



## Anchor Point Condominium Owners Association

### Minutes – 2011 APCOA Annual Meeting

#### Meeting Summary:

Date/Time: November 5, 2011 7:00pm  
Location: Kimberling Inn – Harbor Room  
Attendance: 36 of 67 Unit Owners Represented  
Quorum: 54% of Unit Owners Meets Quorum Requirements  
Refreshments: Provided by The Garden Terrace Restaurant – Renee & Bob Nicole

#### Agenda Items:

##### Call To Order:

Meeting was Called To Order at 7:05pm

##### Introductions:

Officers Ray Loehr, Ed Bistline, and Don Gish were introduced along with APCOA Secretary and Kimberling Inn staff members Ann George and Maintenance Manager Steve Branstetter.

##### Year In Review:

Past years Board of Managers goals were outlined and reported:

**Improvement in member communications:** During the past year the board has improved communication with the members by establishing a line of communication through Ann George, by publishing Quarterly Newsletters and interim letters, and by surveying the members for feedback and direction.

**Financial Understanding:** Learning and understanding the financial information for the APCOA was undertaken by the board. It was important to know the account structure, services provided, how these services are paid for, and the source of the \$69,331.41 liability to Kimberling Inn.

**Survey Membership:** The board conducted two surveys to get feedback and direction from the membership. These surveys led to improvements and tasks taken on by the board.

**Improvements & Tasks:** The first survey showed that the Waste Treatment Plant was a major concern of the membership. The board recognized Jim & Joyce Brendle for working with

Kimberling City three years before the APCOA got involved. The three issues with the Waste Treatment Plant are odor, view, and noise. To date, some 15 trees have been planted to help hide the facility. Additionally, the city has modified the influent pool by slanting the base and moving the material through the pool more quickly. The association has also provided information to the city for monitoring equipment and screen and fabric tenting. We will continue to work with the city in resolving the issues with the Waste Treatment Plant. Additionally, if you smell a foul odor coming from the plant, please notify the front desk so they can report the incident to the city.

Three of the seven BBQ Grills were replaced last year. These grills are designed for outdoor settings and will last about 10 years. Additionally, they have been anchored to the concrete for safety.

Last spring the missing pool caps were replaced and both the pool fence and parking lot fencing was painted.

#### **Financial – Year-To-Date 2011: (Year To Date Handout Available)**

The 2011 APCOA Budget was based on historic information. To meet the expenses it was necessary to raise the Maintenance Fee by \$25.00 per month per unit. This raised \$20,100 which allowed revenue to meet the budgeted expenses; thus the association is covering its expenses without adding to the liability to Kimberling Inn.

The board found that the \$69,331.41 liability to Kimberling Inn has been building up over the past 15 years. Per the By-Laws no liability is to be forwarded to the next year. The By-Laws provide two remedies to resolve expenses exceeding revenue during a year. The board could have either declared an assessment or increased the Maintenance Fees. During the past 15 years neither of these actions were taken.

One of the accounts in the budget is Property Tax. Although the tax bills were identified as Anchor's Point, Manager Don Gish found that the land associated with the tax bill is not in the area of the Anchor's Point condos. After sharing this information with Mr. Jim Christiansen of Kimberling Inn, the years of tax payments were reduced from the Kimberling Inn liability. This reduced the liability of \$69,331.41 by \$40,306 leaving a liability of \$29,025.41. The board is continuing to review prior years expenses charged to the APCOA.

#### **Financial – Budget 2012: (Handout Available)**

The board has developed the 2012 budget. For 2012, Maintenance Fees will remain the same. Several accounts have been redefined to better align the various services being rendered. An account for Common Area Maintenance to include grass cutting, roads, etc, is separate from Common Amenity Maintenance which includes pools, tennis court, and other amenities.

Additionally, each account has been defined to describe the services being provided. This way Kimberling Inn and the association will both understand the service rendered and associated costs of that service. Wireless Internet Service has not been determined and is not included in the 2012 Budget.

The Reserve Account is now divided into two accounts. In addition to a Reserve Account, the board has created an Improvement Account. This Improvement Account may be used to provide

funds to Kimberling Inn for improvements which would benefit not only the APCOA, but also the inn and the timeshare entities. Types of improvements might be improvements to the front desk, conference areas, or better signage. The improvements would need to be funded proportionally by each of the entities and be of benefit to the APCOA.

**By-Law Change – Change from Monthly to Quarterly Processing Cycles: (Handout Available)**

A change to the APCOA By-Laws Article IV – Section 3 was recommended for approval by the Board of Managers. The original and proposed language had been provided to the membership on two mailings and made available at the meeting. The by-laws currently state that Maintenance Fees will be billed Monthly. For at least the past 15 years the practice of the APCOA is to bill Maintenance Fees Quarterly, The proposed and recommended change will modify the language from Monthly to Quarterly billing.

Changing the By-Laws requires a vote of the membership. With a quorum of members at the meeting a vote was called for.

**Motion:** To approve the APCOA By-Law change to Article IV – Section 3 as written.

Motion was made by: John Lang

Seconded by: Jay Elliot

Motion Approved: For Approval – 35 Against - 1

**Late Fee Policy: (Handout Available)**

A Late Fee Policy will be implemented for the first quarter billing cycle in 2012. The policy will assess a \$25.00 fee for outstanding Maintenance Fee balances after the 15<sup>th</sup>, of each month. After the 15<sup>th</sup> a five day grace period will be added to accommodate any delays caused by mail delivery. Discussion included comments about the timing of the Late Fee Assessment and accommodation of hardship situations. Although a vote was not necessary for implementation, a motion for consensus of the policy was made.

