

**Minutes of the Board of Director's meeting  
for  
Second Jefferson Green Home Owners Association  
June 10, 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 Treasurer, Jana Kosutova. In attendance were, Treasurer, Jana Kosutova; Secretary, Cher Melichar; and Member at Large Ken Ayres and Ken Kloppenborg as Board Members, and Debbi King representing IPM Residential Property Management. President, Mike Teague; was absent. The members present represented a quorum, and the meeting proceeded.

**HOMEOWNER FORUM**

There was one homeowner present, but he said he was just there to listen. One board member spoke as a homeowner to say that he saw kids in the pool area with their bikes last week. He went over to the pool and informed people that bikes are not allowed in the pool area.

Anyone who is in arrears has their pool card disabled, but it appears other residents are letting people in that come through the gate.

**APPROVAL OF MINUTES**

The May 2019 minutes were presented for approval. Jana Kusatova moved to accept the minutes with some minor changes regarding unit numbers and Ken Kloppenborg seconded the motion. As all members present were in favor, the minutes were approved.

**REVIEW OF FINANCIALS AND STATEMENTS**

The Financials were presented for acceptance and the Board reviewed them. Jana moved to accept the financials as presented, Cher Melichar seconded the motion. All members present agreed to the motion and it was passed.

**OLD BUSINESS**

Pool –Security System has been tabled until 2020

Josh called IPM and stated that he had found another contact that may have a better system available a better price with at least the same if not better security and might even include the cameras. Josh will check into it further and let Debbi 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.

The Board went through the various policies during the meeting, noting areas where clarifications may be needed and where minor changes needed to occur. These will be sent back to the attorneys with the Board's comments.

## **Parking Lot Repairs and Stripping/ #'s Pending**

There are several bids that were presented. These are just to repair the potholes that caved during the last winter. 1<sup>st</sup> 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.

It was noted that the apartments are also doing striping in their parking lots at about the same time which will make street parking more difficult. Hopefully we can juxtapose our work so it does not coincide with theirs.

After reviewing financials, Treasurer Jana Kosutova moved to transfer the full \$10K to the reserve fund this month at the recommendation of IPM since expenses are lower this month. Ken Kloppenborg seconded the motion. All members present were in agreement and the motion passed.

## **2018 Audit Report**

IPM received the 2018 audit. The Board was given the audit to look over. After reviewing, Treasurer Jana Kosutova moved to accept the Audit and to sign a contract to engage the auditors for next year's audit as well. They have always been very thorough and their price is reasonable. Ken Ayers seconded the motion and the Board voted to approve the motion.

## **Replacement Reserve Study**

Just prior to tonight's meeting, Debbi received the new reserve study. The Board discussed the study. The study makes recommendations on how to get there in the next couple of years. The study recommended that we assess at least \$3000 per unit each year (by a deadline to be set by the Board) for the next two years. In addition to that, they recommend that after break-even we should add an additional \$232 per unit to the maintenance fee. That would make the maintenance fee just under \$500/month and then increase each 3% each year thereafter.

The fact, is that the complex is getting old. We are having more and more sewer backup issues, the parking lots are going to need to be redone and the deductible on replacing roofing. The reserves need to be built up quickly. The last study estimated that by this time we should have \$2.5 million in reserves and we are a long way from that. As a result, Debbi has been working on the next budget. There will be 3 options, the third one

incorporates this plan as recommended. We would have to decide which way to go by the end of August.

Jana moved to approve the Reserve Study and Ken Kloppenborg seconded the motion. All were in favor of accepting the study. The motion passed.

## **NEW BUSINESS:**

### **Working Capital**

In the last meeting, there were questions about whether the working capital fee would transfer 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. Debbi reported that the attorneys stated that this is a fee that does not transfer from owner to owner. There would be no reason for the HOA to track it, if that were the case because there would be no way to use those funds they would just be in limbo with each owner. The intent is to have 2 months of fees to place in working capital from each new homeowner.

### **Garage Inspections**

A schedule has been set for the garage inspections so that we can take turns walking the property with Debbi to note infractions and any repair work that needs to be considered for the budget for next year.

### **Weeds & Tree removal**

Debbi noted that the landscapers are willing to come back through to do more weed control by hand pulling and spraying, but it will be at a flat rate of \$32 per hour. It was agreed by all to have them go ahead as the Spring rains have made the weeds out of control this year.

The Board discussed a tree that is growing so close to one of the units that it is scraping the gutter. Although we all hate to destroy a healthy tree, anything we thought of doing, such as cutting away the bark in that section would probably kill the tree anyway. The landscapers have given us an estimate for removal of the tree in question.

One of the Board members had a question about the pool keys. Everyone got one originally for a fee of \$25. If the owner loses it or if a new owner does not pass along the pool card to a new owner, there is a \$50 fee to replace.

## **EXECUTIVE SESSION**

At 7:59 pm – the Board went into 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, Treasurer Jana Kosutova, moved to adjourn the meeting, Ken Ayres seconded the motion. All members present agreed and the meeting was adjourned at 8:32 pm

## **NEXT MEETING DATE**

The next Board Meeting will be held on Monday, July 8, 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,

A handwritten signature in blue ink that reads "Cher Melichar". The signature is written in a cursive, flowing style.

Cher Melichar, Secretary