

**KINGS COVE HOMEOWNER'S ASSOCIATION**  
**Board of Directors Meeting**  
**At Entryway East Pond**  
**December 15, 2024**

**Attendance:** Walter Monser, President; Clarissa Powell, Secretary; Heather Fipps, Treasurer; John Babinchak, Director, Jared Eller, Director; Jim Hart, Barry Skinner, Bill Harris, Bill Graef, Kelly D'Agostino.

**Call to Order:** Meeting called to order at 4:25 p.m.

**Treasurer's Report:** Presented at KCHOA Annual Meeting

**Minutes:** Minutes from February 29, 2024, board meeting reviewed and approved.

**Officers:** Clarissa Powell nominated the following board members as officers. Heather Fipps seconded. No opposing candidates. Motion passed.  
President – Jared Eller  
Vice President – John Babinchak  
Treasurer – Heather Fipps  
Secretary – Clarissa Powell

**New Business:**

**HoA Structure/Management**

Discussion regarding better organizing/storing HoA documents. Barry Skinner said in general, the HoA needs to keep documents for seven (7) years. All paper documents (currently stored in bins in Walt Monser's garage), need to be reviewed and if necessary, scan those needing to be kept and shred all documents.

The Board will schedule a meeting to review the paperwork. Jared will retrieve all items from Walt Monser and store until said meeting.

Clarissa Powell will research the seminar required by the state for HoA Board members. The group agreed that ARC Committee members will also attend the training. Options will be shared with all Board and ARC members by the spring HoA board meeting.

Heather Fipps suggested better defining each board member's role and spreading the work equally among all board members. Jared Eller agreed, saying we will readdress early in 2025. All board members must serve on at least one committee.

Jared Eller questioned whether the committee chairs could make decisions, lightening the load on board members. Barry Skinner explained that committee chairs can do some tasks such as request quotes, etc. but the decisions must be made by the board. The board is responsible for all financial decisions.

The Board is responsible for ensuring a quorum is met at meetings, whether through proxies or in-person attendance. To facilitate this, the Board will begin reaching out for proxy submissions at least four weeks before the upcoming annual meeting. The president will oversee the collection and tallying of proxies to ensure an accurate count well in advance of the meeting.

### **ARC Committee**

Detailed discussion followed about the ARC Committee. Board agreed to follow the covenants which state three people appointed by the Board will serve as the committee. ARC Committee members are Barry Skinner, Bill Graef and Jim Hart.

ALL ARC submissions must be emailed to [ARC@kings-cove.org](mailto:ARC@kings-cove.org) to keep a submission trail. All responses, correspondence, etc. must be via email, with copies stored for HoA protection.

The ARC committee will meet to address every submission. Meeting dates/times/location/items being addressed must be posted on the board at the entryway and on Facebook at least 48 hours prior to the meeting. All meetings are open for homeowners to attend.

ARC Committee's focus will be on re-establishing the existing covenants.

The ARC process will be featured in the next newsletter with support on Facebook. Possibly post a link on Facebook to the ARC form on the website.

Clarissa Powell will reach out to the new owners of the house that burned requesting a timeline for repairs. Outreach will be via snail mail since we have no telephone number or email on record.

**Maintenance Committee**

Jared mentioned needing another couple of people for the Maintenance Committee and said he would ask a few. In Spring, the Maintenance Committee will proceed with beautifying the entryway.

**Social Committee**

Clarissa Powell doesn't mind reserving Santa and handling the newsletter but does not have time to chair the committee. Further discussion about the Social Committee will occur in early 2025.

**Adjournment:**

**Motion by Barry Skinner** that the meeting be adjourned at 6 p.m.  
Seconded by Bill Graef. Meeting adjourned.

Attest:   
Clarissa Powell, Secretary