

**Kylemont @ Lansbrook Homeowners Association (HOA)
Board of Directors (BOD) Business Meeting – September 14, 2020**

Attendees

Board Members: Kim Dauscher, John Gregor, Ken Kunsman, Teresa Norton, Aaron Spink, Jane Swango
Homeowners: Tim Duke
Guest: Rob Moore

Call to Order

- Ken Kunsman called the Kylemont HOA BOD meeting to order at 7:05 PM
- The minutes from the July 13, 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. It was discussed how the cost for the Highpoint berm enhancement (i.e., removal of all pine trees and replenishment of the hedge line) will be covered by the HOA reserve fund since this is a unique non-recurring expense.
- Rob noted invoices were mailed to those homeowners who opted for making semi-annual HOA fee payments and that payment is due September 30. To date, several payments have already been received.
- The HOA BOD approved the financial report.

Architectural Review Committee

- Neighborhood inspection – Jane Swango reported that all deficiencies identified from the last neighborhood inspection have been addressed by the respective home owner.
- Architectural Modification Requests – It was reported that since the July 13 meeting, the following requests were approved:
 - 5146 Kernwood Ct roof replacement
 - 5011 Kernwood Ct roof replacement
 - 4994 Kernwood Ct tree removal – response on stump removal required
 - 5180 Karlsburg - roof replacement
- Front Yard Landscape Requirements – The BOD discussed clarifying the minimum requirements for front landscaping to include a landscape bed along the street facing wall of the home. Therefore, sod along the front wall is unacceptable. The BOD is to evaluate this requirement for final resolution at the Oct. business meeting.
- Fence Deed Restrictions – The BOD discussed the potential of allowing other types of fences in addition to black vinyl coated chain link. The BOD agreed to evaluate a proposed modification of the existing fence deed restriction for submission to HOA members for review / approval.

Old Business

- Conservation Area Maintenance – Following the July 13 meeting, the BOD approved West Coast Landscaping and Lawns’ proposal 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. This work has been successfully completed.
- Landscape Maintenance Contract Renewal – It was noted that West Coast Lawn and Landscaping submitted a revised proposal for routine maintenance and additional “on-demand” services (i.e., pine straw/ mulch install, palm and oak tree trimming, and conservation cutbacks). The BOD approved the proposal and executing a new 12-month agreement effective on October 2020.
- Duke Street Lighting – It was noted that Duke has proposed replacing the current street lighting with new Colonial concrete poles and Monticello LED lighting and that the monthly expense (equipment lease, tax and lighting fuel charge) would be ~\$200 less than the current street lighting. A sales agreement / contract has been requested from Duke for BOD review / approval.

- LMA Board recall / business – Ken Kunsman provided a brief update on the recent recall of the Lansbrook Master Association Board of Directors and other LMA business issues.
- Food Truck – It was noted that food trucks are scheduled to be in Kylemont on 9/25, 10/25 and 12/04.

New Business

- 2020 Kylemont HOA Budget – Ken Kunsman, John Gregor and Rob Moore are to prepare a draft 2020 Kylemont HOA budget for BOD review at the October BOD business meeting.
- BOD Nominations – It was noted that two BOD positions are expiring at the end of the year and that a Notice of Intent to be a Candidate for the HOA BOD will be mailed to all homeowners within the next week.

Homeowner Comments

- None

Adjournment

- The next BOD business meeting is scheduled for Monday, October 19.
- The meeting was adjourned at ~8:30 PM