

**Minutes of the Board of Director's meeting
for
Second Jefferson Green Home Owners Association
May 13, 2019**

Call to Order

The meeting of the Board of Directors of Second Jefferson Green Home Owners Association was called to order at 6:30 pm by President Mike Teague. In attendance were, President, Mike Teague; Treasurer, Jana Kosutova; Secretary, Cher Melichar; and Member at Large Ken Ayres as Board Members, and Debbi King representing IPM Residential Property Management. Ken Kloppenborg was absent. The members present represented a quorum, and the meeting proceeded.

Homeowner Forum

There were four homeowners present. President Mike Teague welcomed the homeowners, noting that we want to hear from homeowners. One couple was there to present a plan for a new deck on a 2-story unit. Unfortunately, the deck would have impeded in front of the ranch unit bedroom window and the Board is unable to allow that. Suggestions were made that would allow the deck to be built in a way that would not violate the sanctity of the Ranch unit bedroom window. There is another 2-story unit that has a deck that meets the regulations and it was suggested the homeowner take a look at that one.

Another homeowner mentioned a large group of boys that ride their bikes very fast on the sidewalks and are not being considerate of homeowners who may be out walking on the sidewalks. They have also been seen throwing rocks and there are a few vehicles that have been damaged by their actions. IPM was asked to send a letter to the parents of the children as they may not be aware of the activities which are causing issues for other homeowners.

Unit #89 has a tree that is literally growing into the edge of the roof. IPM is going to have the landscaping company take a look at it and provide the Board with options for alleviating the situation.

It was noted by a homeowner that there are a couple of sprinklers that need replacing because they no longer spray due to damage (possibly from all the rabbits) and another one that just isn't working properly or is aimed incorrectly. These sprinklers are between buildings 6 & 7. IPM will make sure the landscaping crew looks at these things to add to the repair list.

Finally, one of the Board members reminded us that the ice melt buckets need to be put away for the summer months.

Approval of Minutes

The April minutes were presented for approval. Mike Teague moved to accept the minutes as written and Ken Ayres seconded the motion. As all members present were in favor, the minutes were approved.

Review of Financials and Statements

Debbi is checking to find out why the trash bill for April is so high and will report back to us. Debbi also clarified that the amount for the Sewer bill is quarterly, the storm water bill is annual, and only the regular water bill is monthly.

Mike Teague questioned why the trash bill was so high. We did just change vendors, but one should have ended and the other should of started. It almost looks like there is a double billing. From a question from the Board at the last meeting, Debbi had checked to see why the office supplies billing was higher than normal on the last set of financials and reported that they found some of the supplies had been inadvertently doubled up. That has been corrected on the current financials.

Jana moved to accept the financials as presented, noting that IPM will report back regarding the trash bill. Mike Teague seconded the motion. All members present agreed to the motion and it was passed. Follow up: Waste Management is issuing a refund check for April Trash service billing.

Old Business

Pool –Security System Tabled for 2020

Josh called IPM and stated that he had found another contact that may have a better system available a better price, at least the same if not better security and might even include the cameras. Josh will check into it further and let her know what he finds. Discussion ensued regarding how to keep the cabana temperate enough to house the security system. There was talk about adding a “whole-house” exhaust- type fan to cool it in the summer because there is already a heat source for the winter months. IPM was asked to check into these things for the Board.

Review and Revise HOA Policy Resolutions Pending

Nine of our resolutions had to be totally redone. IPM received them just prior to the meeting, so Debbi copied them and brought them to disperse to the Board. They are now shorter and completely compliant with statutes and with our current Declarations.

Parking Lot Repairs and Stripping/ #'s Pending

There are several bids that were presented. This is just to repair the potholes that caved during the last winter. 1st Jefferson Green went through a 5 year process and had to get financing to redo all their parking lots and we do not have the funds to be able to get such a big loan. Fixing what we can should gain us another 2 to 3 years to build up our reserve account so we could be in a better financial position when we get ready to do the entire complex parking lots and sidewalks.

Mike Teague moved to accept the bid from Economy. They were closest to the lowest bid, but included all the of elements we asked to be repaired which the lower bid did not. Cher Melichar seconded the motion. After some discussion, the members present voted to accept the Economy bid.

