

# Regular Board Meeting Minutes

**April 28, 2022 via videoconference**

**Attending Directors:** Becker, Leh, Freeman, Wardell-Smith, Altman

**Attending Staff:** Williams, Barber, Hill

**Call to Order:** President Becker called the meeting to order at 6:04.

**Public Comment:** None

**Approval of Minutes:** M/S/A to approve February 24, 2022 meeting minutes

**AC Report and Ratifications:** M/S/A to ratify one AC approval (515 Woodland)

**Fire Safety & Hazard Mitigation Report:** Freeman reported on a service that provides exterior water systems for fighting home fires. Board discussed the possibility of a fire safety “fair” if there were several vendors who wanted to participate. H. Hill provided a report on fire safety activity, member communications, and problem properties.

**Proposed Revised Design Review Fee Schedule:** Board reviewed the only comment received from the membership during the 28 day comment period for the proposed revised fee schedule. M/S/A to approve the proposed fee schedule without changes. The new fees go into effect immediately.

**Proposed Color Board:**

M/S/A to issue a survey to all members that includes:

- Photo of the potential expanded color board rows 1-9
- Instructions for viewing the color board in the KWPOA window
- The following questions:
  - o Property address?
  - o Do you approve of adding rows 6, 7 and 8?
  - o Do you approve of adding rows 6, 7, 8, AND 9?
  - o Do you have any additional comments?
- Survey to be issued electronically to all members with an email address on file, and by hard copy with a stamped return envelope for members without an email address on file.
- There will also be at least one follow up email, as well as signage at the bottom of Woodland Road advising residents to look for their survey and to contact the office if they have not received either the electronic or hard copy version.
- Timing: Survey will go out after J. Williams’ return from vacation on May 18. The deadline for responses will be June 22. The board will discuss the survey results at the June 23<sup>rd</sup> regular board meeting. If the board decides to move forward with any additions to the existing color board, they will advise members and provide a 28 day comment period. The board will take a final vote on the issue at the July board meeting.

**Complaint Process:** Discussion of admin-handled complaints versus CC&R violation complaints, and the documentation and process around such complaints. Board reviewed a sample complaint form to be used for CC&R violation complaints. M/S/A to approve the Complaint Form with two changes: 1) Remove "A copy of the form will be shared with the respondent" and 2) Add this: "Do you wish to remain anonymous to the member you are complaining about?"

**Entrance Beautification:** Continued.

**Officer Reports:**

- President – No report.
- Vice President – No report
- Treasurer – Reviewed monthly financials.

**County Update:**

- Project Homekey: President Becker is participating in the Community Advisory Group (CAG) the oversight committee regarding Project Homekey, as well as its Public Safety Working Group, one of the subgroups which focus on different aspects of the project. Becker will continue to report back.

**Social Events Update:** Food Truck event scheduled for May 15 with Canasta Kitchen and Kona Ice.

**Administrator's Report:** Approx. 12 members remain unpaid for 2022 assessment. Collection efforts to continue. Have received word that we may receive a payoff on the long-standing lien against one member. Williams will be overseas May 3-17, returning to the office on 5/18. Will be checking email and texts.

**Next Regular Board Meeting Agenda:** May 26, 2022. Agenda to include Entrance Beautification and Color Board Survey Update.

**Adjourned at 8:03 pm.**