

**Kylemont @ Lansbrook Homeowners Association (HOA)
Board of Directors (BOD) Business Meeting – October 19, 2020**

Attendees

Board Members: 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 7:03 PM
- The minutes from the September 14, 2020 Kylemont HOA BOD meeting were approved.

Treasurer Report

- Rob Moore provided a summary of the 2020 ytd HOA financials and projections through year end.
- Rob noted 6 homeowners are past due on payment of their semiannual HOA fee and reminder letters will be mailed indicating that if payment is not received by November 30, their past due amount will be submitted to the HOA legal representative for formal collection.
- A draft 2021 HOA budget was reviewed. Several modifications of the draft were discussed. It is anticipated that the 2020 HOA budget will be approved during the business portion of the Nov. 30 Annual Meeting.
- The HOA BOD approved the Treasurer report.

Architectural Review Committee

- Architectural Modification Requests – It was reported that since the September 14 meeting, the following requests were approved:
 - 5056 Kernwood - Front door replacement
 - 5023 Kernwood Ct - fence install – conditional approval
 - 4904 Kernwood - roof replacement
- Front Yard Landscape Requirements – For BOD review / approval, Ken Kunsman is to draft a statement clarifying the minimum requirements for landscaping in front of homes. This requirement will be emailed to all residents, posted to the HOA Guidelines on Kylemont website and mailed to those homeowners whose landscaping is not meeting the minimum requirement.
- Tree Removal – The BOD recommended that letters be sent to those homeowners who have removed trees without submittal of the required Architectural Modification Request (AMR) form. The letter is to note that an AMR form is still required and that the AMR is to clarify the reason for the tree removal and what remediation is planned.
- Fence Deed Restrictions – It was agreed not to formally amend the HOA deed restrictions concerning fence installation. However, HOA Guidelines on the Kylemont website will be revised to note that the BOD will consider approval of alternate styles of fences via the Architectural Modification Request process.

Old Business

- Landscape Maintenance Contract Renewal – It was noted that a new 12-month contract, effective October 1, was executed with West Coast Lawn and Landscaping for routine landscaping maintenance.
- Street Lighting – Duke Energy submitted a proposed agreement to change the existing street lights / poles in Kylemont. This modification would reduce the HOA monthly street lighting expense by ~\$200. The BOD requested that Duke provide a way for the BOD to view the proposed new light / pole prior to approval.
- Food Truck – It was noted that food trucks are scheduled to be in Kylemont on 10/25 and 12/04.

New Business

- Board Nominations – It was noted that only 2 nominations were received for the 2 BOD positions to open at the Annual Meeting. These will be included on the BOD ballot to be mailed with the Annual Meeting Notice.
- Annual Meeting – The November 30 Annual Meeting will be conducted via Zoom since the East Lake Fire Station canceled all public meetings at their facility through the end of the year.

Homeowner Comments

- None

Adjournment

- The meeting was adjourned at ~8:50 PM