

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

**June 8, 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 6:33 pm by President Michael Teague. In 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 no homeowners that requested an invitation to the meeting, so none were present.

**APPROVAL OF MAY 2020 MINUTES**

The May minutes were presented for approval via email with all members approving via email earlier in the month.

**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, Jana had a question about the account used for the charges for the pool key cards we received. She also had a question about the working capital on the Balance Sheet. Debbi explained that when the new Amended and Revised Decs were completed, there was a requirement for two months worth of working capital and the Board requested this amount be placed in the Working Capital account. It appears this was not done and President Mike Teague moved that the minutes be accepted with the understanding that the questions asked by Jana Kosutova with regard to working capital and the payment for the pool key cards be answered by the next meeting. Member at Large Ken Kloppenborg seconded the motion. All remaining board members agreed to the stipulation and the Financials were approved pending the answer to those two questions, at which time the Financials will be posted on the website.

**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. 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 instructed the pool contractor to make 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.

- B) Pool Equipment Door Damaged** – With the door being secured, the Board agreed to are put off the cosmetic repairs for now.
- C) Replacement Reserve Fund Transfer** – Due to impending final payment coming up for the pavement project, and under the recommendation of the management company to hold off for now, Secretary Cher Melichar made a motion to not make the transfer this month due to the impending final payment due for the pavement project and Treasurer Jana Kosutova seconded the motion.
- D) Garage/Property Inspection** – We are hoping that by August or sooner we will be able to initiate the garage inspections for this year.
- E) Safety Hazard Sidewalk Replacement** – The pavement is in the final phase and then Jesus has to repair sod in areas of the landscaping and repair any areas that suffered damage during the project.
- F) Pathway lights outage** – The Board has received one bid that looks very reasonable, but Debbi is trying to get at least one more bid to make sure we are able to demonstrate our due diligence on this project. Time is of the essence since it is very dark with no lights on in that area. Member at Large Ken Kloppenborg suggested Debbi King from IPM pick up a few solar lights at Walmart to put out while we collect at least one more bid in the hope that will provide some light for safety purposes.

Member at Large Ken Ayers also identified another area that appears hazardous and may need a railing and a couple other areas that should have some yellow paint on some steps to make sure people pay attention to the height of the steps. It appears some of the concrete might have sunken lower than originally poured. IPM will get someone to look at it.

- 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.
- H) Pool Coping – Re-Caulking** – Pool coping is completely done and looks great for whenever we are able to open for use.
- I) 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.

**J) 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.

## **VII. EXECUTIVE SESSION**

Executive Session – The Board initiated Executive session at 7:08 pm

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

At 7:19 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 7:20 pm

### **NEXT MEETING DATE**

The next Board Meeting will be held on Monday, July 13, 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,



Cher Melichar, Secretary