

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

**June 14, 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**

SIX homeowners attended tonight's Zoom meeting. Thank you for attending!

One of the homeowners stated that they find the zoom meetings to be very convenient. While one of the other homeowners wants to see the meetings go back to being in person. The fact of the matter is that we have regularly had more people participating in meetings since using the Zoom platform than we ever had in the past.. Additionally, the price of the meeting room has gone up substantially. We will hold annual meetings in person as long as the pandemic will allow it, however.

A homeowner asked why the building numbers are not on the buildings. It was stated that several deliveries have not been delivered because the driver states that he/she cannot find the correct building. To the best of the Board's knowledge the building numbers have never been listed on the buildings. When the steel siding was put on, only the range of unit numbers was put back upon the siding between the garages instead of a sign showing all four unit numbers.

Another homeowner complained about the way the landscapers blow the grass clippings all over the place and said she had grass clippings blown in her direction as she walked by which got on and in her clothing. Debbi will call the landscaper about it.

**III. APPROVAL OF May 2021 MEETING MINUTES**

The minutes for the meeting of May10, 2021 were presented for approval. President Mike Teague moved to accept the minutes as presented, Treasurer Jana Kostova, seconded the motion. All other members agreeing, the motion passed, and the minutes were approved.

**IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR May 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. There were no corrections or additions to be made to the financials. President, Mike Teague moved to accept the Financials as presented. Member-at-Large Ken Kloppenborg 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** – pending – Secretary, Cher Melichar, upon recommendation from IPM moved to place \$15,000 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 lower expenses allow. President Mike Teague, seconded the motion. All other members were in favor and the motion carried.
- B) **Entry Door / Stoop #76-Problem** – pending – We received the report from the structural engineer earlier today, so the Board had not all been able to get through the report. IPM asked the homeowner to briefly describe what the engineer found. It appears this engineer concurred on most points made by the engineer the homeowner had come out, as well. IPM will reach out to vendors who can act on the remedies recommended.
- C) **Balcony Repairs** – Pending – except for the final walk, these repairs have now been completed. It will remain on the agenda until that occurs. It has been scheduled, but due to vendor commitments, it will be a couple of weeks before it can be accomplished.
- D) **Chimney Repairs** – Completed – Chimney repairs were completed.
- E) **Roof Stove Vent Repair** – Completed – This work has been completed. Homeowners are advised that if they are replacing the stove hood with one that is ventless, they must not only remove the existing venting in the unit, but they need to notify IPM since it will require some roof repairs to remove the vent stack and seal the hole. If this is not done, if the wind is coming in just the right direction, rain will possibly go into the vent and allow rain damage as far down as into the cupboards inside the unit.
- F) **Garage Door Preventive Maintenance Proposal** – Completed – The work on the garage doors has now been completed by the contractor. Homeowners are reminded that problems with the large garage doors (metal track or springs, etc.) should be immediately reported to IPM. If it is an issue with the garage door opener, itself, this is the homeowners responsibility.
- G) **#139 Parking Space** – Completed – The root coming up through the pavement was attended to and the vendor was able to repair the blacktop so the homeowner is now able to safely park a car in the outside space.
- H) **Swimming Pool OPENING** – Completed – Restrictions have been loosened and we have signed a contract for the care of the pool. The pool is now open and new card keys are ready for distribution. Board members will be taking turns distributing cards from the cabana attached to the pool area and the schedule for distributing them will be posted near the mailboxes.
- I) **Parking Lot Pot Hole Repairs** – In-progress – The pot hole repairs were begun, but the equipment that is used to help lay new asphalt broke down and parts are on order. If the parts do not arrive soon, the vendor has committed to renting equipment to complete the job.
- J) **Insurance Claim for Former owner of #156** – Debbi has been waiting to hear back. The company that sent it to committee denied the claim, however Lloyds of London carried a policy in the past as well as IPM is in process of contacting them to review the claim.

## VI. NEW BUSINESS

There was no new business presented for discussion.

## VII. EXECUTIVE SESSION

Executive Session – The board entered executive session at 7:29 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. No new homeowner requests were presented in to the Board.
- B. Delinquency Report was discussed.
- C. Review and approval of checks was completed via email earlier in the week.

At 7:54 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 7:59 pm

## NEXT MEETING DATE

The next regular Board Meeting will be the Annual Meeting which will be held on **Monday, July 12, 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.

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