

KCHOA Board of Directors Meeting Agenda Notes

September 14, 2021; 7:00PM

ZOOM VIDEO CONFERENCING

1. **Determine Quorum**
2. **Call Meeting to Order: 7:01pm**
3. **Approve Agenda:** Treasurer Motioned, Director Seconded. APPROVED
4. **Approve August 10, 2021, Minutes:** Director Motioned, Secretary Seconded. APPROVED w/Exception: Remove \$ typo.
5. **Financial Report: ATTACH W/MINUTES**
NOTE: Five (5) members referred to collections for late Special Assessment late; greater than 90 days. Total: \$1,144.00. Remains open until monies collected. One (1) monthly assessment sent to collections late, greater than 90 days.
6. **Management Report: ATTACH W/MINUTES**
NOTE:
 - A. Lighting Revision/Restoration: Goal is complete 11 poles/month to meet completion date (December 10, 2021). One (1) new head remains of 4 purchased on Ebay. Manager searching for more at comparable Ebay cost.
 - B. Light Repairs: 1 light out.
 - C. Architectural Report: 12353 SW 94th Terrace: Execute “Cease and Desist” Order on roof replacement (9/14/21) until proof, Modification Request Form Approved.
 - D. Palm Works USA Lawn Maintenance made 3rd cut August 23, 2021.
ACTION
 - E. President provided “Right of Entry” protocol for Monthly report. Right of Entry must reflect “Execute Date” and “Completion Date, with description of work. No exceptions. Directors and Manager acknowledged understanding and compliance.
7. **Architectural Report:** Reference Management Report.
8. **Members/Tenants Speak: 12420 SW 94th Lane** – New member (2 weeks), wanted to meet Board and vice versa.
9. **Old Business:**
 - A. Violations: Emphasis on fences. Many in disrepair. Two-phase approach initiated by Director and Committee Member (Architectural Review Committee). Phases defined as “Outer Areas” (along Dade County Roads), “Inner Areas” (not visible from roads). 12351 SW

94th Lane – Litter and trash. Immediate action requested of Manager to contact member, remove trash. **ACTION**

B. Review/Accept Power Washing Proposals (Clubhouse Roofs & Walkway): Treasurer Motioned to accept Charlie’s Power Washing proposal of \$1,200.00 for sidewalk, as stated in KCHOA Scope of Work, and \$250.00 each Clubhouse roof to include cleaning runoff from walls, pool deck areas and sidewalks. Total proposal: \$1,700.00. Completion: October 8, 2021. APPROVAL PENDING, contractor submitting written proposal to include “source of water.” Director Seconded. **APPROVED W/ACTION**

C. Review/Accept Tree Cutting Proposals (August Management Report): Treasurer Motioned to accept Omar Landscaping and Tree Trimming, proposal of \$150.00 for 9227 SW 123rd Ave Ct, as described in Scope of Work, and \$800.00 for 12318 SW 94th Terrace, Scope of Work. Includes haul-away. Total \$950.00. Director Seconded.

APPROVED

NOTE: No more funds will be expended in 2021 for tree trimming with exception of emergencies.

D. Community Appearance Checks: President requests Manager’s due diligence maintaining Common areas with emphasis along Miami-Dade County roads. Request Manager continue scheduled maintenance for curbs, mailboxes, Pet Stations, Common area walls, walls around pools and gate locking mechanisms. **ACTION**

10. New Business:

A. Prepare 4th Quarter 2021 Business Timeline (Budget, Elections): President requests early emphasis preparing 2022 Budget for November presentation to Directors, and preparation of Annual Meeting, 2nd Saturday in December (12/11/21), Clubhouse 2. Three (3) Director positions are open for election.

NOTE: Manager will hang icicle lights on Clubhouses’ week following Thanksgiving. Red and blue lights will replace burned out lights. Final lighting must have similar appearance.

B. Community Roofs: Manager will research approximate cost per section (38 sections) to power wash roofs, including runoff. Fact sheet will be attached to notes, for Director’s use preparing Scope of Work. Also, “exceptions” must be clearly defined with proper annotation. “Soft wash” defined. Clear, concise understanding of terms, exceptions, expectations, are necessary preparing Scope of Work. **ACTION**

C. Fall Newsletter

D. Community Awareness

E. 2021 Florida Legislation Updates to FS 720, Effective July 1, 2021

The following documents will be placed in October Monthly Assessment mailings: Kenland Court Newsletter Fall 2021, KCHOA Important Notice September 2021, KCHOA Election of Directors 2021, and Kenland Court Community Awareness August 2021. Also, the Thumb Drive/Flash Drive containing KCHOA Governing Documents will be included.

11. **Other:** N/A
12. **Next Meeting November 9, 2021; 7:00pm, ZOOM Meeting**
13. **Adjourn: 8:40pm**

TRUTH

TRUST

TEAM

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