

**Minutes of the Board of Director's meeting  
for  
Second Jefferson Green Home Owners Association  
January 14, 2019**

**Call to Order**

The meeting of the Board of Directors of Second Jefferson Green Home Owners Association was called to order at 6:33 pm by Mike Teague. In attendance were, Ken Kloppenborg, Jana Kosutova, Michael Teague, and Cher Melichar as Board Members, and Debbi King representing IPM Residential Property Management.

**Homeowner Forum**

Only one Homeowner was present. He talked about the unattended kids riding bikes in the parking lots. Worry about someone getting hurt, and would like to urge parents to have them ride elsewhere, but at least he didn't see any vandalism lately.

**Approval of Minutes**

The November minutes were presented for approval. Jana Kosutova moved to accept the minutes. Michael Teague seconded the motion. All were in favor and the motion passed. The November minutes were approved with no corrections noted.

**Review of Financials and Statements**

After reviewing the financials, Jana Kosutova cited some minor corrections and moved that the financials be accepted as amended for changes. Ken Kloppenborg seconded the motion and the Board voted unanimously in agreement, thus passing the motion.

**Old Business**

**New Trash Pickup:** The Board voted unanimously to have Alpine as the new vendor for the trash and recycling.

**Security system for the pool:** Debbi will set up a meeting with the vendors to discuss how the system will work and give the Board an opportunity to ask questions. We will also have to see what can be done in order to cool the cabana so that the required laptop is not compromised by the heat build up. The restrooms would require use of the fob to enter. This will allow us to know who last opened the gates and/or the restrooms.

Ken suggested there be an alarm that goes off on the doors and/or gates if they are propped open too long. The Board decided to table this for the moment. It will not be needed until the pool is opened so we have the time to consider and meet with the vendors to ask questions about how this might be accomplished.

**New Mailbox Installation:** As soon as the repair is made to two of the mailboxes on one pedestal that were damaged in shipping, they are ready to be installed.

**New Business**

There are three companies bidding for landscaping. ASanchez, CCI, and Keeson Ken Kloppenborg moved to accept the bid from ASanchez Landscaping. Michael Teague 2nded the

motion. All members agreed and the landscaping was awarded to ASanchez for the coming year.

### **Board Member Resignations and Appointments**

At the Annual Meeting, Ken Kloppenborg was elected to the Board. Following the annual meeting we received the resignation of Trish Harris. Through email communication, the Board asked Cher Melichar if she would accept an appointment to rejoin the Board to finish out Trish Harris' term for the next two years. Cher accepted and an email vote followed. After the New Year, Karen Wildenstein resigned, having served approximately 30 years (off and on) as a Board member. During the January meeting homeowner Ken Ayers confirmed that he would consider an appointment to complete Karen's term of office. One other homeowner had volunteered, but did not attend the meeting. Ken Ayers was asked to leave the room while the appointment was considered. Discussion ensued and a vote was taken. Four Board members approved Ken Ayers' appointment, there was one abstention. Ken Ayers was appointed to complete Karen's term of office.

**Election of Officers:** With the addition of two new members, an election was held for officers. Michael Teague was voted as President, Jana Kosutova was voted to be retained as Treasurer, Cher Melichar was voted as Secretary, Ken Ayers and Ken Kloppenborg, will remain as members at large.

**Code of Conduct:** Board Members were presented a Code of Conduct for adoption by all Board members: The document was discussed and adopted unanimously by the Board. All Board members read and signed the Code of Conduct.

Aluminum Wiring repairs have been completed to the satisfaction of the requirements of the insurance company and a new contract was able to be entered into with significant savings to the HOA.

**Parking Lots and Concrete project meeting.** Debbi from IPM and President Karen Wildenstein met with Durand Excavating, the same group that is doing Jefferson Green I parking lots and walks. The engineers will already have a good idea of how to go about it since we are similar to Jefferson Green I. Durand Excavating will pull together a plan as this will take about 2 years from start to finish.

