

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

March 8, 2021

I. CALL TO ORDER

The meeting of the Board of Directors of Second Jefferson Green Homeowners 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 again welcomed several homeowners to the monthly meeting! We encourage many more of you to join us for the zoom meetings. You don't have to leave the comfort of your home and it will allow you to see some of the issues we deal with in running this HOA. We are grateful that homeowners are finding this an easy way to attend meetings.

A request has been made by a homeowner for the Agenda to be included when the Zoom meeting link is sent out each month.

One homeowner said she has not been able to find the latest HOA Declarations on the website, but Debbi checked, and the 2018 updated documents are all there. The homeowner said she would check again and email Debbi if she needed help finding them.

Another homeowner said there is an area near Buildings 1, 2, & 3 that is on the route she takes to walk her dog and the dog waste there is really piled up and does not appear to have been picked up. Another homeowner stated they have seen a dog tethered near that same area, as well.

A homeowner asked if the Board advises people to keep a water tap dripping during the really cold weather to avoid pipes freezing. Since most of the pipes run through the garage ceilings, we don't normally have that problem UNLESS people leave the garage doors open. There is one vulnerable area, however, with the penthouse units where the outdoor water spigot comes out of the area under their stairs and heat does not get into that space well. Homeowners of penthouses are advised to wrap some kind of insulation around that outdoor spigot during the winter. During the winter, Debbi has made sure to remind homeowners to keep the garage doors closed and can add the caution about wrapping the outdoor water spigots for their units.

There was some later discussion about the various parking lots. Some are having the empty parking spaces plowed and some of them are not. Debbi will talk to the vendor because they are supposed to be plowing any empty spots. The clearing of the different lots differs greatly, and, in some areas, the downspouts have been destroyed. The person reporting this will send pictures. Debbi will talk to them about these concerns since another snow is expected this weekend.

President, Mike Teague, reminded people that the best way to help the board enforce the ban against dog tethering was to get a picture of any dog that is tethered and send it to IPM.

III. APPROVAL OF FEBRUARY 2021 MEETING MINUTES

The minutes for the meeting of February 2021 were presented for approval, President, Michael Teague, moved to accept the minutes as presented, Member at Large, Ken Ayers, seconded the motion. All other members agreeing, the motion passed, and the minutes were approved.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS for FEBRUARY 2021

The Financials were sent out via email prior to the meeting for Board review and were presented for acceptance. Jana questioned the categorizing of one of the accounts' funds. She said she felt it had been mis-categorized. Debbi said she would check with the Accountant.

Secretary, Cher Melichar, moved to approve the financials as presented with the proviso that Debbi checks to have the funds in category 7001 corrected or that she presents the details to of the classification to explain why it was designated to the account it is in currently. President Michael Teague seconded the motion. All remaining Board members agreed, and the motion carried; financials were approved.

V. OLD BUSINESS

- A) Replacement Reserve Transfer** – recommendation to fund above normal amount. Debbi let the Board know that, once again, we should take advantage of having had much lighter snowfall this year to place extra funds in the reserve fund. Member at Large, Ken Kloppenborg, made a motion to place \$15,000 into the reserve fund from the operating fund this month. President, Mike Teague, seconded the motion. All other members were in favor and the motion carried.
- B) Pool Equipment Door Damage.** – Pending – This is now being moved up on the priority list as, once again, to complete the repairs to this door which resulted from vandalism and an attempt to break into the cabana some time ago. The door was reinforced, but the funds to do a proper repair were deferred until we felt we would be opening the pool. Currently we hope that the pandemic will subside enough to be able to open the pool this year.
- C) 2021 Landscape Contract** – SIGNED – The landscape contract was signed following the meeting in February.
- D) Garage Door Preventive Maintenance Proposal** – The schedule for preventive maintenance by Gold Label Doors is being determined, following the acceptance of the proposal. This agreement with Gold Label will allow us to perform some long-needed maintenance to our garage doors. These are oversized doors, and they are very heavy. When something fails on them, it has meant that people cannot get their cars out of the garage and in recent years we have started having to place emergency calls to come perform repairs to get doors opened and repaired. The additional costs for emergency calls were becoming burdensome, so Gold Label proposed an agreement to perform this preventive maintenance systematically throughout the community. This should prolong the life of the existing doors and drastically cut down the emergency calls.

