

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

October 12, 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 Members at Large Ken Ayres, and Ken Kloppenborg. Debbi King represented IPM Residential Property Management. As this body comprised a full quorum, the meeting proceeded.

II. HOMEOWNER FORUM

The Board was happy to note that there were 5 different homeowners present tonight. The first homeowner to speak expressed concern about having any increase at all this year due to how hard times are with the pandemic and that everyone has had a tough year and is having trouble making ends meet. In response, the Board pointed out that part of the budget process includes the homeowners being able to look at the budget before and during the annual meeting and letting the Board know what items they feel we should live without or what repairs we should do without that the residents are willing to live with if there is no increase.

The Board has tried very hard to be good stewards of spending, but the fact remains that the HOA's infrastructure is aging and there is a lot that needs to be done. The homeowner took the time to look up that 51% of the homeowners would be required to ratify the budget. He then asked how many units would be required to reject the budget. 86 units would be required for rejection. At that time the Board could either leave the budget the same as this year or hold another meeting to revisit the budget. If rejected, the homeowners would have to be willing to make suggestions to the Board on which items they would be willing to remove from the proposed budget. During the Annual Meeting, the President's report will be presented to highlight the projects that we tackled and that were completed during the year.

The homeowner talked about the fact that Landlords are having trouble collecting rents, people are either getting laid off, or have taken pay cuts if they are still working. Debbi said that she knows of some resources that people can go to for assistance.

Another homeowner asked why we couldn't have our parking lots done like Jefferson Green I across the street. Debbi explained that their parking lot required \$1.5 million dollars to complete. There was also a requirement for each homeowner to sign promissory notes with the bank to pay extra payments each month directly to the bank in addition to their maintenance fees.

The homeowner then asked why we are in this position. It was explained that until the Decs and Bylaws were updated that previous boards were prohibited from raising the dues more than 3% each year which did not begin to cover increased costs in such things as water, sewer, trash, or snow removal. Couple that along with roof replacements throughout the complex after a bad hailstorm and our reserve fund got depleted, as well.

The Board does not like to have to ask for more money and, in fact, kept budget increases to the old 3% to which we used to be limited. It was pointed out that the sprinklers are still running every night. Homeowners asked why this was still happening at this time of the year.

The main reason has been due to the extended drought. Debbi did agree to talk to the landscapers about cutting the watering time back to a minimum schedule. It is almost time for the sprinkler to be winterized anyway.

III. APPROVAL OF SEPTEMBER MEETING MINUTES

The minutes for the meeting of September 10, 2020 were presented for approval. President, Michael 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 SEPTEMBER, 2020

The Financials were sent out via email prior to the meeting for Board review and were presented for acceptance. Debbi let the Board know that there were two amounts that were recorded to the incorrect account and she has asked the accountant to correct that.

A motion to approve the financials as presented, pending the two account corrections, was made by President Michael Teague and Secretary, Cher Melichar seconded the motion. All remaining Board members agreed and the motion passed.

V. OLD BUSINESS

A) Replacement Reserve Transfer – Pending

Debbi let the Board know that, once again, 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, moved to approve movement of the full \$12,700 to the reserve fund. Secretary, Cher Melichar 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 spending the money now.

C) Units with Icing Gutters – TBD -. The Gutter replacements were completed. One of the homeowners asked if we can add a gutter extension to the north-facing garage area because in the winter a great deal of ice forms there due to the melting from the roof. IPM will look into it. A homeowner asked about the gutter extensions. It was explained that they were placed on 24 units that are being affected by the snowfall when it starts to melt and drips onto the front doors of the 2-story units and the residents get iced into their homes. These are mainly units that face north. There was a request to look into doing something similar on a couple of the garage areas that face north and ice over.

D) 2021 Budget Draft #4 – Pending. President Michael Teague moved to accept this draft of the budget which includes a 3% increase and would make the maintenance fee a total of \$310/ month. Member at Large, Ken Kloppenborg seconded the motion. There were no dissenters and so the motion passed. We need 51% to ratify the budget. There would be a requirement of 86 units needed to reject the budget. President Michael Teague stated that if that happened, we would not be in favor of going for a second vote, but would, instead be asking the homeowners to assist in the hard decisions that would be required as to what projects we should do without to stay within this year's budget.

