

Meeting Minutes Agenda items

1. Meeting Called to Order at 11:04AM
2. In Attendance: Rob Hemminger, Milosz Karpinski, Baljit Kjoshi, Heather Harke, Les Brown

From Astoria Management: Shanalee Ward, Renee Hodgson
3. Approval of the Minutes from June 22, 2022. Rob to circulate the minutes and approval is deferred until the next meeting.
4. Financial Statements:
 - a. Rob requested the reversal of the Year-end accruals to reflect actuals.
 - b. Arrears summary, it was anticipated that with the change of management that there would be significant arrears. Currently about 607 lots are in arrears, down from over 700.

Old Business

5. Lighting Repairs:
 - a. The contractor has access to all of the boxes, still some issues, the wiring is complex. And onsite meetings with the contractor are the best option. Astoria to coordinate the onsite visit with the contractor.
 - b. We need to consider the Repair vs. replacement costs in the assessment of this issue.
6. Website / Ivernet Services Duplicated
 - a. Discussion about cost vs. no ecommerce component.
 - b. Discussion about termination of the contract, believed to be dec 31, 2022. Astoria to look into the Notice period to cancel the service

- i. Item was tabled and to be discussed further at the September Meeting

7. Signage – Fees Due


- a. Fees are to be paid by September 1, 2022, to avoid penalties on the current year's fees.
- b. Signage is to be posted at all three entrances to the Kings Heights Subdivision.
 - i. Heather to Action this item with the city re: permits
 - ii. Astoria to arrange for the signs and placement with large magnetic signs.

8. Landscape & Large Flower Pots:

- a. Rob – Do we want to do some extra work on the city beds, Touchups, Pruning & Weed Control?
 - i. Heather will meet with the city (Jeff) re overgrowth of some shrubs.
- b. Some discussion on additional landscape maintenance such as the installation of wild flowers and other low maintenance landscape features.
 - i. Item Tabled

9. Missing Encumbrances:

- a. All 39 lots have been billed and paid.
- b. John McDougal advised that we should act as if all of the lots are under the encumbrance. They all get the benefits of the encumbrances.
 - i. Heather Harke discussed whether we should charge them or reimburse them. We were advised by Astoria that historically all of these lots have paid the HOA fees in the past.
- c. Discussion: A letter is to be drafted by Astoria from the HOA to the 39 lots. The letter must be addressed to the Legal Title holders of each lot and should be signed by all Board Members.


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- d. Discussion: Most Lot owners don't know that there is an encumbrance missing. We could send a registered letter to each legal lot owner requesting participation and placement of the encumbrance.
 - e. Discussion: Settlement from Melcor was discussed. It was decided that Melcor was to be given a deadline to respond to the issue. We need to get in writing if Melcor will or will not do the encumbrances. The Board is of the opinion that at this point in time we do not want to accept the proposed cash settlement.
 - i. To be actioned by Astoria : Prepare letter to Melcor re above matter.
 - ii. Motion: Melcor is to place the required encumbrances on the 39 lots that were missed during the subdivision development. Astoria to prepare a draft letter and submit to the Board for approval and revisions if required.
 - iii. Rob placed the Motion, Second by Heather, All in favor, motion approved.

10. HOA Café:

- a. More people are getting signed up, and we are getting the information that we need.

New Business

11. Movie In the Park

- a. Heather Harke has a contact for licensing the movies
 - b. Suggested 6:00 PM and 9:00 PM show times
 - c. City council passed an even for community engagement, it will occur the same weekend as we propose for the movie. The city may have some budget to assist this event. Heather will circulate further info from the city.
 - d. Tentative to Book the screens – Milosz to action this item. We should consider a screen that is appropriate for daylight hours.
 - e. We will require a City Permit, Porta-Potties, Emergency Response Plan
 - i. We may also want to solicit sponsors for prizes, games etc.
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12. Facebook page

- a. The page has been created, please forward Bios and Photos to Heather

13. County Lot

- a. Milosz – Nothing new, some work being done that appears to be an environmental assessment. Will follow-up next meeting
- b. This lot was not in the original Kings Heights Development plan, if the HOA or neighborhood wanted to take over the lot we would have to purchase it from the county.

14. Lisa Resignation:

- a. The Board accepts the resignation.
- b. We can put on the Facebook page that we have a Board Vacancy

15. Put Reserve Fund Moneys into a fixed instrument (GIC)

- a. Rob Motioned, Place \$175,000 into a Cashable GIC, then to review once the reserve fund study is complete. Second by Les. Approved by all

16. Post Protection for Post and Rail fencing thorough the community.

- a. Les Brown advised that he had noticed that many of the posts in community fencing have significant damage at the base due to the use of the weed whackers used by the city in the maintenance activities. Astoria to provide quotes for protective cladding.

17. Next Board meeting (TBA). Event Planning for Movie in the Park, & Encumbrance Follow-up

18. Adjournment – The meeting was adjourned at 12:14PM.

