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**Kylemont @ Lansbrook Homeowners Association (HOA)
Board of Directors (BOD) Business Meeting – July 13, 2020**

Attendees

Board Members: Kim Dauscher, John Gregor, Ken Kunsman, Ricky Negron,
Teresa Norton, Aaron Spink, Jane Swango
Homeowners: David Selby
Guest: Rob Moore

Call to Order

- Ken Kunsman called the Kylemont HOA BOD meeting to order at 7:04 PM
- The minutes from the May 11, 2020 Kylemont HOA BOD meeting were approved.

Financial Report

- Rob Moore provided a summary of the 2020 ytd HOA financials and projections through year end.
- Rob noted that there are no past due payments of the 2020 HOA annual fee. For those homeowners who have opted for making semi-annual payments, invoices will be mailed in August for their 2nd payment.
- The HOA BOD approved the financial report.

Architectural Review Committee

- Neighborhood inspection - It was reported that of the 7 notification letters sent following the most recent neighborhood inspection, the BOD received 6 homeowner responses.
- Architectural Modification Requests – It was reported that since the May 11 meeting, the following requests were approved:
 - 5228 Karlsburg Place – dead tree removal
 - 5135 Kernwood Ct. – replace roof shingles
 - 5167 Karlsburg Place – front landscaping
 - 5222 Karlsburg Place – front landscaping

Old Business

- Hedge Replenishment – It was noted that a total of 80 viburnum hedges were installed on the berm along High Point Drive where the pine trees were recently removed. The BOD approved the expenditure for installing up to an additional 10 viburnum hedges to replace other “gaps” in the hedge line. The BOD also reviewed a homeowner request to install sod on the berm behind their home due to perceived “damage” from the pine tree removal project. After review, the BOD agreed that the homeowner request was unwarranted and did not approve the request to install sod on the berm at the homeowner property.
- Berm Pine Straw Installation – It was noted that the landscape contractor, West Coast Landscaping, failed to install pine straw in portions of the berm at the south end of Kernwood Court. Jane Swango will discuss this with West Coast for resolution.
- Duke Energy Street Lighting – John Gregor reviewed Duke Energy’s response regarding repainting of the existing street light poles and Duke’s proposal to replace the current street light poles and fixtures. The BOD agreed to pursue further discussion with Duke Energy before making a final decision.
- Williamson Landscaping – Dave Selby summarized the potential on engaging legal counsel at a cost of ~\$900 for pursuing compensation from Williamson Landscaping for their failure to install pine straw and mulch per the 2019 landscape contract agreement. Given that it is uncertain what compensation, if any, the BOD could expect from this additional expense, the BOD agreed not to pursue further action.
- Food Truck – It was noted that the HOA has arranged for various food trucks to be in Kylemont every 4th Friday of the month. Therefore, the next food truck appearance dates are July 24 and August 28.

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New Business

- Conservation Area Maintenance – The BOD agreed to solicit quotes for necessary maintenance (i.e., remove two dead trees and the invasive vines / Brazilian pepper plant growth) in the conservation area along Highpoint Drive between the Kylemont entrance and the Lansbrook Master Association maintenance shed.
- Landscape Maintenance Contract – The BOD agreed to provide notification not to automatically renew the existing maintenance contract in October 2020 and request quotes from the existing contractor and other contractors. This request for quote will ask for a detailed listing of the cost for specific services and separate the cost for pine straw / mulch as an “on-request” separate service charge.
- LMA BOD Recall – Ken Kunsman gave an overview of the reasons for and actions taken to date to recall the current members of the Lansbrook Master Association Board of Directors. Following this, the Kylemont HOA BOD approved a motion to vote for the recall ballot initiative.

Adjournment

- The meeting was adjourned at ~8:40 PM