

KICA Board of Directors Meeting
January 12, 2004
2:00 p.m. - Sandcastle

APPROVED

Present:	Marty Yonas, President	Joe Bunting, Staff
	Fred Peterson, Vice President	Teresa Cooper, Staff
	Dwight Freeburg, Treasurer	Tammy McAdory, Staff
	Tom Hutchinson, Director	Joe Croughwell, Staff
	Pat McKinney, Director (late arrival)	Carrie Cross, Staff
	Buddy Darby, Director (late arrival)	

Absent: Faith Dodge, Director

1. Call to Order, Verify Quorum – Mr. Yonas called the meeting to order at 2:00 p.m. with a quorum of directors by Messrs. Yonas, Peterson, Freeburg and Hutchinson.

2. Approval of Minutes –
 - A. November 6, 2003 (enclosure) – **Mr. Hutchinson moved approval of the November 6 Board minutes. Mr. Peterson seconded the motion. This vote was carried unanimously by those in attendance.**
 - B. November 10, 2003 (enclosure) – Suggestions were made to change the word “report” to survey in 3.A.2 and the words “medical survey” to “medical foundation” in 7.C. **Mr. Hutchinson moved approval of the November 10 Board minutes. Mr. Peterson seconded the motion. This vote was carried unanimously by those in attendance.**
 - C. December 4, 2003 (enclosure) - **Mr. Hutchinson moved approval of the December 4 Board minutes. Mr. Peterson seconded the motion. This vote was carried unanimously by those in attendance.**

3. Administrative Reports
 - A. Joe Bunting, General Manager
 1. Beach Report – Jim Jordan gave an informative power point presentation on the beach erosion occurring at the east end of the island, and the Town’s plans to correct the current situation. Jordan answered questions from the KICA Board and members of the audience.
 2. 2004 Annual Meeting Materials (ballot, proposal, etc.) (enclosure) – Staff will correct any typos, be more specific in the language regarding the transition to full member control from the President’s Year In Review on page 1 and delete the sentence (A summary...) from the President’s Year In Review on page 2, and change all references to election tabulation to reflect staff processing the ballots and proxies with formal certification of quorum proxies and votes being done by auditing firm, Robinson-Grant. **Mr. Hutchinson moved approval of the 2004 Annual Meeting materials with the above changes. Mr. Freeburg seconded the motion. This vote was carried unanimously by those in attendance.**
 3. Policy Resolution – Rules of Conduct for 2004 Annual Meeting (enclosure) – With the change to reflect staff processing the ballots and proxies instead of Robinson-Grant, **Mr. Hutchinson moved approval of the resolution. Mr. Freeburg seconded the motion. This vote was carried unanimously by those in attendance.**
 4. Security/Covenant Compliance Status Report (enclosures)– Status Report
 5. Long Range Plan Draft IV (enclosure) – Conceptual approval was given to LRP IV, pending legal approval. Staff will bring LRP IV to the board in February for final review. **Mr. Freeburg moved approval of LRP IV. Mr. Hutchinson seconded the motion. The above was approved unanimously by those in attendance.**

6. Sandcastle Vending Machine Plans (enclosure) – Due to the results of an informal on-site survey, the Recreation Committee will try to discern the wishes of the membership by providing hot and cold vending this year instead of a snack bar and ask, via the survey, for member input.
 7. Mail Votes – No mail votes were taken since the last meeting.
 8. Member Comments from November 10 board meeting (enclosures) – Joe reviewed the responses to the questions.
 9. Ratification of votes taken at the November 10 Executive Session – The following committee appointments were approved at the November 10 Executive session: Vince Truax as chair of Human Resources Committee, Bill Condon as vice-chair of the Recreation Community Center Advisory Committee, Russell Crane to the Human Resources Committee and Edward Fitzpatrick to the Governance and Planning Committee. **Mr. Hutchinson moved ratification of the above committee appointments. Mr. Darby seconded the motion. This vote was carried unanimously.**
- B. Teresa Cooper, Controller
1. Status Report: First Zero – Based Budget Process – Avril Fenwick, FAC Chair, reviewed the lessons learned from the first round of zero-based budgeting. The FAC was unanimous in recognizing the process’s success. The next step is to establish benchmarks for KICA as a whole by comparing our activities with those of other associations or unrelated groups.
4. Committee Reports
- A. GPC Status Report: Approximate Timeline for 2004 Member Survey (enclosure) – Anne-Lee Verville, GPC Chair reviewed the timeline for the 2004 Member Survey. It will be expedited where possible. Board consensus was to approve the timeline.
 - B. LLMAC Report: Landscape Management Guidelines for Association Members (enclosure) – Manny Emanuel discussed the LMG for Association Members and the history leading up to the manual. This does not replace the existing Land and Lakes Management Guidelines, but is a 4-page distillation of this 49 plus page document. It’s purpose is to provide the membership with an easy reference about the 49 plus page document. Pending approval by the ARB to determine that there are no contradictions between our guidelines and theirs, **Mr. Hutchinson moved approval. Mr. McKinney seconded the motion. This vote was carried unanimously by those in attendance.**
5. New Business –
- A. Overview of Covenants – Mr. Yonas brought the idea of “dressing-up” the draft overview with pictures, color, and a cover letter encouraging the membership to learn about the covenants, then mailing a copy to each member. A quote was not available, but a guesstimate may be \$6,000 – 7,000. After some discussion the board decided to leave the document as is and not do a mass mailing, but to put it on the website and in the new member welcome packets.
6. Unfinished Business – No unfinished business
7. Adjournment - Having no further business to conduct, the meeting was adjourned on motion duly made and seconded.

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8. Member Comments

- A. Jim Piet, 127 Bufflehead – In the past, he understood it was policy that property owners could not perform any maintenance to any lake bank on property owned or leased by the Community Association without approval of both the Community Association and the ARB. Over the years, he believes that the policy has become lax and property owners have been doing routine maintenance on this property. In regards to the Landscape Management Guidelines for Association Members, his understanding is that the document will change the policy to reflect the current happenings of property owners performing routine maintenance on lake edges. Is this correct and when will the Guidelines be available to the public?

Submitted by

Approved at the February 23, 2004 meeting

Carolyn Cross
January 14, 2004

Faith Dodge
Secretary