

Minutes

Meeting of the Board of Directors of the Kiwanda Shores Maintenance Association (KSMA)



August 18, 2025, 6:00 pm PT

FOLLOW-UP TASKS

- Doneg will prepare meeting minutes and circulate for review.
- Kaye will check the KSMA Website to see if policies and procedures are posted pertaining to towing vehicles within Kiwanda Shores.
- Susan will ask Scott to purchase needed signs.
- An indemnification agreement will be sent by Jeff to Susan for review and signing.
- Doneg will install additional posts around the dune grass pilot project.
- Susan will coordinate getting Board member signatures on the Menefee document.
- The next meeting of the KSMA Board will be Monday, October 13 at 6:00 pm (Pacific Time).

- KSMA board members in attendance:

Susan	Jeff	Peggy	Doneg
Kaye	Ray	Paul S	

- Minutes from the June 7 (Annual Meeting) and June 11 (Astound-topic) meeting were approved by the Board.

- Financial Review (Peggy)

- Robin is on vacation.
- There is approximately \$109,112 in cash on hand.
- Expenditures are tracking the budget.
- Recent paving (capital) expenditures totaled \$77,000.
- There are approximately \$2,688 in receivables associated with owner dues.
- The next road (capital) expenditure is expected to be installation of speed bumps on Neptune Drive.

- ACC Report (Jeff)

- Three are three new home construction projects under review.
 - One home on Ocean Drive (beachfront)
 - Two homes in the quads
- Ocean Drive (beachfront) home needed clarification on a building height issue; no other issues.
- For the homes in quads:
 - ACC-requested updated topographic survey (provided)
 - KSMA is requesting that a permeable driveway be installed to address a drainage concern
 - Indemnification agreement between KSMA and homeowner:
 - Board decided to adopt the recommendation of the Board's attorney to execute an indemnification agreement between KSMA and homeowner
 - Board (informally) approved indemnification agreement; it will be signed by homeowner and sent to Board President for signature(s)

- ACC recommends KSMA approval of the three new construction projects. KSMA board members voted to approved the three new construction projects.
- An additional issue being reviewed by the ACC is a drainage issue involving a property on Sea Swallow Drive and a property on Ocean Drive.
- STR Parking (Jeff)
 - One home on Sea Swallow Drive has had 7 cars parked on/near their property.
 - This is too many for space, with cars extending onto the street.
- Road Report (Susan)
 - Entrance gate has been getting stuck.
 - Possible need to add a speed bump on Neptune Drive.
 - Possible need to post a sign indicating “No Motorized Bicycles” on KSMA-maintained walkway along Cape Kiwanda Drive.
 - A new sign is needed on Ocean Drive to indicate beach access location.
 - In wetlands, possible need for additional signs directing pedestrians to “Stay Out of Wetlands”.
 - Susan will include note on topic in next membership mailing
 - KSMA will pay for needed signs on KSMA property; one sign t be located on homeowner property will be paid for by the homeowner.
- Beach Dune / Grass (Doneg)
 - Jeff noted that sand is high on upper dune; there is a need to identify where the path to the beach is / should be.
 - Doneg stated that the current dune grass pilot project is focused on the area in front of the KSMA-owned beachfront lot.
 - In the future, approaches taken by KSMA might be adopted by beachfront homeowners.
 - The goals of the dune grass pilot project are:
 - assist dune grass to take hold on the foredune;
 - establish / maintain a (relatively) modest slope from the upper to the lower dune;
 - establish and maintain a path to/from the beach that does not damage the dune grass; and
 - maintain beachfront homeowner views.
 - Additional wooden stakes will be placed around the pilot project to expand the protected grass-growing area.
- Towing Company (Susan)
 - Paul B was successful in identifying a towing company (Menefee) that has an interest in serving Kiwanda Shores.
 - Menefee will only tow vehicles from Kiwanda Shores if directed by a KSMA board member (except for towing one’s own car).
 - Susan stated that Board members will need to sign a statement regarding the KSMA towing policy
 - Kaye stated that KSMA would benefit from having policies and procedures on the KSMA towing policy. Kaye will check the KSMA Website to see if these are on the Website.

- Insurance Audit (Susan)
 - KSMA passed the insurance audit.
 - One item raised was whether KSMA would be required to get a range of information from each contractor that performs services for the KSMA. Ultimately, the information request was narrowed; KSMA will need (1) to be a “named insured” and (2) receive a certificate of insurance from each subcontractor.
- Apprentice for Scott Culp (Susan)
 - Susan suggested that it might be best to hire someone who can support Scott’s efforts to maintain Kiwanda Shores’ streets, etc. The Board was generally in agreement to do this.
 - One approach would be to have the new hire coordinate with Scott on requests received (by the KSMA board) and be responsible for completing the work or coordinating the hiring of people to complete the item.
- Next KSMA Board Meeting
 - The next KSMA Board meeting was scheduled for October 13 ad 6:00 pm.