

DRAFT DOCUMENT (to be approved on November 14, 2018)

Kensington Downs Community Association
2017 Annual Membership Meeting
November 15, 2017

Directors present: Carol Griffin (*President*), Arlene Klapes (*Vice President*), Linda Shively (*Secretary*), Carl Wheeler (*Treasurer*), Cary Baron, Allison Corron, Tom Eggold, Jim Finton, Barbara Lepper, Larry Porter and Lyn Schlegel

Including the eleven (11) Directors listed above, a total of twenty-five (25) homeowners attended this meeting. Twenty-two (22) Kensington Downs lots are represented by the KDCA members present. *Sign-in sheet for the 2017 Annual Meeting is available for review (contact the current KDCA Secretary).* Prior to this meeting, all KDCA homeowners received a USPS mailed copy of the meeting agenda, the 2017 financial summary, the 2018 proposed budget, and an official ballot with voting instructions.

The 2017 annual meeting of KDCA homeowners was held at the Georgetown Branch of the Allen County Public Library. See Attachment 1 (agenda). KDCA President, Carol Griffin called the meeting to order at 7:04 p.m. Homeowners were welcomed by KDCA President Carol Griffin, who then requested that each of the Directors introduce themselves to the KDCA homeowners in attendance.

Review and Approval of Minutes from the 2016 Annual Membership Meeting

A draft copy of the minutes from the 2016 KDCA Annual Meeting was posted on the KD website, and thus, this document was available for review by all KDCA homeowners. To conserve time, Carol Griffin stated that we will waive the official reading of these minutes, and then Carol asked if there were any corrections/edits to these proposed minutes. With no changes offered, Carl Wheeler (lot 115) moved that the 2016 Annual Meeting Minutes be approved as written. The motion was seconded by Larry Porter (lot 61). Since approval of these minutes is a ballot item, the final vote for approval of the 2016 Annual Meeting Minutes will be determined and announced once all of the official ballots have been counted.

Election of Directors

As per the KDCA ByLaws regarding nominations and election procedures, the names of all the eligible nominees/candidates appear on the official ballot (Attachment 2), and nominations from the floor will not be accepted. Each of the candidates was given some time to introduce themselves; and Frank Kline (lot 101) and Jennifer Cardone (lot 174) each made a brief statement. [See page 2 of Attachment 1 for the written statement offered by each of these two (2) nominees.] All submitted ballots (Attachment 2) will be verified against the official voter sign-in sheet, and the results of the Election of KDCA Directors will be announced toward the end of the 2017 Annual Meeting.

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Financial Report

Carl Wheeler (KDCA Treasurer) reviewed the 2017 financial report which records all activity through October 11, 2017. See Attachment 3.

Revenue: The reported net revenue to-date is \$24,485. All outstanding 2016 dues and late fees have been collected. Only two (2) KDCA lots are currently in arrears on the 2017 dues; and although a partial payment has been made on each of these lots, an outstanding dues/late fee total of \$140 still exists for these KDCA lots. The Working Balance column includes the combined monies in the checking account and the three (3) CDs held by the Association, and this total represents the amount of funds available to the KDCA Board for normal use (i.e. general expenditures). The Reserve Fund (\$12,142.06) is a separate 4th CD that has been set aside for unexpected larger expenses, with the use of these funds limited to only certain (designated) situations and requiring special approval by the KDCA Board. The Reserve Fund was created to help the KDCA Board of Directors avoid levying a special assessment upon the KDCA homeowners during times when the Association was faced with paying a large and unexpected expense.

Expenditures: The total expenses (through October 11, 2017) are \$19,935.68; however, there are some 2.5 months remaining until the budget year ends. Additional expenses totaling approximately \$6,193.86 are likely to occur between October 11 and December 31, 2017. If this is so, the projected expenses for 2017 will total \$26,129.54 which is \$2,715.54 over the \$23,414.00 amount that was budgeted for 2017. Of the two (2) extremely over-budget line-items cited in the financial report, "Capital Improvement" is by far the largest. This \$4,125 expense was for installation of new LED fixtures on all of the street light poles in the entire KDCA (including The Villas). The Board worked directly with City officials to arrange for a deal that improved on the usual 60/40 (KDCA/City) cost-sharing arrangement offered by the City. So, instead of KDCA being responsible to pay \$219 toward the \$365 total cost of each LED fixture, KDCA only had to pay \$125 per fixture, which translated into a total savings of \$3,102. The second largest over-budget line-item is "Sprinkler Maintenance" with a projected year-end total of \$2,800. Our irrigation system operates on the Villa properties and the KDCA entrance areas (along Welshire Blvd. and Maysville Road). The system is 30 years old now, and although increased maintenance expenses do not come as a big surprise, it is difficult to project when costs for major repairs will occur. Carl mentioned that we were fortunate to have experienced a fairly mild winter this year, so our total "Snow Removal" costs are expected to come in well-under the \$3,000 that was budgeted for 2017.

