

Kitts Creek Community Association, Inc.
Annual Meeting Minutes Draft (To be Approved at the 2016 Annual Meeting)

December 2, 2015

Call to Order: 6:37 pm by Jennifer Wichowski, the Kitts Creek Community Manager with Omega Association Management.

Attendance: There were 138 Homeowners in attendance, representing 123 Lots. Eight Proxies were received. Quorum was established.

Introduction: Jennifer Wichowski introduced the Board of Directors: Vanessa Jenkins, President; Thad Moore, Vice President/Treasurer who was not present; Emily Shiels, Secretary and Stacy Lumpkin with Omega Management.

Two new Board Appointees were announced for the 2016 Board of Directors: Kathy Sales and Leigh Silverstein

Jennifer Wichowski explained and clarified the roles and responsibilities within the Kitts Creek Community Association.

- KC HOA is comprised of 683 occupied homes and 854 total homes.
- The nonprofit association is responsible for:
 - Owning, maintaining, and administering the designated Common Elements (entrances, all common open space, BMPs, playground, gazebo/pergola, clubhouse/pool, and new amenities that come in Phase 7).
 - Administer and enforce the Declaration and other agreements or restrictions of the Subdivision and to collect and disperse assessments/fees.
 - The Association is responsible are for all the common expenses - legal, financial/accounting, communications, insurance, maintenance, storm water management per the governing documents and statutes and as reasonably determined by the BOD.
- Omega Association Management processes all the info, requests, and concerns and are the liaison between the Board of Directors and Homeowners.
- This association is not responsible for private homeowner property or matters that are not related to common elements.
 - For example, the streets are the Town of Morrisville responsibility and matters related to curb, gutter and streets need to be dealt directly with the Town.
 - Safety matters such as speeding, parking break-ins, other domestic issues are not HOA matters, but should be addressed with the PD. Alleys are private, so they are the HOA's responsibility.
 - Builder issues include anything related to the construction of your home, warranties, interior issues, etc. and must be resolved with the Builder. The HOA has no responsibly or authority in non-common matters.
- Storm Water Management – Kitts Creek currently has 2 BMP's. The Developer is responsible for installing the BMP's and getting them accepted by the Town of Morrisville. Once the BMP's pass inspection they are tuned over to the Association to maintain from that point on. The Town has very strict guidelines for these areas related to maintenance, inspection and requirements.
- Utilities are directly the home owner's responsibility with the exception of those that are for common elements (irrigation, electric, street lights).
- Currently your Association is under Declarant Control, meaning developer. At some point this will transition to homeowner control at which time the Board will consist of homeowners. The Developer has made a large financial investment to develop the subdivision and has to abide by state, local requirements. During this time frame they maintain complete control over how the community is developed and governed. Once the transition happens, your community will have control.

Approval of Minutes: Motion to approve the 2014 minutes was made by Leigh Silverstein. Kathy Sales made a second to approve. The motion passed and the 2014 Annual Minutes were approved.

Budget: Jennifer Wichowski presented the financial status of the community and the 2016 Budget.

With there being no rejections made to the budget per the governing documents, the 2016 budget was ratified. It was suggested that the Pool Committee consider recommending to the Board not to extend the pool season due to lack of use in 2015.

Developers Report:

- Church St. has 8 lots that have not been developed (Phase 5). Should have the Construction Drawings from the TOM to start the construction with Lennar in Jan 2016.
- Preston will be developing the columns at the entrance coming from Everett Crossing similar to the Townhomes to separate KC from Everett's Crossing.
- Phase 3 BMP – have now completed most of the conversion of the BMP with the Town. Once the TOM does the total sign off, the BMP gets turned over to the HOA for maintenance, estimated sometime in 2016.
- Phase 3 – All of the utilities have been accepted by the TOM.
- We are in the process of setting an appointment with the Town to walk through and look at curb and gutters, sidewalks, streets, (any hard scape) and make a list of things that need to be completed for permanent turn over to the Town.
- Phase 7 is way behind in construction. Phase 1 is 52 lots and should be complete and ready for sale in April/May of 2016.
- New amenities will come at the end of the lot construction later in 2016.

