

The Keystone Neighbourhood Company  
Executive Board Meeting  
June 15, 2018

I. Call the Meeting to Order

The Keystone Neighbourhood Company (KNC) Executive Board Meeting was called to order at 1:09 p.m. by Mr. Buchheister on Friday, June 15, 2018 in the KNC Conference Room.

Board Members Participating Were:

Geoff Buchheister, President, Resort Director	David Stelzer, Residential Director
Marilyn Manning, Residential Director	Donna Nolz, Commercial Director
Don McCoy, Commercial Director	Clare Lehman, At Large Director
Gail Allaman, Residential Director	Maria Fox, At Large Director

Representing the Keystone Neighbourhood Company Were:

Mark Mathews, KNC Executive Director	Mindy Bothel, Business Manager
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Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Mr. Stelzer motioned to approve the March 9, 2018 Board Meeting minutes as presented. Ms. Fox seconded and the motion carried.

III. Financials

A. *2017 Year-End Audit*

Mr. Mathews reported that the Finance Committee reviewed the preliminary audit report with Ashley Findley of McMahan and Associates. The audit confirmed that the information provided to the auditors, Board and members was material and accurate. The audit was clean. He acknowledged Ms. Bothel for her management of the audit preparation. He reviewed the following highlights.

1. The combined contributions to the Reserve Funds were over \$1.5 million.
2. Sales Revenue for merchants and rentals increased.
3. DRB Fees were increased based on the new projects.
4. Warren Station and Festivals revenue and expenses increased over previous year.

Two changes were requested to the audit information:

1. The language in the last sentence at the bottom of the first page of the board letter should be rewritten for clarification.
2. The language regarding the mills in Section 5.A. on page 9 needs to be revised. Mr. Mathews will provide the corrected language to the auditor.

Mr. Allaman motioned to accept the recommendation of the Finance Committee to accept the audit with the two changes noted. Ms. Nolz seconded and the motion carried.

*B. April 2018 Year-to-Date Financials*

Year-to-date Real Estate Transfer Assessment (RETA) is \$965,000 against a year-to-date budget of \$550,000. RETA is \$180,000 ahead of this time last year. The year-to-date property sales were 69 last year vs. 75 this year. Warren Station is pacing slightly behind last year due in part to eight fewer wedding bookings.

IV. Report from Nominating Committee

Mr. Mathews reported that Mr. Stelzer's seat was the only Residential seat up for election at the upcoming meeting. The terms of Mr. McCoy and Mr. Schanfarber will also be expiring. The Nominating Committee verified that the candidates were in good standing. There were no new nominations for any of the seats. Mr. Stelzer's biographical information has been sent to the membership.

V. Report on Village Snowmelt System

Mr. Mathews reported that the construction fence is being moved. The main entrance to the Village should be open today all the way to the Buffalo Courtyard and the main events plaza. The contractors are a couple of days ahead of schedule. The area from Christy Sports to the New Moon Café will be added to the scope at a cost of approximately \$100,000. This additional expense may be absorbed in the contingency. There will be communication with the merchants who will be impacted in the fall.

The roofing project on Jackpine is underway. A construction schedule for the remainder of the summer has been drafted. The plan was for the contractors to be completed before the Wine and Jazz Festival but they are behind schedule. The final cost estimates have not yet been provided.

VI. General Discussion

*A. Capital Projects Update*

1. Buffalo Bathrooms – This project will be scheduled in the spring. Mr. Mathews is working with a designer to develop specs and get numbers. He is hoping to have Black Duck Builders, Inc. do the work. They did a very nice job with the bathrooms in the Clubhouse at the River Course.
2. Trailhead Drive - Some stones popped off the retaining wall last spring. The wall is being watched to determine if it is bowing.
3. Boardwalk – Some original areas of the boardwalk in River Run Village are very uneven and will be replaced this fall.

Mr. Mathews was asked to forward the Capital schedule to all Board members.

Mr. Stelzer commented that some of the buck and rail fence around the east neighborhood along East Independence were broken by fallen trees. Mr. Mathews will follow up.

*B. Development Update*

The potential sale of the One River Run parcel is still in process. The earliest possible start for construction would be next spring.

VII. Future Meeting Dates

The next Executive Board Meeting will be held on November 2, 2018. The Special Members Meeting will be held on June 29, 2018 and the Annual Members Meeting will be held on November 16, 2018. The Finance Committee Meetings will be held on September 20, 2018 and October 18, 2018.

VIII. Adjournment

Mr. McCoy motioned to adjourn at 2:10 p.m. Ms. Manning seconded and the motion carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature