Kings Ridge Neighborhood Association, Inc.
Board of Director Meeting Minutes

REMINDER:

The 2023 assessment payment of **\$243.00** is now being **processed by Alliance Bank**. Lancaster is now **managed by Leland Management Company**.

If any homeowners have not yet changed their payments to the new amount or the new payment address, please do so immediately.

The account at Centennial Bank will be closed shortly.

2023 payments must be sent to the Alliance Bank address as indicated in the 2023 coupon books.

For assistance please:

call: Resident Support at Leland Management
407-781-1188

or Email:

ResidentSupport@LelandManagement.com

Lancaster at Kings Ridge Neighborhood Association, Inc.

Board of Director Meeting Minutes

Committee Reports January 9, 2023, Board Meeting

Master Board: Submitted by Chris Weiss

Association Fees:

- At the December 14, 2022, meeting the Master Board approved the 2023 HOA fees for Kings Ridge Clubhouse \$107 and HOA \$80 total \$187.
- Lancaster total fees are \$430.
- For 8 neighborhoods total fees are between \$402 - \$443 – average of \$422.
- For the remaining neighborhoods total fees are between \$384 - \$399 – average \$388.
- The Reserve study by the Master Board, along with the neighborhoods' reserve studies, showed that in the past two years inflation has resulted in increases in HOA dues.

Kings Ridge Rules and Regulations Document:

- Agreed to the resolution of the Kings Ridge Community Association INC. Board of Directors.
- The board approved to move ahead with the vote to change the Neighborhood Voting 45 members at the January meeting.

King Ridge – expenditures

- Kings Ridge Tile roof repair and Stucco repair – bids are out and should be costly.
- Switch on pump – approved estimate \$10,800.
- Gates arms damage – Damage due to tailgating.
 - Hancock gates test - both gate and arm will close after opening.
 - Frequency - Up to several times, in a given day, on the same arm.
 - Damage caused by residents, visitors and vendors. Violators are usually ID via camera.
- Insurance renewal for 2023/2024 - Expecting 30%+ increase bids are out and slow coming in.

Master Board Meeting – Wednesday, January 25, 2023, 9:00 AM - Agenda

- Master Board selection and nomination for Directors by Neighborhood - Voting 45
- Master Board leadership 2023 – nominations
- Vote on changes to the Neighborhood Voting 45 members for final approval.

Neighborhood Networking: Submitted by Cheryl Moffet

Topics discussed at the January 5, 2023, meeting:

- Irrigation damage relating to infrastructure - Water main breaks in Sutherland due to original pipes never being glued together.
- Tree trimming, timing, and responsibility of vendors - Several vendors discussed and most agree to use an arborist. Most are trimmed from dues or just under canopy trimmed.
- Holiday entrance lights price increase from vendor - Up 24%
 - Storage options - Volunteer participation
 - KUDOS to Lancaster; the decorations were very nice.
- Master Board Representative nomination procedure - Needs a process and should go into documents.
- Road Milling timing and engineer recommendations - Harris Engineering did a spectacular job.
- Painting of homes - Lancaster to begin mid-January.
- Land Care –
 - Price increases
 - Vendors Contracts - Most neighborhoods have gone with Dora.
- Home rentals - Most agree with the 12 month waiting period before you can rent and only twice in a 12 month time frame.

Lancaster at Kings Ridge Neighborhood Association, Inc. Board of Director Meeting Minutes

Committee Reports January 9, 2023, Board Meeting

- Vacant homes
- Work Orders Cancellations Wrong locations - Work orders being closed without being started and being documented for incorrect locations.

Neighborhood Architectural Review Committee (NARC): Submitted by Lou Halter

The Lancaster ARC processed 2 ACC apps for December 2022:

- 2069 Dobson St - Remove & replace storm damaged Winged Elm canopy tree, in front.
- 2075 Grafton Ave - Remove & Replace roof shingles.

OpticalTel Coalition: Choice Edwards - no report

Lancaster Website: Linda Lawson - no report

Lawncare: John Lawson -no report

Social Committee: Linda Cronin – see meeting minutes.

Neighborhood Emergency Preparedness: - Margaret Goedeker – no report

Decorations: Linda & John Lawson – no report

Lancaster at Kings Ridge Neighborhood Association, Inc. **Board of Director Meeting Minutes**

LANCASTER AT KINGS RIDGE HOMEOWNERS' ASSOCIATION, INC. **Amended RULES ENFORCEMENT AND INSPECTION POLICY**

All communities have rules to govern its members to insure an orderly and safe neighborhood. The rules also serve to preserve, maintain, and enhance the values of the individual properties and the community as a whole. Per the Master Board Article XV ARCHITECTURAL CONTROL, Section 13, the Community Association, A.C.C. and any agent or member of either, has the right to enter and inspect the homeowner's exterior property. Please go to the Master Board Website for the exact wording of the article.

