

# KSMA Board Meeting MINUTES

November 6, 2023 Meeting | 6PM Pacific

## In attendance:

Susan	Paul B	Doneg
Peggy	Jeff	Ray

## FOLLOW-UP TASKS

- Consider a renewed approach to securing a sufficient number of votes for moving the Annual Meeting date. (Susan)
- Revise the KSMA fire safety brochure and determine how best to circulate to KSMA homeowners. (Susan)
- Determine whether a change in the P&L statements regarding road paving funding is warranted. (Peggy)
- Identify an attorney to draft letter template to be used for collecting past-due amounts from homeowners. (Susan)
- Establish a banking relationship with a financial institutions that offers FDIC/NCUA-insured CDs at competitive rates. (Peggy)
- Research the feasibility of KSMA conducting a dune grass planting pilot. (Doneg)
- Prepare minutes of the November 2, 2023, KSMA board meeting. (Doneg)
- Next meeting date: The next meeting date for the KSMA board has been set for January 8, 6:00 pm.
- Approval of past minutes
  - **Minutes for two KSMA meetings were approved:**
    - July 17, 2023, KSMA Board Meeting
    - September 2, 2023 KSMA Annual Meeting
- Recap of annual meeting
  - (See KSMA Annual Meeting minutes for details.)
  - Susan summarized the annual meeting, indicating there was good turn-out (both in-person and on-line) and good engagement / discussion by attendees. There were challenges to keeping the meeting from running over the allotted time, due to an extended discussion on fire safety and the introduction of the topic of beachfront dune grass planting, a topic not on the agenda.
  - One short-coming of the meeting was the failure to get a sufficient quantity of votes in support or moving the Annual Meeting date. Although nearly all those voting supported the change, not a sufficient number of individuals voted (in-person, on-line, or through a proxy). **We will need to consider a renewed approach to securing a sufficient number of votes for moving the Annual Meeting date.**
- Fire Safety: Open flames

- During the Annual Meeting, a request was made by an owner to modify the KSMA policies to require that no open flame units of any type be allowed outdoors in the community.
- The board discussed the issue, including consideration of a ban on propane heaters. Peggy noted that outdoor propane heaters are generally safe, but they should not send out sparks.
- A motion was made to modify the KSMA fire safety brochure to replace the word “flames” with “embers or sparks” with the intention of communicating to KSMA homeowners and renters that outdoor units that emit embers or sparks should not be used within Kiwanda Shores. **Approved. Susan volunteered to revise the KSMA first safety brochure and determine how best to circulate to KSMA homeowners.**
- Financials update (Peggy)
  - Peggy provided an update on the status of KSMA finances. It was noted that there is a need to increase the budget in future years for landscape and maintenance.
  - Paul B commented that the line-item “Road Paving – Receive Transfer” should not be included on the Profit – Loss Statement. **It was decided that we will check with Robin to determine whether a change in financial statements is warranted.**
  - Peggy also provided an update on the search for a financial institution through which KSMA will invest in CDs a portion of the reserves and other KSMA account balances. She is contacting financial institutions that offer FDIC/NCUA-insured CDs at competitive rates. Peggy will brief the Board on the recommended institution prior to transferring KSMA funds to the institution.
  - Accounts Receivable: In reporting that account receivables (from member dues) have a low outstanding balance, there was a discussion on how to best collect remaining due amounts and to streamline the process for collecting back-due amounts in the future. It was proposed to:
    - Create a letter template for issuing to owners with amounts past due. An attorney would need to be found to draft the letter; and
    - Have Robin send the letter to homeowners with past-due amounts on behalf of KSMA. The letter would be issued if the amount was past due for more than one year and the amount was over \$300.

Proposal was **AGREED** to. **Susan will inquire about possible attorneys to use for this task.**
- Webmaster update
  - Susan informed the Board of the continued need to identify a Webmaster to work on the KSMA Website and assist with member communications. Suggestions of possible candidates continue to be welcome.
  - There is currently an error in the email address linked on the KSMA Website. The to-be-hired Webmaster will fix this when hired.
- Update on Kiwanda Corridor project
  - Doneg provided an update on the Kiwanda Corridor project. In addition to on-going work to complete the renovation of the parking lot near the Cape, the initiative is conducting the design work for the Pacific Avenue / Cape Kiwanda Drive intersection (referred to as part of the Jense Property initiative.) Funding for, and the timeline for creation of a park on the Jensen property have not been specified.
- Update on STR permit caps

- Doneg and Susan provided an update on the status of the STR permit cap negotiations among the County and Pacific City representatives.
- Recommendations to the County on possible changes to the STR permit percentage caps for Pacific City (and/or subareas of Pacific City) are due to the County by mid-February. The County (Sarah Absher) has asked the PC-Woods Citizens Advisory Council (CAC) to establish a work group to coordinate the discussions on this issue. Susan and Doneg have notified the County / CAC of our interest to serve on the work group to represent KSMA.
- At present, seven applicants are on the STR permit wait list in Pacific City – Woods. Those on the waitlist will be issued a permit if a current permit holder relinquishes their STR permit.
- Proposed pilot with beach grass
  - In response to the discussion at the KSMA Annual Meeting regarding efforts of beachfront homeowners to establish dune grass along the front edge / face of the upper beach dune—and a request for KSMA to assume this responsibility, the KSMA board reviewed the issue and concluded that KSMA taking on this cost and responsibility would not be warranted.
  - Doneg proposed that KSMA consider initiating a pilot.
    - Rather than KSMA taking on the responsibility and cost of the on-going dune grass effort, KSMA would conduct a limited pilot in the area of the upper beach edge/face that corresponds to the KSMA-owned Ocean Drive beachfront lot. The results of this pilot (e.g., successful growing of the dune grass) would be shared with Kiwanda Shores beachfront homeowners.
    - The pilot would involve transplanting large scoops of dune grass already existing in other locations in Kiwanda Shores to this beachfront location, with a barrier placed around the newly-transplanted dune grass. (This is in contrast to the current approach which appears to be the planting of individual reeds of dune grass along a large section of the dune ridge.)

**The Board approved that Doneg research the matter further, including speaking with Paul Gulick, to determine the feasibility of this pilot.**

- Front (and Back) Yard Berms
 

Susan reported that at one location on Sea Swallow and at an additional location on Ocean Drive, homeowners have constructed berms at the edge of their property. Homeowners did not apply to Architectural Review Committee for approval prior to conducting the work. The Board may wish to further research this issue.
- Compensation to KSMA Board members
  - Peggy raised a question as to whether waiving the annual KSMA homeowner fee for KSMA board members might encourage other homeowners to volunteer to serve on the KSMA board. It was noted by Ray that the KSMA governing documents prevent KSMA from providing compensation to Board members.
- Next meeting date: **The next meeting date for the KSMA board has been set for January 8, 6:00 pm.**