

Minutes of the Board Meeting
Second Jefferson Green Homeowners Association
January 9, 2017

The January meeting of the Board of Directors of Second Jefferson Green Home Owners Association was called to order at 6:30 p.m. by President Karen Wildenstein. In attendance were Karen Wildenstein, Jana Kosutova, Alma Hernandez, Michael Teague and Cher Melichar as Board Members, and Debbi King representing IPM Residential Property Management.

Richis Tree Service was present to answer questions about the snow removal process and products used. They discussed their process and the Board offered some things that worked well with the prior snow removal contractor that they would like Richis to do. Richis also mentioned there are a number of tree trimmings and a removal or two that should be done soon; he will send a detailed bid.

Homeowners Forum/ Correspondence

There were three homeowners in attendance and the following questions and issues were brought to the Board's attention:

- Over flow of the trash cans on the pet stations.
- Snow removal and what products are being used as ice melt.
- Items that have not been completed by HPS, i.e., re-installing the signs on the fences. They were not put back after the fence was repaired and stained on the north side.
- Concerns about pot holes continuing to appear after the repairs last summer.
- Progress of the fence for the utility easement west of the church on Dartmouth Place.
- Report of a vehicle with expired plates and damaged front end in Parking Lot #4.
- Brought up the issue again about dog poop not being picked up.
- Reimbursement of plumbing expense incurred for what was diagnosed as a separated main line. This was discussed and decided during Executive Session.

Approval of December Minutes

The Board approved the minutes from the December meeting via email prior to the January meeting.

Financial Reports

Karen motioned to approve the December Financial Statements subject to some journal entries requested by the Board; Cher seconded the motion, all were in favor and the motion carried.

Finished Business

- IPM sent a letter to residents in Parking Lot #2 who will be affected by the changing of parking spaces for snow staging.

New Business

- The Board discussed with IPM about a fence to enclose the electrical easement on the west side of the church on Dartmouth Place; Debbi has received one bid and is waiting for two more.

- The Board is asking for information on what is next to do on the mandated aluminum wiring regarding the homeowners that purportedly have not completed the repair yet or have not updated the HOA as to their status. Debbi will ask the attorneys for the next step and to see a draft of the letter to the homeowners to review.
- The Board is trying to figure out how to work with Richis on the snow removal to refine the process and save some money on snow removal as the first couple of snow removal invoices were very high.
- The Board has requested IPM to begin the process of repairing the cabana doors; evidently they are special order doors.

Business by Email from 12/13/16 through 01/09/17

- Missing screen door was reported – second time for this unit as it was not replaced the first time it was reported.
- The Board received the invoice for pet stations servicing for December.
- IPM asked HPS to follow up on items that still need to be completed - a second coat to garage doors #93-96; installation of gutter guards on the north side of #72; the reparation of trim on the man door #101-104; and estimate to clean the gutters #104 to prevent to collection of ice around the garage man door.
- Received insurance policy forms to cancel the auto-renewal of some of the 2016 policies.
- The Board requested IPM to get pricing on bags for the pet stations.
- Homeowner requested the Board to waive late fees because of confusion over sale of the unit and the need to pay the November fees.
- Homeowner was sent a second reminder of a screen door not replaced; homeowner replied on 12/14/16 that it is on its way.
- Received the November monthly service invoice from Summit Services.
- Received the water usage report from Denver Water dated 12/19/16.
- IPM informed the Board of an issue on a unit with the sewer line that needed immediate attention. After involvement from the plumber the homeowner called, Mile High Maintenance and Colorado Water & Sewer, were both called by Debbi and the line was cleared and service restored to the homeowner. The line will need to be repaired when the weather is better, but is okay for the time being.
- Received a bid from Mile High Maintenance to repair the line mentioned above.
- Received a statement from a homeowner about the smoking policy recently put into place.
- Received more pics Plumblin sent to the homeowner of the material to be installed for the design request mentioned above.
- Received a report of some roofing material found in the greenbelt after a strong wind storm on 12-27-2016; IPM asked HPS to inspect for any damage on the roofs.
- Debbi informed a homeowner that the aluminum wiring repair done in July 2016 was reported to be the alumiconn method and is not the Copalum method mandated in April 2016, so it must be redone.
- Received an invoice from HPS for the installation of gutter guards on the north side of #72.
- Received the status report from the attorneys dated 12/28/16.
- Received invoices from Richis for snow removal on 12/17/16 and tree trimming by parking space #77 on 12/22/16.

