

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

**September 13, 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, and Member at Large Ken Ayres. Debbi King represented IPM Residential Property Management. Secretary, Cher Melichar, and Member at Large, Ken Kloppenborg, were absent. As attending Board members comprised a quorum, the meeting proceeded.

**II. HOMEOWNER FORUM**

Mike welcomed five homeowners who were attending tonight's Zoom meeting. Thank you for attending!

A homeowner who has renters and had a \$50 fine assessed for the tenant hanging a swing from one of the trees in the common area was present and asked to have the \$50 fine canceled. She was also informed that her tenant had a charcoal grill that needed to be removed as charcoal grills are not allowed per HOA rules as a violation of the Jefferson County fire restrictions. The fine was only issued for the swing which the tenant had taken down when the warning was issued, but then the tenant put it back up again. The fine was for putting the swing back up after the first warning. The homeowner was upset because President Mike Teague attempted to explain that the Board had already voted on issuing the fine, once the swing was put back up in the tree. Typically, homeowners who rent their units out pass such fines along to the renter since they are actually the one(s) in violation. The homeowner argued that she has pictures of other units that have charcoal grills, but Mike Teague again explained that the fine was not for having the charcoal grill (which the tenant had already removed). During recent property inspections only 2 charcoal grills were found and the homeowners of those units have been sent letters notifying them of the violation. The Homeowner was advised to send the pictures she had taken to Debbi, who will look into the matter.

The homeowner of a penthouse unit reported a bolt on their balcony is backing out and away from the building. They didn't want to try to repair it without having someone from the HOA maintenance staff look at it, as they were afraid they might damage the siding if they repaired it incorrectly. She is looking for guidance on just how to repair the problem. Debbi asked her to take a picture of the issue and send it to her. Debbi will then get someone to come look at it and talk to them.

Another homeowner had noted that the sprinklers were going off in shorter but more frequent cycles. Debbi explained that the landscapers had been asked to do short cycles to give the ground a chance to soak up the water a little at a time instead of pooling and running off.

No other homeowners had any comments.

### **III. APPROVAL OF August 2021 MEETING MINUTES**

The minutes for the meeting of August 9, 2021 were presented for approval via email, but not everyone approved them. Treasurer, Jana Kosutova moved that the August minutes be accepted as written. Member at Large, Ken Ayers, seconded the motion. All other members in attendance were in agreement, the motion passed, and the minutes were approved.

### **IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR July 2021**

The Financials were sent out via email prior to the meeting for Board review and were presented for acceptance. Jana commented on the large water bill, but there is really nothing to be done to fix that, it is simply a fact. As everyone had an opportunity to look over the financials prior to the meeting and there were no corrections or suggestions, President Mike Teague made a motion that the Financials be approved as presented. Treasurer Jana Kosutova 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 – During the last meeting the Board was unable to place any funds in the reserve account. This month however, we are in much better shape and Debbi King, recommended making a deposit of \$30,000 to the reserve account at this time. President Mike Teague moved that a sum of \$30,000 be moved to the reserve account and it was seconded by Treasurer, Jana Kosutova.
- B) Entry Door / Stoop #76-Problem** – pending – We got an estimate from Sanchez for redirecting the downspouts to get better drainage near this unit and fixing the damaged gutter. This estimate includes redirecting the damage on #13 too. We need to get a separate estimate for repairing the concrete stoop on #76 as it needs to be done in a way to reinforce the stability. President Mike Teague moved to accept the estimate from Sanchez Landscaping for redirecting the drainage away from the building foundation and to obtain a separate bid from appropriate vendors to replace the front stoop of #76 which has deteriorated due to the drainage issues. The motion was seconded by Member at Large, Ken Ayers. Debbi had discussed the bids with Member at Large, Ken Kloppenborg, at an earlier date and he concurred that he believed this was the best solution at this time. With Treasurer, Jana Kosutova in agreement the motion passed.
- C) Insurance Claim for Former owner of #156** –pending – Debbi has been sending letters to all former insurance carriers with regard to the claim, but so far no coverage for the damages they are claiming has been discovered.
- D) Budget Draft** – The budget is almost set. No large projects are planned as the Board has discussed concentrating on building up the reserve account in accordance with the recommendation of the auditors. The budget is projected to move \$15, 561 per month to

the reserve account in the next year as opposed to the \$10,200 per month that was budgeted this year. We anticipate that we will be having to pay out for repairs to the irrigation lines and we will continue to have ongoing sewer repairs throughout the next year.

Debbi suggested we have a special work session to finalize the proposed budget, as we have the past few years, prior to the next regular meeting. We need to get the approved budget out to the homeowners soon for the annual meeting notification. Debbi is sending out a schedule to see if we can agree on a date to meet for a work session.

- E) Board Property / Garage Inspections** – Completed – Only about 25% of the violations found this year were from last year's inspection where homeowners had not yet corrected the issues. The Board feels it is appropriate to send out notifications with fines to the people who never completed repairs from the previous year and has instructed Debbi to go ahead and prepare letters for those homeowners, citing fines and deadlines for completion.

## **VI. NEW BUSINESS**

- A) Dropped Sidewalk Repairs/Replacement** – Pending – Using #75 and #74 as an example of what the HOA is able to pay for and what it does not. Through the years we have developed a good relationship with Colorado Sewer which has demonstrated that they give us a better price than other bids we've gotten in the past. ((Colorado Sewer has have also demonstrated a solid knowledge of using correct methods of repair to avoid damage to the main line). There are several areas of sidewalk that have been identified where the water pools almost continually throughout the summer months because the sidewalk has sunk. The Board has asked for at least one or two more bids for comparison to see if we can get a better bid.
- B) Painting Estimates Buildings 27 and 24** – pending – we received bids for painting the new garage door for one building and the other is for paint on the upper peak where the paint has blasted off again from the winds. The pricing has not gone up since the last time for these areas. Mike Teague moved to go ahead with the painting of the garage door on Building 27 per the bid by All-Phase. Ken Ayers seconded the motion. Jana agreed with the motion and it was passed.
- C) Homeowner letter regarding Sewer Lines** – Three board members have already approved the letter via email. Mike Teague moved to approve the letter prepared to send to homeowners regarding sewer line repairs., Jana Kosutova seconded the motion.
- D) Garage Door Sensors** – A Homeowner in the building has complained to the Board that one of the homeowners on the other side of the garage keeps leaving the garage door open. There is concern by the other unit owners in the building about anyone being able to enter the garage when the door is open. With the coming of winter, there is further concern for pipes being exposed freezing temperatures. A possible solution is to put in a sensor that would alert the units using the side of the garage that the door is being left open which should alert them to go out to close it. The homeowner who leaves it open has a history of reacting badly when notified to close the garage door.

## VII. EXECUTIVE SESSION

Executive Session – The board entered executive session at 7:16 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. Homeowner Requests – no new ones this month.
- B. Delinquency Report was discussed.
- C. Review and approval of checks was completed via email earlier in the week.

At 7:28 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 7:29 pm

### NEXT MEETING DATE

The next regular Board Meeting will be the Annual Meeting which will be held on **Monday, October 11, 2021 at 6:30 pm**. The Firehouse is continuing restrictions on meeting rooms and when they do resume the rent for the room has gone up to \$250. During the COVID restrictions the Board has, in fact, found that more people have attended meetings in this manner than when we met in person. With the possible exception of the Annual meeting, the Board has agreed 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. These items may be discussed at the beginning of the meeting during the Homeowners Forum. 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