Carl Wheeler asked if there were any questions about the 2017 financial report. One homeowner stated that our Reserve Fund should be renamed and henceforth it should be called "the Emergency Fund". Another homeowner stated his concerns that the Association had "too much money (\$42,000)", and he wanted the Board to "lower the annual dues and work to spend-down this surplus". With no further questions or comments voiced, Rance Nagley (lot 27) moved to accept the 2017 financial report as offered by KDCA Treasurer Carl Wheeler. The motion was seconded by Tom Eggold (lot 58) and unanimously approved by voice vote of the members present.

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Proposed Budget for 2018: The far right-hand column of the financial report (Attachment 3) shows the breakdown for each line-item contained in the \$24,673.88 total that is the proposed budget for 2018. The 2018 dues assessment recommendation is \$105 per KDCA lot. This represents a \$5 increase over the \$100 annual dues assessment that was established during both 2016 and 2017. The KDCA Board of Directors pledges to remain efficient and judicious in the use of our community funds throughout the coming 2018 budget year, and we will make every effort to “hold the line on spending”.

Then, Carol Griffin thanked Carl Wheeler for his excellent work as the KDCA Treasurer, and she asked if homeowners had questions or comments regarding the proposed budget for 2018. No questions were voiced, so Allison Corron (lot 112) moved to accept the 2018 proposed budget as offered, and the motion was seconded by Tom Eggold (lot 58). Since approval of the 2018 budget is a ballot item, the final vote will be determined and announced once all of the official ballots have been counted.

Review of Projects

Your KDCA Board of Directors actively pursues a number of ongoing responsibilities, such as the hiring and supervising of vendors tasked with snow removal and maintenance related to lawn care/KD entrance, the irrigation system, and the pond/fountain. We publish and distribute three (3) issues annually of our newsletter, the *Kensington Downs Courier* (April, September, and December). In 2017, we sponsored two (2) Association-wide garage sales - Spring (May 11, 12 & 13) and Fall (October 5, 6 & 7). Both of these events were held in conjunction with Kensington Downs East, and they were very well-attended. We continue to take seriously our responsibilities for Architectural Control & Review (ACR) as stated in the KDCA covenants. This is important for the protection of property values throughout our community. Cary Baron serves as Chairman of the ACR Committee. This year, Cary received three (3) applications for proposed “Lot Improvement(s)” by homeowners, and the Committee acted promptly on each filing.

Welcome Packets - In 2012, we started distributing these packets to all new KD residents. We dispatch a KDCA Board member to make contact with the new homeowner and to welcome them to Kensington Downs. This year, we had fifteen (15) new residents move to our community.

Homeowner Directory - We distributed a revised homeowner directory in April 2015; and in April 2016, we distributed an “update sheet” that listed the twenty-two (22) new residents who had moved to KD since April 2015. The Board decided to prepare a completely new directory and distribute it in April 2017 because we had gained an additional twenty-five (25) new residents to KD since April 2016.

Fort Wayne “Street Tree Program” - The two (2) white pine trees, that were planted by the City along Maysville Road in the Fall of 2016, died during the winter. Since both trees are still “under warranty”, the City will replace them with Norwegian pine trees in Fall 2017 and there will be no charge to KDCA. Also, the Board arranged for the removal of one (1) large dead pine tree along Maysville Road (in the tree line) and one (1) dying pine tree located in the common area near Lot 27 on Welshire Boulevard.

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Street Sign Posts - There are seventeen (17) of these wooden posts marking the streets in our subdivision. During 2016, all of these street sign posts were inspected, refurbished/repared as needed, and repainted (color change from woodland brown to shamrock green). During Spring 2017, Cary Baron completed some minor repairs to two or three street sign posts. He determined that the Kerrigan's Way/Asher Drive post needed to be replaced entirely, and the Board plans to do that job sometime in 2018.

