

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

July 8, 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, Treasurer, Jana Kosutova; Secretary, Cher Melichar; and Members at Large Ken Ayres and Ken Kloppenborg as Board Members, and Debbi King representing IPM Residential Property Management. All members being present, the meeting proceeded.

HOMEOWNER FORUM

One of the non-resident homeowners expressed his dissatisfaction of the way the pool looked the day it was opened. He said he came by mid-morning on the day it opened. He said it didn't look like the crew cleaned up the cement from the brick and the men's room was a mess. He wanted to know whether the Board was satisfied with the job that was done. Debbi had gone over later in the afternoon and it looked fine. The same homeowner questioned whether or not the Board was forthcoming at the annual meeting as to how the additional money we asked for was going to be used and that he believed that it was solely to build up the reserve. It was not, in fact, solely to build up the reserves. The Board is committed to putting money in the reserves each month. The goal is \$10,000/month, but in some months, due to issues beyond the Board's control (i.e., the additional snowfall we received this year and the ensuing cost to clear the snow from parking lots & sidewalks; the deterioration of the sprinkler system from age; etc). It all takes money and if some things take more than budgeted, something else has to be put on hold.

A recent example was the fact that due to the additional, unanticipated leak in the pool water lines that had to be repaired in order to open the pool, we had to put the new security system on hold another year. This was because the cost to repair the pool lines ended up being higher due to that additional leak. The fact is that the reserve is now a little more than double what it was at the end of the fiscal year last year due to the Board's diligence in placing funds in the reserve account on a regular basis this year.

Another homeowner presented his case for whether or not a recent sewage line break was his responsibility or the HOA's based upon where the plumber said the issue was located. President Mike Teague and IPM representative Debbi King explained that the first call a homeowner should make in the event of a sewer issue should be to IPM. This is so they can assist in determining what portion would be the responsibility of the homeowner and at what point it becomes the HOA's responsibility. President Mike Teague assured the homeowner that the Board would take their concerns and the information presented under advisement to discuss in Executive Session later in the meeting.

Yet another Homeowner was upset about findings in the garage area of her building during the recent inspections and wanted to know if the Board had the right to come into the units and do

inspections. It was explained that we try to inspect the common areas each year. The garages are considered common areas. She wanted to know why we didn't notify them of the inspection. She was informed that if it had been something inside the privacy of their unit, they would receive advance notice, but for the common areas, the Board does not have to issue prior notice. She said the other owners were not cited, we are trying to notify all the owners in the building with the exception of the ranch unit which has no water lines entering the garage area. The homeowner stated that they and other owners in the building can't find any holes. Some of the drywall is not taped, but there are no holes. She said that "we" [in the building] don't understand what needs to be done. Debbi will look at the notes for their building and let them know what needs to be done.

APPROVAL OF JUNE 2019 MINUTES

The approved May 2019 minutes have been posted. The June minutes were presented for approval. Ken Kloppenborg moved to accept the minutes as written, Mike Teague seconded the motion. As all members were in favor, the minutes were approved.

REVIEW OF FINANCIAL REPORT AND STATEMENTS

The Financials were presented for acceptance as the Board has had time to review 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.

Debbi noted that they had not received the full contract invoice for the pool was not received until today and the amount will be added into line item 8001 and then the 5030 landscaping is being reclassified to 7030 where it should be. The amount of the invoice was for changing out dead light bulbs, putting away the ice melt buckets and small miscellaneous tasks of ground keeping. Some questions were asked about one of the entries. The one in question was for sewer repairs that were fronted by the Board, but that are being repaid, for the portion they were responsible for, by the homeowners who were affected by the sewer issue. IPM is also having the gutters looked at to see which ones may have to have the Gutter Guards removed because they have been ineffective where there are pine needles falling into some of the gutters.

Due to the recent hail, Debbi is having the roofs inspected for any possible damage. It was noted that the heaters for the pool water have been on and so the electric and gas bill is a little elevated at this time. Mike Teague had been down to the pool one night and it seemed really warm to him. Debbi will ask the maintenance crew to check it again to make sure the heat wave isn't keeping the temperature too warm.

Jana Kosutova moved to accept the financials with the impending changes noted. Mike Teague seconded the motion. All members approved and the motion passed.

OLD BUSINESS

A) Pool –Security System: Although this has been tabled until 2020 due to the fact that the repairs to the pool were more extensive than originally anticipated due to the second leak that was discovered when the repair company drilled down to repair the known leak. That being said, we need to be looking at what will need to be done next year in order to have a solid estimate in place.

Josh from Key-Rite called IPM and stated that he had found another contact that may have a better system available with a better price with at least the same, if not better security and might even include the cameras. Debbi brought the latest proposal from Key-Rite along with two other bids for security for the Board to review. The second two didn't include the cameras. Key-Rite merged with another company recently and he feels this group has a superior system that is better suited to our property than the one he originally proposed. It would include the cameras and would not require a computer to be maintained on-site. This would eliminate the need to maintain a constant temperature inside the cabana to keep a computer from malfunctioning.

He has agreed to come meet with the Board to explain the equipment and answer questions on how it will operate. It would require an installation fee and a monthly fee thereafter. We can either use FOBs or our current card keys. So many move out/move ins where the card keys were either not left behind or the card keys no longer worked. The minimum order is 100 cards. The cards get de-magnetized easily. The FOBs are hooked onto a keychain and are less likely to get de-magnetized. The current system is DOS-based and will not give us the kind of reports we need.

Debbi will get estimates on both the card keys and the FOBs to see what the prices are at this time for either of those options. There would be one FOB issued per unit. After that, there would be a charge to replace if lost. If they stop working, we would continue to exchange a non-working FOB for a working one, same as we do with the cards.

