

**Minutes of the Board of Director's meeting
for
Second Jefferson Green Home Owners Association**

September 14, 2020

I. CALL TO ORDER

The meeting of the Board of Directors of Second Jefferson Green Home Owners Association was called to order at 6:30 pm by President Michael Teague. Also in attendance were, Treasurer, Jana Kosutova, Secretary, Cher Melichar; and Member at Large Ken Ayres, and Debbi King representing IPM Residential Property Management. Ken Kloppenborg was absent. As this body comprised a full quorum, the meeting proceeded.

II. HOMEOWNER FORUM

The Board was very happy to note that there were four homeowners present tonight. The first homeowner to speak commented that there were some long gutter pieces that were left in the grass and asked about them. Debbi King explained that those were part of the materials being used to fix the drainage on some of the units that had difficulty with ice build up in the winter, causing their front doors to be iced over. She said she talked to the workers and they will be back to get them. The long ones are intended to be used on the two story units to drain melting snow down the side of the building in the winter so the doors don't get frozen closed.

A couple of homeowners have asked about the possibility of creating a Dog Park. We have had some prior discussions with them. There are concerns regarding how to police such an area to make sure people pick up after their dogs and whether people who are not part of our community would think it was okay to bring their dogs over. They agreed to check with the homeowners next to the proposed area and one Board member thought that as the private homeowners that border the area are dog owners, we could possibly offer those two properties the option of using the dog park. Ken A mentioned that one or more of the owners near the proposed site may not be very happy about a dog park there.

Another homeowner mentioned his concern about kids causing issues in the community are putting themselves in danger with some of the mischief. He witnessed them causing issues for a dump truck driver that was trying to position his truck. They were running behind and around his truck where the driver could not see exactly where they were, so he couldn't back up. The kids are also throwing rocks all over the parking lot from the landscaped areas. He further commented that he keeps seeing people from other places bringing their dogs by, often without leashes through our property. Although we have signs posted, they tend to ignore them.

Secretary, Cher Melichar, mentioned that the Governor has extended the mandate requiring masks to another 30 days out. It was noted that with cold and flu season quickly approaching, it is likely we will be continuing Zoom meetings for a while. Homeowners are encouraged to contact Debbi at IPM for an invitation to attend future meetings through the Zoom meeting. It is convenient and with inclement weather quickly approaching you won't even have to drive anywhere in order to attend the meeting. Zoom could handle having a representative from every unit, if necessary, in addition to the initiator. There is even a mobile Zoom app that can be used if you do not have a computer with a camera.

III. APPROVAL OF August 10, 2020 MINUTES

The minutes for the meeting of August 10, 2020 were presented for approval. President Mike Teague moved to accept the minutes as presented, Treasurer Jana Kosutova seconded the motion. All members agreed and so the motion passed

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS for AUGUST, 2020

The Financials were sent out via email prior to the meeting for Board review and were presented for acceptance.

A motion to approve the financials as presented was made by President Michael Teague and Treasurer, Jana Kosutova seconded the motion. There were no dissenters among the remaining Board members and the motion passed.

Jana Kosutova did ask about one of the checks that was requested for drywall repair for \$100. Debbi promised to check with the bookkeeper to make sure, but believes it was from a time period further back when there was expedience involved to get an area of drywall fixed while it was ascertained which unit was responsible. It has been the practice of the HOA to make necessary repairs to then be billed back to the unit owners wear the problem initiated. It doesn't happen often, but if there is a resulting hazard for something that is in need of repair it is occasionally done. When the repair people come, a determination is made as to where the problem originated.

V. OLD BUSINESS

A) Replacement Reserve Transfer – Pending

Debbi let the Board know that we are in good shape this month to place the full amount allotted to the reserve fund as we strive to do each month. Treasurer, Jana Kosutova, made the motion to approve movng the full \$12,700 to the reserve fund from the Working Capital account. President Michael Teague seconded the motion. All remaining members being in agreement, the motion was passed.

B) Pool Equipment Door Damage. – Pending – This remains on the back burner until next spring rather than spend the money now.

C) Garage/Property Inspection – In Process. We continue to be encouraged by the promptness of owners making repairs for issues that were out of compliance. The list of outstanding repairs is growing smaller each month and the Board is greatly appreciative.

