

**Monthly Meeting      May 17, 2022**  
**KINGSMILL HOMEOWNERS' ASSOCIATION**

P.O. Box 361834  
Melbourne, FL 32936-1834

**CALL TO ORDER:**

The Board of Director's meeting was called to order at 6:30pm on Tuesday, May 17, 2022 by President, Kris Baker

**THE FOLLOWING BOARD MEMBERS WERE PRESENT:**

Kris Baker – President  
Deb Richardson – Secretary  
Lonnie Fessler – Treasurer  
Tim Baker – Director  
Maria Moore- Director  
Joe Ferriso-Director  
Barbara Boden-Director

**GUESTS PRESENT:** Don Poole, Don Moore

**LAST MONTH'S MEETING MINUTES:**

Minutes from 4/19 & 5/11 meetings were emailed to Board members for review. There was one revision and correction was made to the minutes. Motion made for approval by Tim, Barbara 2<sup>nd</sup>. Motion passed, all in favor

**TREASURER'S REPORT**

Treasurer's monthly report was emailed late—Lonnie will email to everyone by the end of the week.

**OLD BUSINESS**

- **Project Entrance Wall/Fence:** Update on entrance fence installation was given by Lonnie & Kris. The owner of the fence company came out to review punch list items that we weren't satisfied with, ie: huge gap west side, top caps not secure, screwing systems was not secure in some panels. The fence company will be correcting the issues. We are waiting for confirmation email of scope of work, with no charge to HOA and schedule. **ACTION:** Lonnie & Kris will continue work with fence company and homeowners for any schedule changes. We will continue to hold the balance payment, until work is completed. **Work in progress.**
- **County work on ditch west side of entrance:** Kris contacted the County regarding the erosion at the west side of entrance ditch since the new fence was installed. Inspector came out and agreed to repair slope and ditch. He recommended to be contacted to schedule work after the fence company did their punch list items. **ACTION:** Kris to contact County for scheduling after fence corrections are complete. **Work in progress**
- **Lights on new fence:** **ACTION:** Joe will install lighting after fence installation is resolved and County does ditch work is complete. **Work in progress**
- **Security Cameras:** **ACTION:** Lonnie will install the cameras to test product **Work in progress.**
- **Canal Tree Trimming:** There are 2 dead palm trees on canal. **ACTION:** Tim will contact Myers for quote to remove. **Work in progress**
- **Weeding front entrance:** Myers was weeding the front entrance this week **ACTION:** Kris will inspect.
- **Committees:** **Work in progress**
- **Top Caps for front mason wall:** Don was not able to find Styrofoam caps to fit out wall. Joe was able to find product. **ACTION:** Joe will confirm dimensions and inquire about materials. Joe and Don will work together on this project **Work in progress**
- **Homeowner Complaints:**