There is a permit charge with the City of Lakewood on the estimate and the Board would like to know what that was all about. West Metro generally wants to check out all security systems and that may be part of the charge. We only need one camera, as it has a 180 degree range.

B) Review and Revise HOA Policy Resolutions – Debbi will send those out one last time via email for final approval and the attorneys will be notified to go with what we have now, as they revised them

C) Parking Lot Repairs and Striping/unit numbers in Parking Lots – Fresh stripes will be painted to designate the stripes between the spaces and the numbers will be repainted. We will have the numbers placed on the curbing since putting them on the blacktop Debbi will be sending letters and email notifications out with the dates this will occur so people will be able to plan with regard to moving their vehicles out of the lot to accommodate this procedure.

D) Replacement Reserve Fund Transfer – Debbi recommended that as of this moment we have enough cash to make the full \$10,000 transfer to reserves for the month. Cher Melichar moved to transfer the full \$10,000 to the reserve fund. Mike Teague seconded the motion. Jana Kosutova raised concern regarding final costs of most recent plumbing repairs expected to be paid and recommended the transfer amount be adjusted to \$5,000 to insure sufficient funds to be available. All members were in agreement and the motion carried. There was discussion about the condition of the sewage systems and concern about rising costs that may affect the ability to put the full amount in the account each month, but the Board will strive to maintain as close to that amount as possible if there are extra operating expenses that are unavoidable. As the complex ages, the trees are sending roots into the area of the sewer lines and crushes the PVC pipe to get to the water. It was the opinion of the members that this will continue to escalate as long as we have trees.

F) 2018 Audit Report – The Audit was also approved and will also be posted on the website.

G) Garage Property Inspection – follow-up – All areas except lot number 5 have been completed. Ken Kloppenborg was helpful in taking photos of areas of concern so we would have something to reference. Many people have been wonderful about responding and working on getting everything fixed and compliant. Some have thought their contractor took care of things and are working with IPM to correct the issues. There are also some that are frustrated and not understanding about what they need to do and Debbi is trying to work with them. The Board agreed that having access in areas that have been problems in the past is not a bad thing. The fires rules do specify that the access be taped and mudded. In instances where no one is willing to step up because the person who caused the issue is no longer there, then we may have to have the problem corrected and charge back to the units for the cost of repair.

We also looked at the balconies and noted areas where just the facia needed either painting or replacement. There are a couple that still have to be brought up to code because the former owners refused access in the past. These areas are where the boards are rotting and those will have to be repaired properly which requires going into the garage to remediate it properly. This would come out of the reserve because this is required to be compliant with building codes.

Unit 104 repairs to the pedestrian access door are included in these repairs. Ken Kloppenborg moved that we accept the bid from Jesus to handle the repairs which was seconded by Michael Teague. The Board agreed and the motion passed.

Debbi will send out a new schedule for Board members to be able to assist with the completion of the remaining garage inspections.

NEW BUSINESS

A) Gutter cover removal. The landscapers keep these clean now, but there are some buildings where the covers are a hindrance rather than a help. When they go up to clean the gutters, we will ask the crew to assess which gutter guards are causing problems and leave the ones that are working well.

B) Revised Financial Forecast – This does not yet include major capital improvement or replacement items. Debbi will be going through the study to add those things which were noted in the report. For example, the pole lights are so old, we can no longer get repair parts, the poles are rusting which is resulting in shorts in the electrical system wiring, and so we are looking at wiring replacement in many areas. Ken Ayres noted that some of it isn't just the age of the fixtures. He's witnessed kids trying to knock down the globes or throwing things at them and, although he's sent them on their way, it appears they simply return another time. Debbi will send this spreadsheet out to the Board members electronically so we can blow it up larger on our computer screens for easier reading.

The forecasted budget must be ready to send to the homeowners by September in order to give ample notice to homeowners. The Board discussed the direction that must be taken in light of the findings of the Reserve Fund study. Also discussed were several items the Board would like to see included in the proposed budget.

EXECUTIVE SESSION

The Board moved to Executive Session at 8:40 pm. These items are not recorded in specific detail for privacy purposes.

A) Discussion of Homeowner requests. The Board discussed some issues regarding the recent shared common area inspections, as well as, more than one sewer issue with regard to HOA responsibility versus Homeowner responsibility. Given the timeline, location, and information forthcoming, it was determined that the sewer issue fell under the auspices of the HOA and reimbursement for the portion that was our responsibility would be reimbursed to the homeowner.

B) Delinquency report. The outstanding payments due on the delinquency report continue to get lower thanks to the diligence of IPM and the attorneys who have been handling these. All attorney fees are passed along to the homeowners who are in arrears so the HOA is not out any funds when they are paid in full. When IPM came on board there were A \$47,000 in delinquency and we are now down to only about \$8,000 in arrears.

C) Open cable box. One of the Board members pointed out that there is a cable box that was left opened and exposed to the elements and passers-by. Debbi will call the cable company to get that closed by them as soon as possible.

The board came out of Executive session at 8:53 pm.

ADJOURNMENT

There being no other business to discuss, President Michael Teague, moved to adjourn the meeting, Ken Ayres seconded the motion. All members present agreed and the meeting was adjourned at 8:55 pm.

NEXT MEETING DATE

Debbi requested that the next Board Meeting be delayed due to a conflict with some travel from which she will returning on the next regularly scheduled time. Therefore, the next Board meeting will be held on Tuesday, August 13, 2019 for our regular meeting at the WMFR training building in the small conference room. The meeting will begin at 6:30 pm. This change will be posted on the website and near the mailboxes.

Respectfully submitted,



Cher Melichar, Secretary