

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

November 9, 2020

I. 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 Michael Teague. Also in attendance were, Treasurer, Jana Kosutova, Secretary, Cher Melichar; and Members at Large Ken Ayres, and Ken Kloppenborg. Debbi King represented IPM Residential Property Management. As this body comprised a full quorum, the meeting proceeded.

II. HOMEOWNER FORUM

We welcomed three homeowners who joined us this meeting! We are grateful that homeowners are finding this an easy way to attend meetings.

One homeowner asked about new enclosures for the trash dumpsters. Whenever we are able to redo the parking lot, we will create new enclosures. The lots, themselves will have to be regraded and until we can do that we are making the best of the situation. We know they need attention, but so do many other things that are aging in the community.

Jana mentioned that in her unit, they recently replaced a faucet, and since then, the sprayer keeps filling up with sand and the water won't even come through unless they take the sprayer off and clean it out. It was determined that a plumber will be required to come in to check the line and Jana will ask her neighbors if they are having issues, as well.

It was noted that the kids that have been causing mischief in the community are now widening the area of their deeds spreading their activities further afield. At this point, all we can do is to ask our residents to please be alert and if you need to do so, call the Lakewood Police Department office non-emergency line at: 303-980-7300 if you see something going on that denotes more than just childish mischief.

Another homeowner complained that the trash trucks that come on Saturday morning are arriving as early as 7:00 am and as the driver is emptying the bins, he appears to be texting and otherwise busy on his phone for a good 10 minutes or so. Then moves to the next and does the same thing. It is very noisy and the gas fumes from the trucks come up into her unit when they sit there that long. Debbi will contact them. They are not supposed to come before 8:00 am.

III. APPROVAL OF SEPTEMBER MEETING MINUTES

The minutes for the meeting of October 14, 2020 were presented for approval. President, Michael Teague moved to accept the minutes as presented, Treasurer, Jana Kosutova seconded the motion. All other members being in agreement, the motion passed.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS for SEPTEMBER, 2020

The Financials were sent out via email prior to the meeting for Board review and were presented for acceptance. Jana had a question about one of the accounts' descriptions. It was explained that there are limitations in description fields and not always room to provide an adequate description.

A motion to approve the financials as presented, was made by President Michael Teague and Secretary, Cher Melichar seconded the motion. All remaining Board members agreed and the motion carried.

V. OLD BUSINESS

A) Replacement Reserve Transfer –

Debbi let the Board know that, once again, we are in good shape this month to place the full amount allotted to the reserve fund as we strive to do each month. Secretary, Cher Melichar, moved to approve placing the full \$12,700 to the reserve fund. Treasurer, Jana Kosutova seconded the motion. All remaining members being in agreement, the motion was passed.

B) Pool Equipment Door Damage. – Pending – This remains on the back burner until next spring rather than spending the money now.

C) 2021 Budget Draft #4 – Board Approved - Notices have gone out via email and they will also be mailed.

D) Installing Brighter LED Light Bulbs – The order for the new bulbs has been lost by the vendor. Earlier in the month the buckets for the Ice Melt got sent back, but were finally found and delivered. Home Depot is looking for the lost lights order. If they cannot find it, Debbi will reorder.

VI. NEW BUSINESS

A) Annual Meeting – We are all set for the mailing and in hope that people will attend the meeting. This will be held as a Zoom meeting. Restrictions are tightening everywhere with the rise in Covid cases and “in-person” meetings are severely limited. Homeowners just need to furnish Debbi at IPM with an email address in order to receive the Zoom meeting invite. This is actually turning out to be a great way to hold meetings and we avoid the cost of having to rent a facility. People do not have to travel from their homes to attend.

VII. EXECUTIVE SESSION

Executive Session – began at 7:05 pm. At this time we must ask homeowners to leave the meeting as confidential financial information is discussed during this section of the meeting.

- A) There were no Homeowner Requests presented for the Board to consider although one is pending to be delivered. The Board agreed to handle it via email, as soon as it is received.
- B) Delinquency Report was discussed and the delinquency rate continues to wind down even in pandemic times.
- C) Review and approval of checks was completed via email earlier in the week.

At 7:20 pm Executive Session was ended.

VIII. ADJOURNMENT

There being no other business to discuss, President, Mike Teague, moved to adjourn the meeting, Secretary Cher Melichar, seconded the motion, all members present agreed and the meeting was adjourned at 7:25 pm

NEXT MEETING DATE

The next regular Board Meeting will be the Annual Meeting which will be held on Monday, December 14, 2020. The location and the manner of the meeting will be online using a ZOOM meeting due to the developments of the spread of the Covid19 Pandemic. Restrictions have not only NOT been lifted, some restrictions are being heightened and re-instituted. The firehouse is still not allowing meetings to be held in the building and our normal room is too small to meet any of the guidelines, if they were being held there. The meeting will begin promptly on ZOOM at 6:30 pm.

The Board wishes to remind everyone that if you are planning to attend the meeting, **you will need to send a request to Debbi at IPM to be included and receive a link for the zoom meeting.** Like all meetings, **THE ANNUAL MEETING IS OPEN TO ALL HOMEOWNERS.** The **2021 budget will be presented for ratification by the homeowners.** It is very important that **you attend or your Proxy form must be returned directly to Debbi D. King, Property Manager via Email, Fax or Mail no later than December 13, 2020.**

Also, if any homeowner has something they wish to be discussed or to present to the Board, they need to submit it through IPM well in advance of the meeting. We have the ability to have enough additional people attend a ZOOM meeting to accommodate representatives from all units in the HOA. Please watch for an email and/or mailing for further instructions on how to attend the meeting.

Thank you for your understanding as we all continue to try to adapt to a new "normal" way of doing things.

Respectfully submitted,



Cher Melichar, Secretary