

**Minutes of the Board of Director's meeting
for
Second Jefferson Green Home Owners Association
February 11, 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 President, Mike Teague. In attendance were, Members-at-Large Ken Ayers and Ken Kloppenborg; Treasurer, Jana Kosutova' President, Michael Teague; and Secretary, Cher Melichar as Board Members, and Debbi King representing IPM Residential Property Management.

Homeowner Forum

Only one Homeowner was present. The homeowner was asking about approval for 2 window replacements in his unit. The Board agreed to consider his request in Executive Session.

Approval of Minutes

The January minutes were presented for approval. There was a lot of email business between the annual meeting and the January meeting. Ken Kloppenborg moved to accept the minutes with minor corrections. Michael Teague seconded the motion. All were in favor and the motion passed. The January minutes were approved with the minor corrections noted to distinguish between the two Kens on the Board.

Review of Financials and Statements

After reviewing the financials, Ken Kloppenborg had questions about the insurance premium for the new year which were answered by property manager, Debbi King. Jana Kosutova moved that we act upon IPM's recommendation to fund the reserves with \$9998. Ken Kloppenborg seconded the motion. All were in favor and the motion passed. After further discussion Cher Melichar moved that the financials be approved with the proviso that Debbi asks about lines 56 and 57 with the person who keeps the books for clarification. Michael Teague seconded the motion. All were in favor and the motion passed.

Old Business

Snow removal: With the heavier than normal snow fall – we are spending more on snow removal than we have in the last few years. We have been trying to modify how the snow removal is handled. We have requested more ice slicer on the north end of the complex because the parking lots have been thawing and re-freezing, creating a greater-than-normal hazard.

Board member, Ken Ayers, reported having assisted another homeowner trying to shovel around the mailboxes after one of the recent snowfalls. It was agreed that we need Debbi to talk to the snow removal people to pay close attention to that area. It appears that some of the buckets of ice melt they agreed to leave in various places of the complex for use by residents in more critical problem areas, have been confiscated by single homeowners. We'll work on trying to paint the buckets a bright red or in some other way uniquely identify them if they are removed. The Board has asked IPM to try to secure the buckets of ice melt in some way to make sure they are available in the areas they need to be most used.

To insure the snow removal team is adhering to the guidelines we set in place for their contract, the Board members agreed to walk through different sections of the complex to check on the progress of snow clearing during the next storm.

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. Letters went out to the homeowners with dates when the old mailboxes will be pulled out and the new ones set in place. The letter outlines when the transition will happen, how and when the residents need to clean out their mailboxes, and when and where to pick up their new mailbox keys. Board members will release a schedule showing the times they will be available to distribute the keys during the two weeks leading up to the installation of the mailboxes.

Pool rules: Given the small size of the pool, the Board feels that a limit of 4 guests per unit is reasonable and that will be added to the pool rules. Additionally, several items were brought up for addition to the pool rules. The question of allowing pets in the pool area will be addressed. Service animal permits for accommodation may be acquired from, completed, and submitted to IPM directly.

Debbi will work on making changes discussed and submit them by email before the next meeting.

Security Cameras for the Pool area:

Since we were unable to complete the pool security in last year's budget we will go ahead and get the cameras installed when the weather is warmer, as planned. We will then have a discussion with the Security company in order to get the budget for 2020 in place to complete the installation of the new security system for the gates and bathrooms at the pool.

New Business:

The contract came in for prepping the pool for the new season was received by Action Swimming Pools. They will be maintaining the pool and prepping it at the end of the season. This is the most reasonable contract we've had. Mike Teague moved to accept the contract with Action Swimming Pool for the maintaining of the pool and cabana area, Ken Kloppenborg seconded the motion. All were in favor, the motion carried.

It was noted that Board members have observed a high number of garage doors being left open and they need to be closed at this time of year to insure that pipes don't freeze when temperatures drop once the sun goes down during these winter months.

Board training:

Debbi King will work with our attorney to set a date for the required fiduciary training for the Board members before the next meeting.

Executive session:

The Board went into Executive Session at 7:36 pm.

Delinquent accounts were discussed; almost all the large accounts were collected this month. The attorneys are addressing a couple of them that have failed to adhere to the payment plans upon which they agreed or have defaulted.

The Board reconvened following executive session at 8:13 pm

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 8:19 pm

Next Meeting Date

The next Board Meeting will be held on Monday March 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

EMAIL BUSINESS

Jan 9, 2019 – Attorneys requested Board direction on how to respond to attorneys who presented a plan to catch up one homeowner on one of the last large delinquencies, with regard to a proposed payment plan. The Board unanimously agreed to direct them to include some limitations, in light of the fact that this homeowner has not complied with prior payment plans they, themselves, had proposed.

Jan 15, 2019 – the Board requested Debbi King to invite the team who proposed the new security system for the pool and cabana area to a future Board meeting so the Members could ask questions about the project proposed.

Jan 15, 2019 – After investigating a claim by a homeowner with regard to water damage they thought was coming from the roof, it was determined that the problem was tied to some renovations performed by a previous homeowner that left some vulnerability for leaking when a vent was not replaced during the work performed. The board, therefore denied the request to waive the fee that they paid to have the situation checked out.

Jan 17, 2019 – A homeowner asked the Board to waive late/interest fees. A one-time courtesy was agreed to as the homeowner is otherwise up to date with payments.

Jan 21, 2019 – In an attempt to collect for a large delinquent account, the Board unanimously agreed to one more extension as presented by a homeowner's attorney for payment of delinquent fees. There were stipulations requested in the event of another default in payments.

Jan 24, 2019 – The Board unanimously approved for Debbi King to move forward with the contract to install the new mailboxes and to sign the contract on behalf of the Board.

Jan 30, 2019 – The snow removal company suggested that they be allowed to leave some buckets of ice melt in areas that have a high degree of thawing and refreezing, which creates a higher-than-normal ice hazard, especially in the areas around the mailboxes and the north end of the properties. The Board unanimously agreed to this plan.

February 7, 2019 – The Board approved the letter being sent to homeowners along with the process that is outlined in the letter for transitioning the removal of the old mailboxes and the installation of the new ones, including distributing new mailbox keys.