Committee Reports:

Architectural – Tom Mushow

There were 82 Architectural Submittals in 2015. The Master Association had 72 submittals, 4 of which were disapproved. We ask that before you start a project to please submit a request. Pictures and a plot map are required for a submittal. Neighbor signatures are not mandatory, just a courtesy to make them aware of what changes/construction that will be taking place. Reminder that the Board meets second Thursday of the month and submittals must be in before the 4th of the month.

Pool - Ashley Mayer

The Pool Committee met monthly throughout the season. This year the committee initiated a designated swim lane, proposed recycling bins, additional lighting in the bathroom, and repaired pool tiles, deck lights, and the clock.

Social – Stef Reed

This year the Social Committee helped with the games at the Preston BBQ, organized an Ice Cream Social, Adult Meet and Greet, Halloween Parade, and Holiday Party. The Social Committee also coordinated a weekly Bunco group, Men's Game Night, and Book Club.

If you have an event idea or suggestion or want to join email list we have a website www.kittscreeksocial.com

In 2016, the committee plans to have same events plus an Easter egg hunt, movie night on the green, hot chocolate social, and a meeting where the town's police and fire department come to educate the community and answer any questions.

Open Forum:

- Violations –Must be resolved by the next tour (month by month). Exceptions are made if a certain project requires more time and you have contacted the Management Company and they have granted permission. If a homeowner receives 3 violation letters over a 3 month span, it then escalates and goes to a due process.
- Request for Violation Letters Including More Detail - Omega has been working on addressing form letters to accommodate US mail delivery and time to prepare and allow time to respond.
- Alley Signs - There are 2 signs that are missing and the Developer will install them as soon as possible. The H.O.A. will replace the post of the crossing sign and one way sign with decorative posts. The Developer will also pay to have a sign audit completed.
- Alley Repairs - 3 or 4 of Lennar's sections are definitely damaged and will be repaired. Old alley repairs will be noted during monthly tours performed by Omega and the Board will determine when necessary.
- Changing the traffic direction of the alleys – Rich Cappola, Town of Morrisville Engineer at the time, confirmed the direction of the alley is correct.
- Parking - Streets are to be used for overflow parking and guests only. Driveway and garages are primary residential parking.
- HOA Communication – It is each individual homeowner's responsibility to register on the Association's website to be on the mailing list and receive updates. Official business of the HOA should only be posted via the website, not through social media outlets.
- The Board will have their attorney amend the Covenants to take out old verbiage and dated topics.
- Landscaping – The section behind Avention Lane will have pine straw installed immediately and a swell and stone will be installed to help with drainage. The area behind Survada Lane will be mowed and maintained moving forward. Dead bushes at the gazebo will be removed along with the plantings in the median area due to visibility issue.
- Dog Stations – There is an existing station at the green and one station will be added behind the entrance sign off Davis Drive. Waste stations will also be added to the dog parks in Phase 7. Will make sure all dog stations have lids.
- Facilities – Please contact Omega with any issues with the equipment. The clubhouse is being abused, the Board will look into installing Security Cameras. Wifi Password will be eblasted. Larger trashcan w/ lid for gym will be provided.
- Community Garden – Almost ready, next step is to set up a committee and create a plan. The community garden will be covered by HOA funds.
- Lennar's variety of mailboxes– It has been addressed with Lennar and they have had problems with the distributor and they know that they have to put in the mandated KC mailboxes.
- Lennar's unpainted porches – Unfortunately the developed cannot do anything about this issue, but will enforce the Architectural Standards for Phase 7 and Lennar must submit all plans prior to construction.

Adjournment: Motion to adjourn was made by Ashley Mayer. Zachary Fisher made a second to adjourn. Motion passed. The meeting was adjourned at 8:50 pm.