

KAP Roadway Maintenance Association
Organizational Meeting of the Board of Directors
Thursday, November 4, 2021, 9:00 am - 10:30 am
Via ZOOM

MINUTES

- I. Call to Order - In the absence of elected Officers Steve Lopez volunteered to chair the meeting until the Officers could be seated. The meeting was called to order by Steve Lopez at 9:10 am. Steve provided a history of the actions and membership votes to-date that formed the foundation for this Board meeting and the continued efforts to seek volunteers to form the KAP Roadway Maintenance Association.
- II. Roll Call - Tom Carey, Steve Lopez, Barb Poston (arrived @9:20 am), Scott Sveiven, Cindy Tuttle
- III. Minutes - None
- IV. Financial Report - Steve Lopez provided a comprehensive Financial Report. The report was received and filed. Steve requested that the development of a new budget be added to Future Agenda Items. Cindy requested a Long Term Reserve study be considered.
- V. Election of Officers - The following Officers were nominated and elected unanimously.
 - A. President - Cindy Tuttle
 - B. Vice President - Scott Sveiven
 - C. Secretary - Tom Carey
 - D. Treasurer - Steve Lopez
- VI. At this point the meeting was turned over to President Cindy Tuttle.
- VII. Establishment of Terms of Office - The Board unanimously agreed to the following Terms of Office in order to establish staggered terms: President, Treasurer and the Member-at-Large shall serve the current year plus two additional years. The Vice President and Secretary shall serve for the remainder of the current year plus one additional year. Our fiscal year has been July 1 through June 30.
- VIII. Regular Agenda
 - A. 501(c)8 - Consideration to engage professional services for the filing of 501(c)8 non-profit corporation. - Discussion ensued. It was agreed that Tom Carey will research exactly what is needed before we engage a professional.

- B. Articles of Incorporation - Consideration to adopt and file with the appropriate government entities the Articles of Incorporation. Discussion ensued. The Board voted unanimously to approve the draft Articles of Incorporation.
- C. By-laws - Update - Cindy provided an update on the draft Bylaws. She is still working on incorporating all of the comments received. Significant discussion ensued. It was agreed that an attorney would be consulted to provide Association formation guidance prior to disseminating of any Bylaws.
- D. Committees - Gate Management - The Board acknowledged the contributions of Ivy Grace who has managed the gate for several years. Due to Ivy selling her property, Thomas Fisher has volunteered to take over Gate and Roadway Maintenance and Safety duties as assigned by the Board.

IX. Future Agenda Items

- 1. Budget Revisions
- 2. Long Term Reserve Study
- 3. Report from Attorney on Formation, Articles of Incorporation and Bylaws
- 4. 501(c)8 Formation
- 5. Safety (easements, speed limits, gates)
- 6. Maintenance

X. Other

It was suggested that a Walking Tour be scheduled to look at maintenance items including but not limited to dry wells and road easement condition. It was also suggested a work party be scheduled to clean up the front gate area.

XI. Follow up Items and Next Meeting

- 1. 501(c)8 Formation
- 2. Consult attorney on Association formation.
- 3. Schedule Walking Tour

XII. Executive Session - The Board adjourned to Executive Session to receive a report on delinquent accounts.

XIII. Adjournment - Following much disruption from non KAP owners, the meeting adjourned at 10:30 am.

Respectfully submitted,
Tom Carey, Secretary