**Trash Removal:** Waste Connections Trash Contract will expire April 1<sup>st</sup>. Alpine Waste & Recycling has already presented a proposal to do both our trash pickup and our recycling. It has been felt that Waste Connections service has not been as good as it should be and their contract is restrictive. Due to an auto-renew clause on the Waste Connections Contract, Cher Melichar moved that IPM should send a notice to Waste Connections to inform them that we plan to end their contract effective March 31, 2019. Further, Debbi was directed by the Board to tell them we will accept a new quote from them only if it does not contain the auto-renewal clause they have insisted upon in the past. Michael Teague seconded. The Board voted unanimously to pass the motion.

**Pool Repairs:** Pool repairs are almost complete. The bushes that were located by the fence at the pool have been removed and the Board agreed that some of the more attractive Natural Grasses that will afford more privacy will be planted when appropriate. We are receiving bids from Pool Maintenance companies for maintaining our pool and readying it for opening this summer.

**Reserve study:** A Reserve Study is required to be completed every 5 years. The person who did it last time will update the last study which will save the HOA a considerable amount of money.

### **Snow removal**

The new snow removal people did not come out until afternoon for the first snow. IPM will talk to them about timeliness.

Pool rules are still on hold with a target of completion for next Spring before the pool is opened.

### **Executive Session:**

The Board went into Executive Session at 7:45 pm.

A request for waived fees was agreed to for a homeowner for first time request on a small late fee by unanimous agreement.

Delinquent accounts were discussed; some large ones were collected this month.

The Board reconvened following executive session at 8:14 pm

### **MAIL BUSINESS conducted 10/9/18 through 1/13/2019**

10/12/18 – Snow removal contract approved via email vote.

10/15/18 – Discovery of damage to 2 of the new mailboxes. Cannot determine if it was the shipper that caused the damage or if it was caused when they were given to the shipper in the first place. The repair will be performed by Jesus who will be presenting an estimate for the repairs.

10/17/18 – Board approved ASanchez company to continue with upkeep on dog bag stations.

10/17/18 – Board agreed to gutter extensions as best way to alleviate runoff into doors at 2-story units. Board requested IPM to get estimate on diversion gutters to keep water from being directed at and causing damage to, doorways of the 2-story units as this is becoming a problem for many homeowners./

10/23/18 – HVAC Installation approval for one of the resident units.

10/28/18 – Approval for follow-up business discussed during Executive Session with the Attorneys.

10/28/18 – Approval of Electrical invoice for pole light repairs.

10/29/18 – Proposed annual meeting documentation for packet presented to Board for review.

10/31/18 – Board approval for one-time waiving of homeowner late fee for payment that got lost in the mail.

11/2/18 – August & September minutes were approved with corrections via email.

11/2/18 – Resident/owner informed of board of unemployment status and asked us to work with him while he recertifies a license that will enable him to become re-employed.

11/5/18 – Confidential Settlement Agreement approved by the Board and submitted for the attorneys to file with the courts.

11/9/18 – Approval of payment plan for overdue HOA fees.

11/11/18 – Board agreed to waive late fees in exchange for a payment plan on overdue HOA fees as long as payments are completed within a 12 month period, including legal fees acquired in trying to collect the debt.

11/12/18 – Approval to seek a short term policy to get us through the last two aluminum wiring conversions for insurance.

11/29/2018 – The Board unanimously voted by email to send a homeowner to collections with a requirement to include accelerated fees for the entire year due to their continuing poor payment history.

12/13/2018 – The Board unanimously approved the acceptance of a renewal quote from Travelers which while still up from last year due to increased property values, is now the most reasonable we could hope for, especially based on other insurance quotes.

12/27/2018 – Trish Harris resigns effective 1/1/2019

1/1/2019 – motion was presented to reinstate Cher Melichar to replace Trish Harris and serve out the remainder of her term. Votes were 4 in favor and 1 dissenting vote.

1/9/2019 – Approval for Unit to be sold so Homeowner can pay outstanding fees to HOA after sale was unanimously passed.

### **Adjournment**

There being no other business to discuss, Michael Teague moved to adjourn the meeting. All members present agreed and the meeting was adjourned at 8:20 pm

### **Next Meeting Date**

The next Board Meeting will be held on Monday February 11, 2019 for our regular meeting at the WMFR training building in the small conference room. The meeting will begin at 6:30 pm.

Respectfully submitted,



Cher Melichar, Secretary