Drainage Project - In Fall 2016, our hired vendor installed a rather extensive drainage tile system in the Clover Hollow and Willow Bottom (KDCA) common areas. This was necessary to help control the "standing water issues" previously experienced in these two regions. This project was deemed to have been successful, and we observed vastly improved drainage of rainwater in these areas during 2017.

Neighborhood Watch - A small number of KD residents have expressed interest in forming a group that would be dedicated to developing programs and activities aimed at enhancing our community's safe living environment. The KDCA Board would appreciate some help to make this a formal/active committee.

Bullerman Drain Project - During Spring 2016, the KDCA Board and many KD homeowners launched a very successful letter-writing campaign, which resulted in the Allen County Surveyor's Office hiring a company to do debrushing maintenance/clean-out of the Bullerman (stormwater) drain. During the Summer of 2017, Hartley Excavating began working to clear "the ditch" all along its path from Maysville Road to Long Road. The work has been completed now, and they did a great job!

ADA Ramps - As a result of the Board's diligence (i.e., filing the annual petition), the City installed ten (10) sets of ADA ramps at various KDCA locations in mid-April 2017. So, we now have complete ADA compliance in The Villas, but there are still 3-4 sets of ADA ramps needed before we achieve complete compliance in the Greater KDCA. The Board will continue to petition the City until this work is done.

Street Lights Upgraded (Enhanced Lighting) - LED fixtures were installed on approximately half of our community's thirty-three (33) street light poles during 2017, with the balance to be installed in early 2018. Since we made a deal with the City of Fort Wayne, KDCA ended up paying a much reduced portion of the total cost for each of the new LED fixtures (for details, see Financial Report - Expenditures section). KDCA's total cost for this LED retrofit was \$4,125 and the Board paid for it using the "surplus funds" in the Association's regular savings accounts. The bill was paid in full to The City during calendar year 2017. Now, the entire Kensington Downs Community Association (including The Villas) has enhanced street lighting, which the Board hopes will increase the general safety of all residents in our community.

Reactivation of the Sewage Lift Station - For background information and details related to this matter, please refer to the article published in the September 2017 issue of the KD newsletter (pages 1 & 2).

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Benches along the Common Area Walking Paths - The recent homeowner survey indicated sufficient interest in this project, so the KDCA Board will now begin researching the costs, etc.

Common Area Sidewalks - Several concrete panels are in need of repair/leveling. We intend to complete an inspection and (hopefully) hire a vendor to make the needed repairs during the 2018 calendar year.

Traffic Calming Initiative - The KDCA Board undertook this project in response to repeated requests voiced by many KDCA residents over the past several years to “do something to slow the traffic along Welshire Boulevard and Kerrigan’s Way”. During 2016, a petition was circulated amongst the KDCA homeowners and approval signatures were collected. The following two (2) community-approved measures were instituted: (1) the installation of stop signs on Welshire Boulevard (at Bent Willow Drive) and on Kerrigan’s Way (at Red Clover Lane), and (2) a reduction in the posted speed limit (from 30 MPH to 25 MPH) on all streets within Kensington Downs, including Welshire Boulevard and Kerrigan’s Way. City personnel installed the related signage throughout our community on February 27, 2017.

Homeowner Comments and/or Questions

KDCA President Carol Griffin opened the floor to the homeowners in attendance at the meeting.

1) Immediately, a lengthy discussion of the recently-implemented traffic calming measures commenced. In particular, two (2) homeowners expressed their rather forceful objections to the stop signs that were installed on Kerrigan’s Way at Red Clover Lane. They also voiced their displeasure over the yellow paint that the City applied to the curbing in order to identify the “no parking” zones adjacent to these stop signs. The Board assured both of these homeowners that the City would allow our community to revisit the matter after one (1) year’s time had passed and that there was a specific mechanism for revoking any or all of the traffic calming measures that were implemented in February 2017. [See Attachment 4 for details of the procedure required by the City of Fort Wayne.] Briefly, these homeowners would need to circulate a petition amongst all of the Kensington Downs members/homeowners that specified which previously-instituted traffic calming measure(s) they sought to reverse and then obtain the approval (i.e., homeowner signatures) of at least 75% of the 234 lots in the Kensington Downs community. This petition process could be initiated by any KDCA resident, but the KDCA Board would need to review and approve of the petition’s language prior to its circulation. Once all of the required homeowner (approval) signatures have been collected, then the petition would be presented to the KDCA Board of Directors for verification and filing with the appropriate City of Fort Wayne officials.