Replacement Reserve Fund Transfer Pending

If we look at the forecasted budget. On the balance sheet it is clear that we could make this month's transfer, but we will be having to pay for the parking lot repairs and we may need some of that money to cover these repairs. The Board discussed the fact that we want to transfer some funds EACH month to reserves even if we can't make as much as we would like, we should still transfer a portion. Mike moved that we transfer \$1,000 at this time and we will review being able to transfer more when the currently expected repair bills are paid. Jana Kosutova seconded the motion. All members present agreed with the understanding that when we can we will put extra funds into the reserve at a future date. The motion passed.

Also, just prior to tonight's meeting, Debbi received the new reserve study. The Board has copies of the study and were requested to make any comments in the next week via email for IPM to present to the company that did the study.

New Business

Working Capital – new unit sales are pending 2 months of working capital are to be collected at closing in accordance with our new Declarations. We've asked Debbi to get clarification as to how that works exactly. There were questions about whether that is a fee that transfers from owner to owner. Debbi was tasked to inquire the attorneys and this money is collected at the time of sale and is used as needed either to fund the reserves or to use, as needed as part of capital improvement fund. If it transferred from owner to owner, there would be no point in even doing it. Debbi will report back to us via email before the next meeting. In the meantime, it will be up to the Board to decide whether this money is placed in the reserve account or the capital improvement account.

Limited Common Elements - maintenance TBD

The board agreed that we need to take stock of which balconies might not be in compliance with building codes regarding the railings. We already know that unit 104 did not have theirs done because at the time that one was done the codes had not yet changed. The Board agreed that the HOA should bring them to current code before turning them over to the owner's responsibility since the balconies done later were brought up to code. Homeowners need to be made aware as to what their responsibility is with the limited common elements.

2018 Audit Report – Tentative Draft Pending

The Board needs to review and make sure it seems to cover everything it needs to.

Weeds and Thistles

The weeds are very bad this year with both dandelions and thistles. There has been a lot of rain, however, and this has hindered the landscaping crew in being able to spray or otherwise treat the problem. If we ask them to be too aggressive, they may be putting down treatments that are detrimental to pets. IPM will talk to the landscapers about what they can do to try to eliminate the profusion of weeds and thistles with pet friendly substances.

Executive Session

This is the time when the Board reviews any requests submitted during the month from homeowners for architecture changes; delinquency report is reviewed; and checks are reviewed and signed. These items are not recorded in detail for privacy purposes.

Adjournment

There being no other business to discuss, President, Mike Teague moved to adjourn the meeting, Ken Ayres seconded the motion. All members present agreed and the meeting was adjourned at 8:45 pm

Next Meeting Date

The next Board Meeting will be held on Monday, June 10, 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

Next Meeting: June 10, 2019

Time: 6:30 PM

Place of Meeting:

West Metro Fire District Training Center

3535 South Kipling Street

Lakewood, CO 80235

EMAIL BUSINESS

4/9/2019 – The Board approved the pool signage with corrections to be made prior to installation.

4/9/2019 – At the Board's request, IPM requested bids from contractors for repair of pot holes in the parking lot along with estimates for new striping and numbers in the parking spaces.

4/10/2019 – Debbi presented a newsletter to be sent to homeowners' with corrections that were requested during the review at the last meeting.

4/15/2019 – IPM reported information on a dispute between 2 homeowners that involved the Lakewood Police Department. Homeowners appear to have worked the problem out for now.

4/19/2019 – received notification of a vehicle parked in a reserved spot and was booted.

4/25/2019 – Reviewed bids for parking lot repairs, striping and numbering of parking spots. Final decision to be made at next meeting on 5/13/2019.

4/26/2019 – Board approved getting opinion from legal regarding limited common areas and who is responsible for upkeep of same.

4/29/2019 – Approval to proceed with sewer line repairs that affect three units in one of the buildings. Association will pay its portion according to the guidelines as to where the problem is located and the homeowners will divide and pay their portion back to the HOA.

4/29/2019 – IPM requested agenda item suggestions from the Board

4/30/2019 – received estimate for removal of a dead tree near unit 137.

4/30/2019 – Update from attorney on sale of a unit that has a lien on it.

5/2/2019 – Approval of a homeowner's request to pay off sewer line break per a payment plan.

5/3/2019 – Corrected audit finding of a reported missing addendum for our records. The addendum has been found and added to the records.

5/4/2019 – Board approval completed for moving ahead on the removal of a dead tree was given by all Board members via email agreement.

5/7/2019 – Tentative Agenda distributed to Board members for May13th meeting.