D) Pathway Lights Outage – Pending. IPM is continuing to monitor electrical in the area between Buildings 40 and 41 where the lights have been out for a while now. Electricians came out and made repairs. It worked for a very short time, but then went out again. They are not exactly certain what caused the lights to fail. They are working on getting the lights repaired and working properly. It appears there is a fault in the line at the building. We agree that we need to pay them for work they've done, so far, but IPM will continue to monitor the situation because we need those lights operational.

- E) **Units with Icing Gutters** – TBD - Debbi has been very frustrated trying to get the workers to follow the directions they were given for what to do and which units/buildings to put them on. They have been instructed that they will only be paid for the work that is supposed to be done. They will not be paid for either the work they did incorrectly or the work it will take to undo the errors.
- F) **2021 Budget Draft #1** – Pending. There was some discussion regarding how much snow might be expected in the coming winter season. We agreed to keep the snow removal budget intact. If we get lucky and there is only a little snow it would be nice for us to have a surplus that can be transferred to the reserve fund. Because there is a lot to consider, the Board agreed to meet between now and no more than two weeks from this meeting to look over the proposed projects and get questions to Debbi about anything we want to discuss. We'll then schedule a zoom meeting to go through the details so Debbi can get everything in place to print the proposed budget for distribution to the homeowners.

VI. NEW BUSINESS

- A) **SJG Letter Distributed by Homeowner** – Discussion. Michael Teague saw the owner who is distributing a letter with a great deal of misinformation and offered to sit down and discuss issues he might have either with him or the entire Board. The homeowner then told Mike he didn't have anything to discuss. Mike suggested that Debbi follow up with on the situation and report back to the Board. But it's still an issue that he goes around talking badly about both the management company and the Board. It appears he is intent upon alienating residents to stir up discontent.
- B) **2019 Audit Report for Approval** – PENDING
Audit report – the Auditor made one recommendation, noting that we need to memorialize that we have funded the Reserve account through the minutes.
- "The SJG Board resolves that the \$101,918 which is a standing obligation due from the Reserve account to the Operating account as a result of interfund activity during the current and prior years be retained in the Reserve account to forgive the interfund obligation."
- C) **Political Signage Policies** – Debbi will add information in the newsletter about the information she received from DORA regarding rules for political signage.
- D) **September Newsletter** – Several other items were discussed to be added to the newsletters. There are a number of new homeowners in the community with more expected in the next couple of months. Although IPM makes a concerted effort to provide written and verbal information that the Real Estate Agents need to pass on to potential buyers, much of the information is never actually relayed to new owners. Some people do not even understand that the ranch and two-story units all have crawlspaces or where the access would be. One of the items mentioned was the possibility of creating a welcome packet or maybe even an orientation to assist new owners in learning how the community interacts with the Board, what the Board is responsible for, etc. For now Debbi is adding some items to the newsletter and the Board agreed to review it and turn it around quickly so it can be distributed and posted both on the website and at the bulletin board near the mailboxes.

VII. EXECUTIVE SESSION

Executive Session – began at 7:45 pm.

- A. There were no Homeowner Requests for the Board to consider.
- B. Delinquency Report was discussed and the delinquency rate is now very low.
- C. Reviewed & Signed Checks

At 7:55 pm Executive Session was ended.

VIII. ADJOURNMENT

There being no other business to discuss, Secretary Cher Melichar moved to adjourn the meeting, Member-at-Large Ken Ayres seconded the motion, all members present agreed and the meeting was adjourned at 7:56 pm

NEXT MEETING DATE

The next regular Board Meeting will be held on Monday, October 12, 2020. The location and the manner of the meeting will be online using a ZOOM meeting due to the developments of the spread of the Covid19 Pandemic. The firehouse is still not allowing meetings to be held in the building and our normal room is too small to meet any of the guidelines, if they were being held. The meeting will begin on ZOOM at 6:30 pm. It is highly recommended that if a homeowner has something they wish to present to the Board, they submit it through IPM well in advance of the meeting. We also have the ability to have as many as 94 additional people attend a ZOOM meeting for a total of 100 participants.

Thank you for your understanding as we all continue to try to adapt to a new “normal” way of doing things.

Respectfully submitted,



Cher Melichar, Secretary