2) A comment was made concerning KDCA’s annual printing costs. Jennifer Cardone (lot 174) suggested that we could start offering delivery of the KD newsletter via email, in order to cut down on our overall printing costs. The Board agreed to consider distributing all 2018 newsletters according to the KDCA homeowner’s stated choice of receiving either a hardcopy delivered by USPS mail or an emailed copy.

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- 3) Complaints were voiced regarding the dandelions and other weeds at the KD entrance area and along Welshire Boulevard. Homeowners suggested that the Board instruct our vendor to apply additional weed control treatments to these areas in the early Spring of each year, so the KD entrance area would “look good” by the time our Spring garage sale takes place.
- 4) A homeowner who resides on Brimfield Court asked about the snow plowing. Apparently, our vendor provided inadequate scraping of the pavement last winter and there was significant ice build-up in this area of our community streets. Carol stated that the homeowner should call her, and Carol would contact our vendor about re-plowing the area and/or applying some salt. The homeowner was also encouraged to call 3-1-1 to request that the City attend to any icy street or area of concern. KDCA is located within the Fort Wayne city limits, so your tax dollars are paying for the winter road services provided by the City.
- 5) Concerning a homeowner’s question about the KDCA irrigation system, Director Larry Porter stated that the irrigation piping is made of “builder-grade plastic”. Larry also stated that our vendor, Pfister Sprinkler Systems, had just completed the shut-down and winterization of the KDCA irrigation system. In 2018, we will need to purchase a new controller box for the common area sprinklers - the estimated cost of this item is \$700.
- 6) Homeowners commented that there needs to be a committee to address the “state of the KD entrance”. The plantings are too crowded and need to be “thinned out or pruned back”. Since sprinkler heads are only located in the center island area, the irrigation system does not provide any water to the plantings located in the beds to the north and south of the KD entrance. However, we are working with Pfister to determine if some sprinkler heads can be installed in these two (2) areas.

Ballot - Voting Results

A total of sixty-five (65) completed ballots were received from the KDCA membership for the 2017 annual meeting. Three (3) of these ballots were deemed to be “invalid” because they were received after the November 15, 2017 deadline had passed. There are a total of four (4) voting items on the official ballot (Attachment 2). Each of the Director Nominees (i.e., Frank Kline and Jennifer Cardone) completed the required *Nomination Form for Board Members* and submitted the form before the stated deadline of October 9, 2017. See Attachment 5.

Allison Corron (lot 112), Thomas Corron (lot 112), and Tom Eggold (lot 58) volunteered to count the sixty-two (62) valid ballots submitted. KDCA President Carol Griffin acknowledged these homeowners, and she expressed thanks and much appreciation for their efforts. See Attachment 6 for a description of the ballot counting protocol/procedure.

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The voting results that we obtained from the sixty-two (62) valid ballots, were reported as follows. See Attachment 7. *Please Note: For each of the four (4) voting items, if the ballot was not marked at all by the homeowner, that vote was counted as an abstention.*

The 2016 Annual Meeting Minutes were approved. **51 - 0 - 11** (yes-no-abstain)

The proposed budget for 2018 was approved. **53 - 2 - 7** (yes-no-abstain)

Each of the two (2) homeowner/candidates on the ballot is running "unopposed" for the Board seat that is available in their specific "Director District".

In District 4, the vote count for Frank Kline was **55 - 3 - 4** (yes-no-abstain)

In District 5, the vote count for Jennifer Cardone was **54 - 2 - 6** (yes-no-abstain)

Therefore, Frank Kline and Jennifer Cardone have been elected to the KDCA Board of Directors. The term of service for each of these Directors is three (3) years.

KDCA President Carol Griffin asked those in attendance if there were any other questions, comments or suggestions for the Board. With no further business to transact, Carol thanked everyone for attending. Allison Corron (lot 112) moved to adjourn and the motion was seconded by Larry Porter (lot 61). The 2017 Annual Meeting of the KDCA Membership was adjourned at 8:42 p.m.

Minutes recorded and submitted by Arlene Klapes (KDCA Vice President) for Linda Shively (KDCA Secretary).

Attachments

- 1) Meeting Agenda & Candidate Statements - 2 pages
- 2) Official Ballot with instructions - 2 pages
- 3) Financial Report - 1 page
- 4) October 25, 2017 Letter from City Official Kyle Winling (Traffic Engineer) - 1 page
- 5) Submitted Nomination Forms [2 Nominees for Election of KDCA Directors] - 2 pages
- 6) Ballot Counting Protocol - 1 page
- 7) Voting Results - 1 page