

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

May 10, 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 attending Board members comprised a quorum, the meeting proceeded.

II. HOMEOWNER FORUM

We are pleased to welcome several homeowners to the monthly meeting each month! We had 5 homeowners attending this month. Currently it is easier than it has ever been to attend a meeting since you can attend from the comfort of your home through a Zoom meeting. It allows you to hear some of the issues we deal with in running this HOA. In addition, we are saving money by not having to pay rent for meetings. Many homeowners have found this an easy way to attend meetings and we hope for even greater participation in our monthly meetings. Some of the homeowners who have regularly attended the zoom meetings have asked if they can just automatically get an invite link.

One homeowner did ask when we can go back to the firehouse. Board members have discussed the fact that the firehouse fee for the meeting room we've been using would now be \$250 each month. Money that could be better used elsewhere. Except for the annual meeting, we have hoped that we would be able to continue zoom meetings since they have been generally much better attended.

One of the homeowners commented how great the green area is looking. Debbi noted that because of the high level of rain in the last week, the grass is looking great and it's given us a good start to the season so that we don't have to water as much right now.

III. APPROVAL OF APRIL 2021 MEETING MINUTES

The minutes for the meeting of April 2021 were presented for approval, Treasurer, Jana Kosutova pointed out one minor change to the minutes. President Mike Teague moved to accept the minutes with the correction, Member at Large, Ken Kloppenborg, seconded the motion. All other members agreeing, the motion passed, and the minutes were approved.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR APRIL 2021

The Financials were sent out via email prior to the meeting for Board review and were presented for acceptance. As everyone had an opportunity to look over the financials prior to the meeting. Jana had only one question regarding the key charges that are charged back to the original owners if they don't provide keys for the new owners during a sale. Debbi explained that it was not fair to new homeowners to have to pay for the garage and pool keys when the sellers had neglected to provide them these items during their sale, so they are sent

to the realtors to be charged back to the sellers at the time of the closing . There being no further comments or questions, Treasurer, Jana Kosutova, moved to approve the financials as presented and Secretary, Cher Melichar seconded the motion. All remaining Board members agreed, and the motion carried with the financials being approved as submitted.

V. OLD BUSINESS

- A) **Replacement Reserve Transfer** – President Mike Teague, made a motion to place \$15,000, as recommended by IPM, into the reserve fund from the operating fund this month. This is over and above the normal amount and the Board is happy to place more in the reserve account when lack of expenses allow. Member at Large Ken Ayers, seconded the motion. All other members were in favor and the motion carried.
- B) **Pool Equipment Door Damage.** – The repairs have been completed on the cabana door and it looks great. It should be very secure and we hope there will be no more vandalism.
- C) **Parking Enforcement Contract** – Tabled – once more while we do further investigation into the allegation against the Contractor. Debbi reached out to another contractor, but they only do it as a nightly patrol and after she explained what we are actually looking for in parking enforcement, the man never called back.
- D) **Garage Door Preventive Maintenance Proposal** – They are waiting for parts based upon the inspections during the preventive maintenance project, and are expected to get everything in by the end of the month. At that time they should be able to get all the doors done that need repairs and get them done quickly. Debbi will notify the people in those buildings and then Greg will be with them to get them access to the appropriate buildings.
- E) **Pole Lights – Solar or alternative replacement** – tabled for now – Debbi will keep looking for other options. Debbi did reach out to Jefferson Green I to see if they would be interested in selling us the globes from the old lights they are replacing, but they did not seem to be interested in that.
- F) **Swimming Pool Maintenance Contract** – pending. Restrictions are still in place, but it sounds like the CDC and the State will be lifting them soon. One homeowner mentioned that several pools in the area are already open. We will continue to monitor CDC and Secretary of State sites to see when restrictions are lifted. Debbi had the pool shocked to make sure that it stays clean for right now, the pool is currently half filled. As soon as the restrictions are lifted, we are ready to finish refilling the pool and be able to open it in short order.
- G) **Parking Lot Pot Hole Repairs** – Not yet scheduled, but they will let us know when we are able to be scheduled. There are several people ahead of us. Debbi will let us know as soon as she hears back from the contractor.
- H) **Insurance Claim for Former owner of #156** – Debbi sent us an update that the insurance company has moved the claim to committee and as soon as she hears the insurance company's decision she will email the Board.
- I) **Newsletter** – Debbi was waiting for final approval from two more Board members who gave their approval tonight and so she will get the newsletter out post-haste.

VI. NEW BUSINESS

- A) Entry Door Stoop #76 Issue – Pending.** The affected homeowner was on the call and he was able to meet with the contractor and show him the area in question that is causing the problem with the front stoop settling. The contractor was able to see both inside and outside to get a full scope of the problem. The front step the concrete goes up under the door and has dropped and fallen away from the house. It causes problem with the door closing. Wasn't sure if it was being caused by the tree in the 3 foot area, but it turns out the tree is actually keeping it from being worse. He agreed with the original contractor. The SW corner of the foundation has dropped about a half inch. They can't do anything until it is at a full inch. This affects the ability to close the screen door and owner has been readjusting the door so it will close. There is a lot of flooding occurring on that side of the house and the garage.
- B) Balcony Repairs –** The contract was sent out in email earlier in the month and the Board has already approved. Debbi is just waiting to hear back about when they can get started.
- C) Chimney Repair –** The contractor came out and looked at the chimney in question, but found that the wood under the siding and around the chimney was rotted underneath and the contractor has been reminded that he has not given us the revised bid. Jana asked if the fireplace was still functional, Debbi will call the owner to find out. Cher asked if in the next newsletter we can put something in about the non-working fireplaces and if anyone has one, to contact IPM. If the fireplace is non-functioning anyway, we may be able to remove the chimney altogether and seal those off.
- D) Roof Stove Vent Repair –** At some point when homeowners have installed ventless hoods, contractors have removed the ducting, but the roof vent is left in place and when the rain comes in a certain way, the rain comes into the unit and gets into the insulation and drips down into the cupboards inside the unit. The repair for this is to remove the vents and place a cover over the hole and then sealing off the vent and placing an ice and water shield before replacing the shingles. It is recommended for anyone who is changing out the stove vent to perform similar repairs, but should contact IPM if they are swapping out the vented hood for a ventless hood to get the information needed to prevent future problems.
- E) #139 Parking Space –** there is a root that has come up through the blacktop and is hindering the resident's ability to park in her space. Debbi is working with an arborist as well as a contractor to do repair on the pavement to see if we can do something without losing the tree, itself as it is otherwise a healthy tree.

VII. EXECUTIVE SESSION

Executive Session – The board entered executive session at 7:10 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. The only request is for the addition of a deck on which we are waiting for additional information from the contractor doing the work before approval can be determined.

B. Delinquency Report was discussed.

C. Review and approval of checks was completed via email earlier in the week.

At 7:9 pm Executive Session was ended.

VIII. ADJOURNMENT

There being no other business to discuss, Treasurer, Jana Kosutova, moved to adjourn the meeting, Member-at-Large, Ken Ayers, 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, June 14, 2021 at 6:30 pm**. The Firehouse is continuing restrictions on meeting rooms. During the COVID restrictions the Board has, in fact, found that more people to attend, we would prefer to remain with the Zoom format.

The next meeting will begin promptly on ZOOM at 6:30 pm. All homeowners are invited to request a zoom link in order to attend prior to the meeting by contacting Debbi King with IPM.

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.

Respectfully submitted,



Cher Melichar, Secretary