

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

January 11, 2021

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

This month we started the new year by welcoming a new homeowner who was attending the monthly for the first time this evening. We welcome people wanting to become more involved in HOA matters.

The Board was very please to find that it appears many people are using the ice melt around their units now that we have started placing buckets in the garages and also by the front doors of those with north facing units. Although we have always offered ice melt for residents to come to the cabana to obtain, it seems this new practice of delivering ice melt to each building is working well.

There was some discussion about the garage door "sweeps" that help seal the bottoms of the garage doors. They no longer make sweeps for the oversized doors like we have in the garages. The fact that at a few of the buildings have shifted a little which exacerbates the issue of the doors closing as they should to keep out mice.

Board member Jana Kosutova brought up the fact that people in her building are having a problem with dirt coming through the faucets in the individual units. Some investigation brought out that the sidewalk which had collapsed and was part of the repair work has water pipes underlying that area. There were, in fact, two areas where the sidewalks had collapsed that may be the source of the problem. There are companies that can use equipment without having to dig up the sidewalks. The Board asked IPM to please contact one of those companies to look into this issue.

III. APPROVAL OF December 2020 MEETING MINUTES

The minutes for the December meeting required some corrections and additions and will, therefore, be amended and sent to the other board members for review and approval through email prior to the February meeting.

The December ANNUAL meeting minutes will be posted on the website and presented to the homeowners for approval at the next Annual meeting.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS for DECEMBER 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 the cleaning of the gutters (account 6102) and the pet services and where it was accounted for in the financials. The last invoice we got was in December for the pet services and it appeared to be low. Debbi stated that the amount varies on the pet stations for replacing bags, but she knows it was accomplished several times last year. We pay for it Jan, Feb, March and again in December. During the regular summer season, the pet stations are checked as part of what they do while they are handling landscaping duties. Debbi will double-check with them, to be certain they have billed us for everything. She will let us know what she finds out.

A motion to approve the financials as presented (with Debbi checking to clarify when the gutter cleaning was completed and the billing on the pet services), was made by Treasurer Jana Kosutova, and Secretary, Cher Melichar, seconded the motion. All remaining Board members were in agreement, the motion carried, financials were approved.

V. OLD BUSINESS

A) Replacement Reserve Transfer –

Debbi let the Board know that, as we have paid all the bills this month and we could, once again, place the full amount allotted to the reserve fund as we strive to do each month. This amount was accrued for in December. President, Michael Teague moved to approve moving to approve placing the full \$12,700 to the reserve fund. Secretary, Cher Melichar seconded the motion. All remaining members being in agreement, the motion was passed and the designated amount will be moved to the reserve fund.

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

C) Installing Brighter LED Light Bulbs – COMPLETED – the amount of light shed by the new lights made a decided difference. The LED lights put out far more illumination than the old lights did.

D) Insurance renewal with Travelers was approved via email earlier in the month. Debbi wanted to let us know some information regarding insurance for multi-unit communities like ours. Carriers appear to be pulling out of Homeowner Associations such as ours in Colorado due to high losses with insurance claims. They are either increasing 25% to 30% or even twice that much depending upon the age of the community and the experience rating in the last year. Our premium is up to \$106,000 now, but other carriers are giving quotes of \$225,000 or more for communities our size. Our broker (and other brokers she's talked to) feel that within another 2 or 3 years the carriers will return, but they will be modifying the way they cover multi-unit communities such as ours.

VI. NEW BUSINESS

A) 2021 Landscape contract from Sanchez Landscaping – the proposal did not go up from last year. The contract specifies they won't touch the 3-foot areas that are normally maintained by the homeowners, but Debbi said, they will only ignore those areas with the metal flowers displayed, but agreed that she would clarify with them one more time.

President, Michael Teague moved to accept the proposal and Treasurer, Jana Kosutova, seconded the motion. Mike is signing the proposal on behalf of the HOA and will send it to Debbi.

B) Pole light replacements – Per our earlier request, Debbi has been looking for solar pole lights to replace the light poles we currently have which are deteriorating. She believes she has found some that will work well for us at a really good price. By purchasing in bulk for the entire property, we could get a discount and the cost for 65 pole lights using solar and special LED bulbs that run on solar power would be a total of \$22,208. We would have to solicit bids for a separate installation fee to someone. Debbi said they appear to be quite sturdy. They would not have to be sunk into the ground like the current ones, which are deteriorating, but they would require a concrete base and they are then bolted to that base.

Debbi requested assistance from Board member Ken Kloppenborg to determine what type of base we would need in order to send out a Request for Proposal for the installations. They will get together to go over the requirements and specifications for installation. Debbi will also be checking with the local representative to see if there are any of these installed in the Denver area where we could go and look at them.

Originally we thought we might have to do the property in sections, given the last time we looked at lights and the cost was about 4 or 5 times more expensive than these lights. But newer technology is available now and these look like a great alternative. Additionally, we would cut out the ongoing electric bill for running the lights each year and we would not have to lay conduit and new electrical wiring which would have been a large portion of the cost of the older type of lights.

C) Garage Door – Preventive Maintenance Proposal: As our buildings age, so have the garage doors. Rollers and tracks are wearing out, springs are breaking, etc. We are incurring quite a bit of annual costs in repairs for these doors including emergency call-out fees and trip charges. The company we generally use has expressed an interest in working out a preventive maintenance contract with us. This would allow them to inspect the garage doors and methodically go through each building and note repairs that need to be made, prioritizing the most urgent repairs first. This will also help us prevent people being locked out of or into their garages because of doors not opening or disengaging from the tracks. It should also help lower the wear and tear on people that have installed automatic garage door openers. This would also eliminate the emergency callouts and other charges for having to be called out each time something goes wrong. The Board discussed and agreed that this is worth pursuing. We should know something further for the February meeting.

VII. EXECUTIVE SESSION

Executive Session – The Board entered Executive Session at 7:26 pm. Homeowners are asked to leave the meeting for Executive session as we discuss delinquencies at this time.

- A. There were no Homeowner Requests submitted for the Board to consider although one came in via email, was approved, and the work has already been completed.
- B. Delinquency Report was discussed.
- C. Review and approval of checks was completed via email earlier in the week.

At 7:38 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 7:39 pm

NEXT MEETING DATE

The next regular Board Meeting will be the Annual Meeting which will be held on **Monday, February 8, 2021**. The location and the manner of the meeting will be online using a ZOOM meeting due to continuing restrictions of the Covid19 Pandemic. Restrictions have not only been renewed, some restrictions are being heightened. 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 new request to Debbi at IPM for each meeting to be included and receive a link for the zoom meeting.** The link for each meeting is unique.

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