- Received more pics of the material for the design request mentioned above. The Board asked who would paint the product since it doesn't appear to be painted to match the siding in the pictures. The homeowner offered to paint it themselves.
- Received a report of a gutter hole on the corner of Building #26 that is causing the buildup of ice around the garage man door. HPS reported the repair is complete.
- Received an invoice from Colorado Sewer for services provided with clearing the sewer line mentioned above.
- Received an invoice from Mile High Maintenance for services provided with the same sewer line.
- A large tree branch was reported by Summit Services in the greenbelt near #16; they removed it.
- Received a request from a homeowner to waive a late fee purportedly caused by the actions of their property manager.
- A homeowner complained about the buildup of ice around the unit. Richis checked it out and determined it was not on the sidewalks, but a buildup of snow and ice on the curb in the parking lot by the garage door.
- Received an invoice from Summit Services for pet station servicing for January.
- Received more complaints about people sleeping inside a garage in a "man tent". Debbi confronted the homeowner who promptly removed the items from the garage by throwing them against the garage walls, causing some alarm to the other residents of the building. Ultimately, the police were called who, hopefully put an end to this entire situation.
- Received the invoice from Summit for removing the tree limb mentioned above.
- Received a complaint from a homeowner about the current status of a door jamb repair done in June 2015 due to water running down inside the siding and creating issues with the jamb. Adam did the repairs and will contact the homeowner to take care of the issue.
- Received a complaint from a homeowner about the snow removal that blocked garage access; IPM asked Richis to correct the issue.
- The Board approved and signed the 2015 audit and is scheduled to use Ryan Lee for the 2016 audit.
- Debbi responded to a homeowner about the results found regarding leaks in his garage determined to be from two units, his being one, after she sent the invoice to him for his portion of the cost of the research done to determine where the leaks came from and who is responsible for the repairs to the garage.
- Received the finance agreement for the 2017 insurance premium; signed the agreement at the meeting.
- Received a homeowner complaint about the roof leaking into his unit.
- IPM and the Board invited Richis to join the January Board meeting to discuss some of the concerns about snow removal.

Executive Session

- Delinquencies were reviewed and discussed.
- Continued discussion of the design request for an A/C conduit to be placed on the exterior wall and attached to the siding. The Board requested that Debbi try and get direct contact with Plumblin to obtain the sample needed to make a decision.

- Discussed Building #15 homeowner issues and garage misused as well as the deck railing that the homeowner's dog is destroying.
- The Board decided not to waive the late fee requested by a homeowner that was purportedly due to the actions of the property manager they had.
- Reimbursement of the plumbing expenses a homeowner incurred because of a sewer line incident was discussed and when the Sewer Line Policy was visited, it was determined what the homeowner will be reimbursed for.
- Aluminum wiring was discussed; over 85% is completed. 110 units have been completed and 25 are future scheduled. That leaves 33 units left that have not communicated about the status of the wiring.
- Checks were reviewed and signed.

Adjournment

The January meeting of the Second Jefferson Green HOA Board of Directors was adjourned at 9:50 p.m.

Next Meeting Date

The next Board Meeting will be held on Monday, February 13, 2017 at the WMFR training building; the meeting will begin at 6:30 p.m.

Respectfully Submitted,

Alma Hernandez
Secretary