**Non-Binding Motion:** To approve and implement a Late Fee Policy as written.

Non-Binding Motion was made by: John Lang

Seconded by: Everett Isaacs

Non-Binding Motion Approved: For Approval – 35 Against – 1

**Roof Replacement:**

The roofs are at their end of life cycle and in poor condition. For many years the roofs have been patched and repaired as needed. The board has requested bids specifying architectural (30-50 year) shingles and installation. The following bids were received:

A-1 Guarantee Roofing	\$ 89,783.31
B & C Remodeling	101,400.00
Terry Parsons Roofing	72,070.86
Richardson Roofing	96,007.66

Discussion concerning the bids consisted of the quality of the shingles, the wide range of bids, and how to pay for the project.

The shingles are architectural or Timberline shingles with a life expectancy of 30-50 years. This shingle is much more durable and reliable than the common shingle currently used. This shingle is currently installed above the 300 series timeshare units. Per Steve Branstetter this has been a trouble free and damage free shingle.

The wide range of bids are interesting. All vendors were given the same specifications and all vendors surveyed the roofs. The location of the vendor may have been a factor in the cost; Terry Parsons Roofing is in Kimberling City while the others are from Springfield, MO or Northwest Arkansas. Terry Parsons Roofing is the company currently used by Kimberling Inn to patch and repair the current roof.

Paying for the roof is also an issue. The APCOA has only about \$1,000 in reserves, clearly not enough money to fund this project. Although the bids are firm, there may be additional charges for wood replacement, permits, and taxes. It is anticipated that an assessment of approximately \$1,100.00 per unit will be required to fund the roof replacement. Some discussion to lower the impact of the \$1,100 assessment was to extend the project to 2 years; replacing the lakeside the first year and the parking lot side the second year. Additionally the board is verifying with the insurance company any claims that may be applicable to the roofs.

After the discussion there was a move to have a vote. Although a vote is not necessary for the board to act on the project or on the assessment, a motion for consensus of the policy was made.

**Non-Binding Motion:** For the board to accept Terry Parsons Roofing bid for complete roof replacement funded by an assessment of approximately \$1,100.00 per unit on a timeframe at the discretion of the board.

Non-Binding Motion was made by: Jim Harpell

Seconded by: Howard Kim

Motion Approved: For Approval – 34 Against – 2

### **Wi-Fi – Wireless Internet Access**

CenturyLink has provided Kimberling Inn a proposal for Wireless Internet Access. To date the APCOA has not seen the proposal and does not know Kimberling Inn's determination of the service or cost of the proposal. If a campus wide wireless Internet service is not an option, the APCOA will investigate the service for Anchor's Point. Wi-Fi service is not included in the 2012 Budget. The board will keep the membership informed as this project moves forward.

### **APCOA Web Site**

An APCOA web site may be created for less than \$200.00 per year. The web site could have both public access pages and secured pages for members only. Contents may include By-Laws, Newsletters, Budget & Financial information, Projects & Project Updates, Member Blog, and more. The APCOA would have its own domain and be available directly through a search engine or through a link from the Kimberling Inn web site.

### **Lakeside Pool Rules**

We have experienced complaints from guests and owners concerning late night noise at the Lakeside Pool and patio area. With the lakeside pool opening in 2012, Quiet Time signs will be displayed along with Pool Hour signs. Quiet Time will start at the Pool Closing Time and continue until Pool Opening Time. These signs will provide Security Staff the authority to address noise issues during the posted Quiet Time.

### **Outgoing Manager**

Ed Bistline, Vice-President of the APCOA completed his term as Vice President of the APCOA. Ed was thanked for his contributions to the board and the association during his year of service as Vice-President. He was also presented with a Certificate of Appreciation for his service.

### **Incoming Manager**

Lisa Copeland assumed her position on the Board of Managers. Lisa was instrumental in getting the owners involved in the APCOA several years ago. Lisa will serve a term of three years. As a member of the Board of Managers, Lisa will participate with the other managers in the administrative and financial tasks of the association.

### **Additional Comments & Questions**

No comments or questions presented.

### **Adjournment**

Meeting was Adjourned at 9:10pm.

### **Other Topics Discussed During The Meeting Not On The Agenda:**

Some discussion dealt with the differentiation between the APCOA and the Rental Management Program. All Anchor's Point owners are members of the APCOA. The APCOA is responsible for the building structure and common area maintenance.

Those owners who choose to rent their unit(s) signed a Rental Agreement contract with Kimberling Inn. The APCOA has no authority to deal with issues related to the Rental Program.

Owners in the Rental Management Program discussed the fact that Kimberling Inn did not schedule the carpet cleaning this year. This change from prior years practice was implemented due to the time it takes Kimberling Inn to recover the cleaning cost from the owners. It was suggested that Kimberling Inn send a notice to those owners in the Rental Program in January requesting Pre-Payment for the service. Those owners responding by a designated date with the pre-payment would then be scheduled by Kimberling Inn as has been the practice. Owners not responding with the pre-payment would be responsible for having their own carpets cleaned.

A handout for local services was put together for owners needing maintenance services. Service categories with names and telephone numbers are provided. Providers are listed as a service to the owners and are not endorsed nor recommended by the APCOA.