

**KENSINGTON COURTS COMMUNITY ASSOCIATION**  
**Meeting Minutes – Board Meeting**  
**FEBRUARY 24, 2005**

**Call to Order:**

This meeting was conducted as a review of the status of currently, ongoing activities, with an outline of the plan going forward, and then adjourned. No direct business was conducted.

**Item #1:**

**Status of Transition-** The “CORE” Books and Accounts have been turned over to the KCCA Board by the Developers. Those books exist in electronic form as a set of “QuickBooks” Files. They have been turned over to BC Consulting, who has agreed to perform an initial assessment, to confirm their condition, and to set the baseline for initiating “post developer processes and procedures” (*We no longer have American Home & Hardware or G&S Contracting office staffs to perform our administrative functions*).

There were a number of supporting documents and files that were not included within the initial transfer, so we are now going through the process of identifying those missing documents and coordinating the accumulation and turnovers, as required.

Some of the missing files included the OFFICIAL set of documents relating to the formation of the Kensington Courts Community Association as a legal corporate entity, such as (1) the Articles of Incorporation, (2) the Bylaws, and (3) the Deed Restrictions. In addition to having these official documents for our files, we need to have the official record of each of the *Revisions* that have occurred over time (by date), so that we can establish, legally and beyond question, the extent to which these different revisions may (or may not) apply to each homeowner, as well as the extent to which (if at all) each home owner may have been affected over time.

This confusion over “revisions” has been one of the most frequent questions raised by homeowners, and to date (because we do not have this documentation) we have been unable to respond with any certainty.

Other missing files include the Architectural Review Documentation (such as Homeowner Requests for Improvement Additions, along with any Approvals that were issued prior to the August 26<sup>th</sup> transition). Obviously, we need these files in order to protect Homeowners’ right to the valid authorizations that have already been issued. In addition, we have not yet received any of the official documents or files, relating to “Common Grounds Insurance Coverage”.

A number of other documents and files have already been identified as being excluded from the materials that were turned over. KCCA officers are presently compiling a complete listing of those missing documents, and will be submitting a formal request to the developers for those materials to be forwarded as well.

**Item #2:**

**Business, Going Forward-** Because of the Priorities of Concern, that the community has communicated to the Board, the actions that the KCCA Board will be immediately focused upon are as follows:

**A). Maintenance of the Common Grounds-** Our goal is to hire someone as soon as possible to begin taking care of our “common grounds”. However, the developers have left us with a problem in this area. Based upon our initial information, it appears that none of the “common grounds” have been actually turned over to the Homeowners Association, as of yet. It appears that they are all still in Bruce Schneider’s name, which means that it would be illegal for us to do anything to those lands (including upkeep) without his consent.

**Action:** We will initiate a “Land Search” to establish the actual status of all “common grounds”, and based upon those results, initiate whatever communications are necessary to gaining access to these grounds.

**B). Establish Financial Position-** BC Consulting is currently attempting to review the books of account that have been turned over to us, in order to establish a preliminary understanding of our overall financial position. IF there are material discrepancies in those accounts, we will have those books formally audited, and proceed according to the results of such an audit. If there are no material irregularities, we will have BC Consulting establish our baseline files and accounts, and deploy an official bookkeeping system, which can function without the assistance of the Office Staffs of American Home & Hardware or G &S Contracting.

**C). Mail Out 2005 Billing Statements-** As soon as we are able to establish a formal working relationship with BC Consulting, we will mail out the 2005 dues & status of accounts statements, along with 2004 KCCA Financial Statements if they can be quickly assembled. If not, the financial statements will follow as soon as is practical.

**D). Investigate Insurance Liability Status-** We recognize that KCCA will be potentially inheriting certain legal liabilities, relating to the common ground, as it is turned over to us. We also recognize that the developers’ umbrella policy, which has provided coverage until now, will probably not be able to protect us any longer. Therefore, it is our obligation to investigate what our liabilities truly are, and to ensure that we have proper liability insurance in place, at the appropriate time. We propose to initiate this investigation, though final answers will also depend upon the results of our Land Search.

**E). Investigate Opportunities for Installing an Entryway to the Community-** Our desire is begin searching for design options and construction options, so that we can work toward the possibility of developing an attractive entryway into Kensington Courts. We propose to form a committee to conduct this research, who will present their proposals to the community at a later date.

**Next Month’s Meeting: March 31, 2005, 8PM Elkton Town Hall (2nd Floor).  
Website: [www.kccaelkton.com](http://www.kccaelkton.com)**

Karen Kline  
Secretary, KCCA.