

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

**November 11, 2019**

**CALL TO ORDER**

The meeting of the Board of Directors of Second Jefferson Green Home Owners Association was called to order at 6:32 pm by President Michael 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. As this body comprised a full quorum, the meeting proceeded.

**HOMEOWNER FORUM**

One homeowner was present. Having read the proposed budget, the homeowner offered a suggestion that perhaps we would be better off having a special assessment of between \$3,000 & \$5,000 rather than have a \$50 increase at this time. This was discussed, but it was felt that such assessments would be more burdensome than the \$50 increase. The homeowner also asked us to take a look at a sewer line that is in a neighbor's storage locker as they discovered there was a repair done at some point that needs to be looked at. Debbi will ask her maintenance crew to inspect the area.

**APPROVAL OF October 2019 MINUTES**

The October minutes were presented for approval. Ken K moved that the minutes be accepted, Mike Teague seconded the motion. All remaining board members agreed and the minutes were approved and will be posted on the website.

**REVIEW OF FINANCIAL REPORT AND STATEMENTS**

The Financials for October were presented for acceptance as the Board received them via email earlier in the week and has had some time to review them prior to the meeting. Jana Kosutova moved to accept the financials as presented. Cher Melichar seconded the motion. All remaining members agreed and the motion carried.

**OLD BUSINESS**

There was discussion about a leak in a main line expense that is coming up. The City will be here at 9 am next Wednesday to shut down the main line for us to fix the water line closer to the buildings. This expense is ours to cover as it involves the area near the back-flow and the problem is actually with the shut-off valve.

**A) Pool and Security System** – shelved till next year

**B) Pool Equipment Door Damaged**

There was some vandalism to the cabana equipment door. The Board is putting out inquiries to see if anyone might have witnessed an activity in that area.

- C) Parking Lot Repairs and Striping/unit numbers** – The Contractor was called out to correct some issues in areas that were done incorrectly and the project has now been completed. The original scope did not include the NO PARKING FIRE LANE in front of all the garages, so this was added when the crew came out to correct the striping errors. This was at a additional cost of \$3,000.
- D) Replacement Reserve Fund Transfer** – There is no money this month to fund the reserve account due to some higher year end bills that come up annually and hit our budget around this time.
- E) Gutter Cover Removal – Follow up** – The Board instructed Debbi to have the covers removed on all gutters where trees are close to them.
- F) Garage & Property Inspection – follow-up** – IPM has been receiving regular reports from homeowners who were contacted about various necessary repairs that fall outside the HOA responsibility. Debbi is contacting those that have not yet responded to get a status check. Most homeowners have been positively responsive.
- G) 2020 Budget Draft #2** – Discussion of modifications based on current financials.
- H) Homeowner insurance claim for water damage** – The rubber boot around the opening for the vent failed. There was a vent removed at some point. The boots were not included in the original repairs on the roof and therefore the responsibility needs to be for the HOA. There is a small amount of mold, but the contractor said he can remediate it completely. Ken Kloppenborg made a motion to go ahead and approve the contractor be engaged to do the repairs and the mold remediation. Ken Ayres seconded the motion and remaining board members voted assent. The motion carried.

## **NEW BUSINESS**

- A) Revised Concrete walks estimate** – this was walked again with the contractor and more areas were identified that are hazardous than previously identified. Therefore, the scope of the work will be much higher than anticipated. This is why there are no funds for the reserve account this month as that money will be needed to hold back for these repairs.
- B) Insurance Renewal** – the current policy is in place now for the \$78,227.00. The umbrella coverage adds another \$14,000. The renewal can be accomplished with the same amount as last year. The building valuation could be raised to \$81,335.00. Cher Melichar moved to accept the proposal by Travelers Insurance with the \$78,227.00 amount with the \$14,000 umbrella. Ken Kloppenborg seconded the motion. All members were in agreement and the motion carried. Mike Teague, as President, signed the new insurance renewal with Traveler's. Due to the fact that there are still working fireplaces in some units and the age of the property, Liberty Mutual was the only other carrier interested in offering a quote and they were considerably higher than Travelers.
- C) Annual meeting President's Report** – the Board discussed the items to include in the President's Report for the Annual Meeting. Jana Kosutova asked that page 4 of the replacement reserve study be made available at the meeting for the homeowners' referral. This lists out all the items identified in the study.

D) 2020 Landscape Contract – The new Landscape Contract was presented for the Board’s approval. CDI Environmental Contractor was an additional bidder. Debbi asked if the Board wanted more bids and the Board determined they wanted to remain consistent with ASanchez again due to all the repairs completed thus far. Since more are expected with the coming year, it was generally felt that they have a high level of familiarity with the irrigation system. Their price remained the same as last year which means it comes in at lower than what we budgeted, which is always a plus. The Board felt they have been very responsive. Jana Kosutova moved that we accept the Sanchez proposal to continue taking care of the landscaping in 2020. Ken Ayres seconded the motion. All remaining members agreed and the motion passed.

E) November Newsletter – The Board approved the newsletter proposed by IPM with the addition of a reminder about the special assessment HO6 coverage.

### **EXECUTIVE SESSION**

**The Board moved into Executive session at 7:56 pm. Items to be discussed:**

- A) Homeowner Requests
- B) Delinquency Reports

At 7:56 pm – the Board went into Executive Session.

The delinquencies were discussed.  
Checks were signed to pay invoices.

At 8:10 pm Executive Session was ended.

### **ADJOURNMENT**

There being no other business to discuss, Mike Teague moved to adjourn the meeting, Ken Ayres seconded the motion. All members present agreed and the meeting was adjourned at 8:11 pm

### **NEXT MEETING DATE**

The next regular Board Meeting will be held on Monday, December 9, 2019 following the annual meeting at the WMFR conference room. The next meeting will be the Annual Meeting to be held December 9, 2019 in the large conference room. The meeting will begin at 6:30 pm.

Respectfully submitted,



Cher Melichar, Secretary