

KSMA Board Meeting MINUTES

January 8, 2024 Meeting | 6PM Pacific

In attendance:

Susan
Peggy

Paul B
Jeff

Doneg
Ray

FOLLOW-UP TASKS

- Along with the billing statement, include in the upcoming annual spring mailing to owners a ballot to indicate owner support or opposition to giving authority to the KSMA board to change the date of the Annual Meeting. (Susan)
- Contact Paul S and Linda to determine if they intend to continue to participate on the KSMA board for 2024. (Doneg)
- Add examples to the KSMA fire safety brochure to indicate acceptable and prohibited fire types within Kiwanda Shores and determine how best to circulate to KSMA homeowners. (Susan)
- Contact attorney Adam Springer to ask if he will draft a letter template to be used for collecting past-due amounts from homeowners. (Susan)
- Circulate a side-by-side comparing the 2023 annual budget to the proposed 2024 annual budget. (Peggy)
- Continue research into establishing a banking relationship with a financial institution that offers FDIC/NCUA-insured CDs at competitive rates. (Peggy)
- Inquire into receiving a bid from Coastways Construction to coordinate and complete the road paving project. (Ray)
- Add \$5,000 to the 2024 annual budget for “Web design assessment”. (Peggy)
- Begin to undertake a dune grass planting pilot in area in front of KSMA-owned beachfront lot. (Doneg)
- Confirm the availability of, or add, \$1,000 to the proposed 2024 budget for the dune grass pilot. (Peggy)
- Confirm that the previously approved plans for the construction of a home are the same as the plans being used for the now to-be-started construction project. (Paul B)
- Prepare minutes of the January 8, 2024, KSMA board meeting. (Doneg)
- Next meeting date: The next meeting date for the KSMA board has been set for March 18, 6:00 pm PT and a Zoom invite will be circulated. (Doneg)
- Approval of past minutes (Doneg)
 - **Minutes for the November 2, 2023, KSMA meeting were approved.**
- Continuing Membership on KSMA Board (Susan)
 - Susan, Peggy, Paul B., Jeff, Ray, and Doneg confirmed their intention to continue on the KSMA Board in 2024.

- Doneg agreed to contact Paul S. and Linda to ask if they intend to participate on the KSMA board in 2024.
- Fire Safety: Open flames (Susan)
 - There was continuing discussion of revising the KSMA fire safety brochure. A statement has been included that fires that emit embers or sparks are not permitted within KSMA boundaries. It was suggested that examples be added to the document to give further guidance on what is and isn't permitted within Kiwanda Shores.
 - **Susan volunteered to make the additional revisions to the KSMA first safety brochure and determine how best to circulate to KSMA homeowners.**
- Changing Date of Annual Meeting (Susan)
 - At the Annual Meeting, there were insufficient votes in favor of authorizing the board to change the date of the annual meeting (although only 2 votes were opposed to changing the date.)
 - **Susan offered to prepare a ballot for inclusion with the mailing of the billing statement and spring letter to members.**
- Template Letter for Collecting Past Due Amounts (Susan)
 - Paul S forwarded an email to Adam Springer indicating a need to contact an owner who is past due on member dues.
 - **Susan will contact Adam Springer** to ask if (1) if he recently sent a letter to owners with past due amounts and (2) he has prepared a template letter that can be sent to KSMA owners who are in arrears.
- Financials update (Peggy)
 - Peggy provided an update and circulated the proposed 2024 budget, on the status of KSMA finances. Peggy noted that \$25,000 is budgeted as “Road Paving—Reserve Transfer” to offset the \$25,000 in “Road Paving” shown under Road Maintenance.
 - A request was made to have a side-by-side showing the 2023 annual budget next to the proposed 2024 annual budget for review prior to approving the 2024 annual budget. **Peggy will circulate an expanded document.**
 - 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. Financial institutions seemed constrained in responding to KSMA as a non-profit.
- Road Paving Projects (Ray)
 - Ray indicated the difficulty in getting potential contractors to be responsive and to coordinate with each other (Coastways Construction and Gettis Paving). A suggestion was made to **consider asking Coastways to submit a bid for the entire project, with Gettis as a subcontractor to Coastways.**
- Capital Expenditure Budget (Paul B)
 - Paul B inquired as to whether a capital budget (and expenditures) should be established that is separate from the KSMA operating budget. It was decided, at least for now, to leave the accounting as a consolidated operating and capital budget.
- Webmaster update (Susan)

- Susan informed the Board that Travis Perreira has been identified as a candidate to perform Webmaster services. He appears to have the necessary experience. **It was suggested, and agreed to, to add an initial amount of \$5,000 to the 2024 budget for “Web design assessment”.** An amount for the actual KSMA Web site updates and other activities will be estimated when additional information is available on the level of effort needed.
- Dune Grass Planting Pilot (Doneg)
 - Doneg provided an overview of the research conducted to determine the feasibility of undertaking a dune grass planting pilot. The purpose of the effort is to determine if an alternative approach – whereby dune grass is transplanted in concentrated bunches – will have better success in taking hold than the current approach. The pilot would be conducted in the limited space on a lower shelf of the beach foredune that is in front of the KSMA-owned (vacant) beachfront lot. Dune grass would be sourced from existing lots within Kiwanda Shores, if agreed to by lot owner(s). The County and State regulations reviewed do not prohibit such a pilot. This pilot would be kept separate from the permitting application process coordinated by Paul G. **Approval was provided for Doneg to initiative the pilot.**
 - A budget of \$1,000 was requested by Doneg and approved by the board. **Peggy will determine if available funding already exists in the proposed 2024 budget or will add \$1,000 to the 2024 budget if it does not.**
- New Construction on Approved Project (Paul B)
 - Paul B gave an update on a lot owner’s (Dan K.) plans to proceed with the construction of a new home. The plans were approved by KSMA over 12 months ago. **Paul B will confirm that the architectural plans are the same as previously approved.**
- Death of an Architectural Committee Member
 - Rick F, a long-time active member of the Architectural Committee, passed away recently. The contributions he made are appreciated, and his continued participation will be missed.
- Passage between Four Sisters and KSMA Quads
 - An opening was reinstalled in the fence between Four Sisters and the KSMA Quads.
- Next meeting date: **The next meeting date for the KSMA board has been set for March 18, 6:00 pm PT.** A Zoom invite will be sent out.