- Homeowner, at the retention pond, where the City repaired erosion/drainage pipe called with her concerns about the sod height at the repair. Tim spoke with her regarding her issues. The City has completed the repairs, and will not be altering the elevation. The homeowner's lot, the grading goes toward her house. The City also has explained this to her. She was concerned about the chain link fence as well. **ACTION:** Tim will speak with her again.
- **EAST POND Erosion repair:** Update on erosion and the City of Melbourne repairs at the area given by Tim. The concern about the slope was discussed. As per an email today, 5/12, the slope will match the old existing slope, not change to current standards of slope. The repair at the drain pipe washout has been repaired by the City. This part of the erosion repair is complete. There are several other locations North on the canal that have been photographed, in need of repair due to erosion. The erosion is due to extended gutter drainage from homes into the pond. **ACTION:** Tim will contact Ground Tek for quote for repair for erosion. Kris will continue to work with attorney, with letter/documentation for disconnection for homeowners. We need to add deadline for disconnect to the letter. Kris will continue to document of emails/photos for the HOA records. **Work in progress**
- **Letter from attorney for pond homeowners to disconnect gutters:** Discussion regarding a requested letter from our attorney to compose a letter for homeowners to sign, stating they will disconnect from their house and not drain into the pond. The Board has contacted our attorney that is working on the bylaws/Declaration for a letter and document for the homeowners to sign, that they will disconnect from house to pond. We received the draft from the attorney. All Boards members were emailed the draft for review. A few revisions were needed **ACTION:** Kris will contact attorney to proceed with draft of letter. As a board we will need to go door to door to get signatures. We can explain and show photos of erosion issue and why it is important to do this. **Work in progress.**
- **'Sinkhole' issue at overflow box:** Discussion regarding quote to repair overflow box that HOA needs to repair due to erosion. **ACTION:** Board tabled to proceed to repair overflow box, in order to review all quotes/budget for erosion repair that will be coming in for review. Kris to call company with questions Board had. Tim will measure existing size of 'sinkhole' area to document if it's getting worse prior to repair. **Work in progress**
- **Kingsmill Website:** Maria & her husband, Don reviewed website options. They recommend HOA Start for all our needs. It is also the most cost effective. Tim made a motion to use HOA Start for our website Deb 2<sup>nd</sup> motion. All in favor. Deb made a motion to pay for \$900/year the Premium package option, Maria 2<sup>nd</sup> motion. All in favor. **ACTION:** Kris will contact HOA Start to send contract to Treasurer. Kris & Maria will be the Website committee. All Board members recommendations and input will be needed as the website progresses. **Work in progress**
- **Newsletter:** Great job Deb! **ACTION:** Only revision is to include Lonnie's, Tim's and Deb's personal phone number. Deb to make a PDF and send to Kris to post on website **Work in progress**
- **Locks on East Canal Gate**—Lock is corroded and needs to be replaced. **ACTION:** Lonnie will get a new lock and install using same code for lawn service company Lonnie will also contact Longwood development the new code
- **Declaration revision for voting/online:** Discussion of recommendations from attorney on how to proceed with revisions/additions to existing declaration. Motion made by Lonnie to draft vote for majority vote change and not % vote, which is currently in declaration. Electronic voting with new website will also be added to this statement. Maria 2<sup>nd</sup>, all in favor. **ACTION:** Attorney is working of the draft of the voting packet. **Work in progress**
- **Legal Advise for bylaws addendum revisions; Fines for violations** **ACTION:** Will continue this project after vote is complete for majority & electronic voting. **Work in progress**
- **Front Sign**—Great job Maria, thank you!
- **Architectural review report:** Kris & Dennis drove every street to review who he has gotten an ARCH review application from. Dennis will provide a monthly report for the Board to review. Dennis has also been noting potholes in all the streets and reporting it for repair to the City.

**ACTION:** We need one more person on this committee. Barbara will speak with her husband to work with Dennis. Kris to get contact information to Barbara. **Work in progress**

- **HOA dues for 2023**— **ACTION:** Budget needs to be discussed starting at the August meeting, ready to go no later than the November meeting.
- **Spring Yard sale:** Kris bought additional yard sale signs for this weekend community yard sale. Lonnie put all signs throughout Kingsmill to draw shoppers to all the streets in development. An ad in the paper was placed for community yard sale. We had 29 houses participating. A lot of traffic came through Kingsmill!

## **NEW BUSINESS**

- **Questions from homeowners who were present:**
- **New location for meeting:** discussion Frankie's is hard to hear when other parties are in the room with us. Deb to inquire with Beef o Brady. Any other locations? Eau Gallie library is booked in the evening.
- **Budget:** When we discuss budget for next year, it was discussed to have funds in 'reserve'.

## **CLOSING**

The next meeting is scheduled for Tuesday, June 21, 6:30PM at Frankie's Wings and Things, 1981 N Wickham Rd, Melbourne

The meeting was closed at 8:10 pm by President, Kris Baker.

Respectfully Submitted,  
Kris Baker, President