As each of the buildings is scheduled, **notes will be placed on the front doors of each unit** in the building to inform them of the dates the maintenance will be performed and

when their vehicles must be removed from the garage in their building. A member of the IPM maintenance staff will be onsite during the scheduled hours to monitor the work as it is being done and make sure Gold Label has access to the garages.

- E) **Pole Lights – Solar** – Thanks to Member-at-Large Ken Kloppenborg for his expertise and assistance in analyzing the specifications over the various Pole Lights that are being considered. The Board is looking for lights that are attractive to look at and that will put out a generous amount of light to last the entire night. The original lights we looked at, do not however, appear to meet that standard. Debbi presented another type of light for our review and will continue to investigate other options.
- F) **Swimming Pool Maintenance Contract** – pending. Even though the CDC guidelines have loosened to include some gathering of people, they still do not allow for furniture in the pool area, they still require locking the rest rooms, and still require someone to monitor the pool during operating hours. Last year we had the pool made ready in hope of being able to open as soon as things opened and that did not, sadly, occur. This year the Board is opting to continue putting this on hold until more vaccines have been distributed and to see how the pandemic progresses with new mutations that are occurring with the virus. Our normal pool contractor said they cannot guarantee a spot on their schedule. While we like this vendor, Debbi said there are other pool company options if they fill their open spots by the time, we can make a final decision. It was felt that after last year, it is wiser to wait to see how things develop before finalizing the decision. We simply do not have enough information at this time to determine if the money would be well spent or not for that purpose.

VI. NEW BUSINESS

- A) **Parking Enforcement Contract** – pending. Ken Kloppenborg came upon a news story that mentioned a legal action against our parking lot enforcement vendor. Given the information in the news story, the Board is reviewing our contract with them. Our contract reads that towing will only occur if a car is blocking the fire lane, another resident's parking spot, or it is an abandoned car. IPM has built in some safeguards which include the company notifying Debbi prior to towing. Given the current requirement of DMV to make appointments for obtaining new plates, they are not towing or booting for expired plates at this time. Owners will be reminded in the next newsletter to notify IPM if they are being delayed in updating plates so she can add their vehicle to the list she has of cars that are not going to be able to make timely updates for license plates.

Given the safeguards currently in place, and pending further information on the original news story, the Board will continue the contract at this time. We are required to give a 30-day notice if we wish to terminate the contract. Currently there are no other companies that are willing to just boot the cars in the parking lot rather than tow them. Unlike other companies we had explored when we signed the contract, this one has the ability to release the lock on the boot remotely once a fine is paid.

VII. EXECUTIVE SESSION

Executive Session – The board entered executive session at 7:25 pm. To protect the privacy of our residents, all non-Board members are asked to leave at that time, since confidential information is discussed during this part of the meeting.

- A. There were no Homeowner Requests submitted for the Board to consider although the Board was alerted by IPM that a new request is anticipated from a homeowner who is getting bids now. The Board was also informed of a unit going up for sale in coming weeks.
- B. Delinquency Report was discussed.
- C. Review and approval of checks was completed via email earlier in the week.

At 7:39 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 7:40 pm

NEXT MEETING DATE

The next regular Board Meeting will be the Annual Meeting which will be held on **Monday, April 12, 2021 at 6:30 pm**. The location and the manner of the meeting will be online using a ZOOM meeting due to continuing Covid19 Pandemic precautions. Restrictions are still fluctuating and since this is working and, in fact, providing opportunities for more people to attend, we are sticking with the Zoom format.

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 in place to be held there. The meeting will begin promptly on ZOOM at 6:30 pm.

Also, if any homeowner has something they wish to be discussed or to present to the Board, they should submit it through IPM well in advance of the meeting. We can have enough additional people attend a ZOOM meeting to accommodate representatives from all units in the HOA. Please watch the newsletters for further instructions on how to attend these meetings.

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