

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

July 13, 2020

CALL TO ORDER

The meeting of the Board of Directors of Second Jefferson Green Home Owners Association was held as an online meeting through Zoom in keeping with the Governor's rules of maintaining social distancing. The online meeting was called to order at 6:36 pm by President Michael Teague. In remote attendance were, Treasurer, Jana Kosutova, Secretary, Cher Melichar; and Members at Large Ken Ayres and Ken Kloppenborg as Board Members, and Debbi King representing IPM Residential Property Management. As this body comprised a full quorum, the meeting proceeded.

HOMEOWNER FORUM

Homeowners were invited to contact the management company if they wished to receive a meeting invite in order to attend the online meeting. There were two homeowners that requested an invitation to the meeting, and were present. They stated that they had requested to be present so they could get a feel for how the HOA functioned. The main concern they had was the sprinkler system which seems to them to not be functioning. Debbi and the Board explained that it is an aging irrigation system and we have been chasing repairs for the last couple of years. The new homeowners cut back some overgrowth and they noticed that the sprinkler head wasn't spraying properly so they replaced that one and it alleviated the problem. We thanked them for their diligence and they mentioned another area that was out of range of their unit, but they could see it wasn't working properly. Debbi is reporting it to the landscaping company and the homeowner promised to send her a picture.

They also asked about a dog park where dogs could run. It has been discussed before, but the issues that come up are trying to monitor it to make sure people cleaned up after their dogs, etc. The homeowner magnanimously offered to lead a committee to look into how to set up a dog park in a designated area and to possibly help to police it. The Board is more than happy to allow them to explore interest and to see if they can get participation. The homeowner will ask around for some like-minded individuals to see if they can form a committee to explore the idea of such a project.

The homeowner asked if many people attended the meetings – we informed him that, sadly we have very little participation, but we would welcome it. We could have people continue to join us via zoom up to 100 people even after the Covid restrictions are lifted.

APPROVAL OF MAY 2020 MINUTES

The May minutes were presented for approval via email with all members approving via email earlier in the month. Mike Teague moved to approve last month's minutes and the motion was seconded by Ken Kloppenborg. All members present agreed and the motion carried.

REVIEW OF FINANCIAL REPORT AND STATEMENTS

The Financials were presented for acceptance as the Board members had received these via email earlier in the week and has had some time to review them. The financial documents were presented for approval, but as Jana Kosutova was having trouble with her connection the board gave the floor to the new homeowners for the Homeowner Forum. Mike Teague moved to accept the financials as presented and Ken Kloppenborg seconded the motion. Remaining members agreed and the motion passed.

V. OLD BUSINESS

- A) Pool and Security System** – The first phase was completed with the delivery of the new cards to the management company for the new security system that was installed.
- B) Pool Equipment Door Damaged** – With the door being secured, the Board agreed to continue delay of the cosmetic repairs for now.
- C) Replacement Reserve Fund Transfer** – June was a good month and there were no surprises, except for some missed invoices which were found in an audit by the landscaping company which have now been submitted, but the total of the three they sent in that have been verified as not being paid comes up to approximately \$1500. Jana joined by phone only, as she was having trouble with her connection. Mike Teague moved to go ahead and make the Transfer of \$12,700 to reserve funds this month. Ken Kloppenborg seconded the motion and all members being in agreement, it passed.
- D) Garage/Property Inspection** – Debbi will send out a schedule to which the Board members will respond on the days they can participate in the inspections at the end of July and first week in August so we can complete the garage inspections for this year.
- E) Safety Hazard Sidewalk Replacement** – There are still areas where Jesus has yet to repair the landscaping now that the pavement is completed. Debbi will let Jesus know of a the one or two areas that seems to have been missed.
- F) Pathway lights outage** The kids in the area are still expressing their displeasure at having gotten in trouble for being seen looking like they were possibly damaging the light wiring before. IPM has been working on the wiring once again trying to repair the wiring. IPM is working on this currently.
- G) Units with Icing Gutters** – Discussion. The Board is still trying to figure out the best method to mitigate the icing problem in some of the two story units that face the north side of the buildings during the winter weather. Debbi will look to see if she can find some pictures of the icing problem in order for us to get that taken care of before winter comes again.

- H) Pool Opening for Summer Season** – According to the Governor’s COVID19 re-opening plans, unless HOAs have full time staff members available to be in the pool area at all operational times, we cannot open. At the time of this meeting, Jefferson County has not relaxed these requirements, but we will continue keeping it ready for one more month in hope that restrictions will lift.

The COVID-19 restrictions handed down from the Governor’s office require that we have staff on duty with the ability to restrict the number of people in the pool area and adhere to strict rules for maintaining social distancing. Our pool area is small and we do not have the means or personnel to monitor the pool area to make sure people are maintaining proper social distance and we don’t have personnel that can disinfect pool furniture, gate, and bathrooms at regular intervals, which is also a requirement. Therefore, we are not able to open the pool at this time. In anticipation of being able to open quickly, however, we have continued to have the pool contractor keep it ready so that as soon as the restrictions are reasonably revised to where we are able to comply with them, we will be able to open the pool quickly. Depending upon orders issued from the Governor, we may not be able to open it. The monthly cost of keeping the pool ready is about \$1400. We are hesitant to close it down just in case the restrictions lift.

- I) Reassignment of parking spaces in Lot #5** – As there have been no requests for changes in this lot, the Board agreed to leave assignments as they are currently set.

VI. NEW BUSINESS

- A) Budget for 2021** – we talked about adding funds for the security cameras in the pool area. It was agreed to let that go for now, so as not to waste contractors’ time due to the COVID situation and no one yet knows what the “new normal” will look like by next year. Debbi has given us 3 options of budgets so we can decide what needs to be kept. Option 3 is the biggest change, but Cher Melichar moved to eliminate the option that would cause us to ask for a \$3,000 assessment and an additional \$500 option for each unit. Jana Kosutova seconded the motion. All members agreed and the motion passed. The discussion centered around a possible 3% budget increase. We lost the two Kens from the call so we will postpone that and get their weigh in through email agreements.

Debbi will rework the other two options so we can talk about them at the next meeting.

VII. EXECUTIVE SESSION

Executive Session – The Board initiated Executive session at 7:32 pm

- A. Homeowner requests – there was one homeowner request discussed.
- B. Delinquency Report was discussed.
- C. Reviewed & Signed Checks.

At 7:39 pm Executive Session was ended.

VIII. ADJOURNMENT

There being no other business to discuss, President Michael Teague moved to adjourn the meeting, Treasurer Jana Kosutova seconded the motion. All members present agreed and the meeting was adjourned at 7:39 pm

NEXT MEETING DATE

The next Board Meeting will be held on Monday, August 10, 2020 for our regular meeting. 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 have the ability to have as many as 94 other people in 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,

A handwritten signature in blue ink that reads "Cher Melichar". The signature is written in a cursive, flowing style.

Cher Melichar, Secretary