

PKT II HOME OWNERS ASSOCIATION MEETING

Date of Meeting: 3/26/16

Location: PKS Town Hall

PKT Board Members in Attendance: Sharon Albrecht, Pres, Carol Dunn, Treasurer, Patti Ricci, Larry Gibbs, Vice President, Sue Creighton, Secretary, Stephen Hardin.

See attached list for unit members in attendance and proxies.

Agenda Items	Information Shared	Need for Follow-up
Call to Order	Sharon called the meeting to order at 10 a.m. A roll call was made and 24 members were in attendance with 6 proxies received; therefore, a quorum was met.	16 Units were not represented
Introductions	Sharon introduced the board members and a moment of silence was held in memory of our 4 home owners who had passed away this past year: Tina Arnold, Winnie Brown, Dora Lee and Jim Panton.	
Treasurers Report	Carol provided a treasury report. The Association currently has approximately \$131, 689 in checking and \$100,439 in savings. We have had a resource loss of \$13,000 the past year.	The 2016 budget will be posted on the PKT2.net website for owners.
Review of 2015 Minutes	The minutes are on the website for all to read. Roy Creighton moved that we dispense the reading of the minutes and they be accepted. There was a 2 nd and the minutes were approved. .	The 2016 minutes will be posted on the PKT2.net website for owners
Updates & New Business:	<p><u>Insurance:</u> Sharon updated that the wind, hail and flood insurance will increase approximately \$5,700 per year. But, we have 3 carriers providing quotes; which may result in overall premium decrease. We should know the results of the bids by mid-May.</p> <p><u>HOA Bookkeeping:</u> Sharon and Larry shared information concerning the board's pursuing outsourcing and contracting with CAMS agency from Wilmington, NC to complete the HOA bookkeeping. Duties would include billing, solicitation and monitoring of quarterly dues. Historically, the HOA had contracted for this and more recently the work has been completed by Board members. It is an onerous and time consuming responsibility. CAM's cost is roughly \$400 per month.</p>	CAMS contract is to be implemented May 1. Dues increase \$25 and rounded up effective 7/1/16.

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	<p>Larry explained that the contract is to be implemented May 1 and home owners would receive a welcome letter from CAMS. CAMS has a website that members can log into and check their account. Members can pay dues via check, credit card or electronic drafts. All invoices require approval by the board. Phase I and II contract with CAMS.</p> <p>Roy Creighton recommended the Quarterly dues be increase by \$25 per quarter to help off-set costs. Sharon shared that the board had approved the \$25 prior to the meeting and dues would be “rounded up” to the closest dollar effective July 1, 2016 dues.</p> <p>Scott Shor commented concerning the reserve.</p> <p>Ernie Bures suggested investigating tax free government bonds.</p> <p>Bob Hubbard stated that those bonds were a risk.</p> <p>Denise Shore shared information about needing 2 signatures on checks.</p> <p>It was explained that the HOA creates the budget and CAMS follows it and flags outliers. Basically the only non-reoccurring checks are written for repairs.</p> <p><u>Repairs:</u> Sharon updated</p> <ol style="list-style-type: none">1. The pool is being painted and should be open within a few weeks.2. Some meter boxes have been repaired and surrounding grout will be filled in.3. New mulch is being placed in the front.4. New OSHA regulations and decks must be inspected5. Sharon reported the pool fence top was replaced.6. Sharon reported that there is no major improvement	<p>Larry will contact and request CAMS investigate best resource for interest’s rates.</p> <p>Walter to do list</p> <ol style="list-style-type: none">1. Inspect bolts on the upper decks for rust.2. Inspect down spouts and gutters and secure where needed.3. Dr. Edward shared that #51 and 52 have some leakage. Also sliding glass door tracks are full of water.4. Laura McManus shared that her unit has
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	<p>scheduled at this time. The board maintains an ongoing list of needed repairs and follow up. Board does minimal annual walk through.</p> <p>7. Ann Bures questioned the lack of lights around the pool. It appears automatic timers are not accurate Roy had talked with Walter about the timing.</p> <p>8. Ernie Bures asked if there was a possible sink hole and the response was no. Just a dip in parking lot.</p> <p>9. Scott Shor thanked the board members for their work, then said communication was an issue and owners needed to hear from someone about status of work being completed in units. Is there a protocol for response when an owner has a problem? Sharon shared that board will respond if we know, but when there is a repair it is referred to Walter and board may not know the updates. She will ask Walter to let her know so we can respond. Board shared that Walter is a part time contract, not full time, property manager. We provide him a list of repairs and sometimes things do "fall through the cracks". Walter contracts/out sources the work. Please follow up if you have questions or ask again.</p> <p>Janie Trumbull asked if we should pay Walter more and it was explained that he has numerous contracts and is unable to offer us more time. Sharon shared that CAMS also provides property management and we will follow up with them as an option in the future. Historically our FT property mgt was pd \$26,000 per year and it was not worth it.</p> <p>10. Stephen Hardin reported that there is a long term need for sewage plant upgrade. Hydrotech said just putting a roof on the plant would not help. Mike Fleming suggested we</p>	<p>missing wooden slats on the upper deck.</p> <p>5. Mike Chambers reported that the exposed wiring around the pool needs covering.</p> <p>6. Investigate possible additional lighting and timing of pool lights.</p> <p>It was recommended that the board post quarterly update on the website</p> <p>Owners let board members know if they see things in need of repair.</p> <p>Recommended turn off water when leaving unit; and turn off the hot water at the fuse box.</p> <p>Thermostats be left on and cabinets opened when leaving the units in the winter.</p> <p>Mike Chambers volunteered that he and Joe Ricci will investigate options and present a plan.</p>
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	investigate being a regional septic plant as we might could possibly get PK town to take over the plant and its maintenance. Phase I and III do not have plants. Our system has capacity but would require upgrades.	
Building Safety	Roy Creighton shared that he contacted the local fire department and they said they would not inspect the units without the owners being present.	All units should have working smoke/fire detectors and an accessible fire extinguisher .
Rules	<u>Pet Rules:</u> Sharon updated that a rule revision had been approved by the board to allow long-term rentals to have a pet on the property. The owner of the unit had to present a copy of the lease to the board and it could be minimal 6 months and no more than 2 pets.	Sharon reminded owners that pet owners must walk only in designated area - outside of the courtyard - and must clean up. The owner maintains the responsibility for compliance with pet regulations and fines for infractions.
Board Members Nominations	Sue Creighton and Patti Ricci's terms are expiring and both have requested to no longer serve on the board. Jack Kelly nominated Joe Ricci and Scott Shore 2 nd . Larry Dunn nominated Roy Creighton and Ernie Bures 2 nd . There were no other nominations and the votes carried.	
Annual Barbecue and Easter Egg Hunt	Barbecue served at 5:30 and Easter egg hunt at 4:30.	
Adjourned	Dr. Edwards thanked the board for their hard work and gave a special thank you to Tina Arnold for her numerous years serving PKT. There was no additional business; therefore, Scott made motion to close meeting and it was 2 nd by Ernie. Sharon adjourned the meeting at 11:45 a.m.	

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New Board Officers	Following the annual meeting the board met and elected officers: Sharon Albrecht – President Larry Gibbs – Vice President Roy Creighton – Secretary Carol Dunn – Treasurer Joe Ricci – oversee maintenance Stephen Harden	
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Submitted by: Sue Creighton, Secretary