VI. NEW BUSINESS

- A) **Gutter Heat Cord Installation** – TBD -A discussion ensued as to whether or not to install Heat Cord on the roof at each of the places that are having the icing issues in the winter. The cost to the HOA would be \$60K, this would be only to install it on specific units that seem to amass more ice during inclement weather. More than one of the homeowners at the meeting stated that perhaps homeowners need to take more responsibility for keeping the ice off with the ice melt that the HOA provides. That led to discussion about allowing an ice melt bucket to reside on the door stoops so that the homeowners can be proactive about putting out ice melt on their front stoop to fight the ice build-up overnight.

Another suggestion was that we could, additionally, have the snow removal crews use something to knock icicles off the high roofs while they are removing snow, to eliminate some danger of falling ice chunks from the roof. IPM will talk to the snow crew about it to see if that would be feasible. The problem is that to use heat cord, the breaker box has to be upgraded to run the heat cord to its own breaker. It will then be included in each individual unit's electric bill. There is a strong possibility that the breaker box would have to be upgraded and that would be totally on the homeowners to pay for an upgrade. There is no guarantee that this solution will resolve the issue. At the end of the season it needs to be disconnected and then it needs to be reconnected and inspected the following winter.

The homeowners at the meeting felt that to spend approximately 25% of the reserve fund to pay for something that only benefits 24 units seemed a bit excessive.

- B) **Installing Bright (LEDs) Light Bulbs** – PENDING One of the Board members noted that some of the lights over the garages and on the pole lights are brighter and they give off a lot better light than others. Debbi explained that they started replacing the incandescent bulbs with the lower wattage LEDs that have an equivalent to the old incandescent bulbs. They do spread far better light than incandescent light bulbs and do not generate either the heat or the wattage of the older bulbs.

This led to a discussion that perhaps we could put 100-watt equivalent LED lights over the garages and on the poles to give better coverage on the grounds. It was determined that the cost to do this, including the labor would only run about \$410. President, Michael Teague made a motion for the bulbs in the pole lights and the fixtures over the garages to be replaced with the brighter 100 watt equivalent LED lights. Ken Kloppenborg seconded the motion. All board members agreed and the motion passed. The LEDs actually use a lot less wattage and give a greater amount of light..

Everyone agreed that it is helpful to have more homeowners at the meeting as there are more people to come up with ideas. Thank you, homeowners – for joining us!

- C) **Vehicle Break-ins** –

There has been an upswing of some vehicle break-ins reported in the area. We are reminding homeowners to be sure to lock your vehicle doors to discourage these bandits. They appear to be looking for IDs and probably any cash that might be left in the vehicles. We have asked Debbi to put an additional reminder in the newsletter.

VII. EXECUTIVE SESSION

Executive Session – began at 7:35 pm. At this time we must ask homeowners to leave the meeting as confidential financial information is discussed during this section of the meeting.

- A. There were no Homeowner Requests for the Board to consider.
- B. Delinquency Report was discussed and the delinquency rate is lower than it has been in years.
- C. Review and approval of checks was completed via email earlier in the week.

At 8:01 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 8:02 pm

NEXT MEETING DATE

The next regular Board Meeting will be held on Monday, November 9, 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. Restrictions have not only NOT been lifted, some restrictions are being re-instituted. 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 there. The meeting will begin on ZOOM at 6:30 pm.

As suggested by one of the homeowners, the Board wishes to remind people that if they are planning to attend the meeting, they will need to send a request to Debbi at IPM to be included and receive a link for the zoom meeting. It is also highly recommended that if any homeowner has something they wish to be discussed or to present to the Board, they need to submit it through IPM well in advance of the meeting. We also have the ability to have enough additional people attend a ZOOM meeting to accommodate representatives from all units in the HOA. We will either include instructions in the annual meeting packet and/or the next newsletter, on how to request an invite.

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