The Board of Directors is charged with the responsibility of enforcing all the rules and regulations of the Association in an unbiased, fair, consistent and equitable manner to provide for a pleasant and harmonious community for all residents. All owners, lessees, and guests are bound by the legal documents to abide by the rules of the Association. Owners who lease their homes are advised that they will be held liable for action of their tenants and so it is imperative they advise their agents and/or tenants of the rules of the Association.

RULES VIOLATION

EXTERIOR HOMESITE INSPECTION AND MAINTENANCE

Based on the contract with the Management Company, the front and backyards are subject to regular compliance inspections. Refer to the current contract for the frequency. The Management Company (Association Agent) inspect for compliance with the Kings Ridge Community Association Architectural Guidelines Standards and Criteria (ACC) and the Lancaster Architectural Guidelines (NARC) Adopted April 10, 2017. Based on the Management Company contract, a violation report will be submitted regularly of the inspections to the Lancaster Homeowners Associations. The report may be posted on the Management Company's website for access by the Lancaster Board of Directions. A follow-up inspection to determine compliance shall be conducted by the inspecting Management Company at the end of the compliance period to determine if further action is needed

The inspection will encompass, but is not limited to, the following items which may require homeowner attention:

- Driveways and walkways that require power washing or cleaning to remove dirt, mold, or mildew build-up or debris removal.
- Mailboxes that require cleaning to remove dirt, mold or mildew, or are in need of repair or replacement.
- Landscape items requiring homeowner attention e.g., but not limited to: overgrown, dead, diseased or damaged trees
- Identification of any hazardous condition or items requiring repair.
- Or other items identified in the ACC or NARC Guidelines as amended from time to time

Lancaster at Kings Ridge Neighborhood Association, Inc.
Board of Director Meeting Minutes

LANCASTER AT KINGS RIDGE HOMEOWNERS' ASSOCIATION, INC.
Amended RULES ENFORCEMENT AND INSPECTION POLICY

ENFORCEMENT

Each Inspection letter will identify the nature of the violation and include an evidence photograph from the time of the inspection. It is expected that the homeowner responds and/or remedies the violation within 30 days from the posted mailed date of the initial or subsequent inspection letter. Each letter and associated photograph will be stored on the Management Company's website. All repairs and/or corrections must follow the ACC and Lancaster Architectural Guidelines. The homeowner will be responsible for all fees, fines and expenses incurred due to the violation.

- The first inspection letter will be sent to the homeowner after initially identifying the nature of the violation. The letter should direct the homeowner to contact the Management Company Agent and advise said Agent of the actions to be taken by the homeowner(s). A photograph will be taken of the violation and stored with the letter on the Management Company's website.
- If the violation is not corrected by the time of the next Management Company inspection, a second inspection citation letter will be sent to the homeowner. A photograph will be taken at the time of the second inspection to verify non-compliance. The photo will be stored along with the letter on the Management Company's website.
- If the violation is not corrected after the second violation letter and persists at the time of the next Management Company inspection, a **third and FINAL inspection letter** will be sent to the homeowner.
- If the violation is not corrected after the third inspection letter and persists at the time of the next Management Company inspection, the issue will be forwarded to the Covenant Enforcement Review Board (CERB) within 10 days of the inspection. The CERB and the Kings Ridge Community Association will handle the issue from this point forward.

Ms. Virginia Scigliano
Board President

September 11, 2017
Date Adopted

Amended
Choice Edwards
Board President

January 11, 2021
Date Approved:

Amended
Barbara (Kay) Weiss
Board President

January 9, 2023
Date Approved:

Lancaster at Kings Ridge Neighborhood Association, Inc.
Board of Director Meeting Minutes

Lancaster Board Meeting

January 9, 2023

In attendance:

Cheryl Muzzey

Linda Cronin

Tim Cronin

Cheryl Crocker

Lotty Parker

Jordan Falso

ROBERT WILKINS

Lynn Hulin

Don Hulin

FRAN Ruligher

Larry Ruligher

Karin DeFolia

Mary Rowe

Jay Peterson

Cheri Allen

Rog Silpe

Steve Silpe