

**MINUTES OF THE ANNUAL HOMEOWNERS MEETING**  
**for**  
**Second Jefferson Green Home Owners Association**

December 13, 2021

The annual meeting was called to order at 6:30 pm, by President Michael Teague. In attendance were President Michael Teague, Treasurer, Jana Kosutova, Secretary, Cher Melichar, Members at Large, Ken Ayers and Ken Kloppenborg as Board Members, and Debbi King, representing IPM Residential Services for the HOA.

**QUORUM DETERMINED**

The meeting was held via Zoom again, due to COVID concerns and restrictions. In order to hold the Annual meeting a quorum of 10%, equating to 17 units, represented is required. A Roll Call was conducted by property manager, Debbi King, to determine quorum. Board members then introduced themselves to the homeowners who were attending the meeting. Debbi stated that quorum had been met.

There were 13 units represented by homeowners who were present on the call. The Board received an additional 9 proxies (after subtracting proxies received from homeowners who were in attendance). There being more than 17 units represented, quorum was met with the total of 24 combined homeowners present and proxies collected. Quorum being met, the meeting proceeded.

President Michael Teague read the rules of conduct for the annual meeting in accordance with the bylaws. Debbi confirmed unit numbers for people that had called in for the zoom meeting for roll call purposes and the Board members introduced themselves to complete the roll call. Mike Teague then delivered the President's report.

**Approval of meeting minutes:**

Minutes from the last Annual Meeting in December 14, 2020. President Mike Teague moved to approve the minutes as submitted. The motion was seconded by Ken Kloppenborg, member at large. All remaining board members agreed and the minutes were approved.

**President's Report**

The Board concentrated on building up the cash reserve funds as has been recommended by our auditor. We began the year \$300,382. We added \$155,791 during the year and now have a total of \$456,173. We spent \$47,321 on total capital improvements which comes out of the operating fund. These repairs included: additional repairs to balconies which cost \$6,157, sewer line repairs \$7,201, parking lot repairs included cracks being sealed, and holes patched and sealed for \$7,612. We are trying to keep the parking lots up as well as we can without having to totally re-engineer them while we build up our reserve funds. We had a lot of concrete sidewalk work done

this year. Several areas included were where sidewalks had sunk and were covered with water almost all the time, or where the ground raised sections that became trip hazards and had to be leveled. There was also a water main break that took extra work. All this totaled another \$21,142. Chimney reconstruction was required on Bldg 8 which cost \$3,658. There was some additional exterior repair on some siding and some painting of areas where the siding was discolored. These are the major capital projects that were completed this year.

Mike opened the floor for questions, but none were forthcoming, so we moved to the next item on the agenda.

The 2022 Board proposed budget was sent to all homeowners for review prior to the meeting. The total of proxies received were in favor of ratification of the budget and with no attending members having objected, the 2022 budget was ratified.

**Election of Board Members:** Three Board members were up for re-election at this meeting, Cher Melichar, Ken Ayers, and Jana Kosutova. Between votes cast and returned to the Board, the proxies received, and there being no other candidates stepping up to run for the Board, all three current members were re-elected

Debbi will send out reminders to everyone that, in accordance with the budget ratification, the monthly maintenance fee will go up by \$10 for a total of \$320. Homeowners are reminded that if they have set up an automatic draft, they need to increase the amount of the draft to avoid falling into arrears.

This being all the business to discuss for the Annual Meeting of Second Jefferson Green II, President, Mike Teague, called for a motion to adjourn the meeting. Member-at-Large Ken Kloppenborg, so moved. Secretary, Cher Melichar seconded the motion. All remaining members agreed and the motion carried. The annual meeting was adjourned as of 6:38 pm after which the Board proceeded into the business agenda for the regular December meeting.

Respectfully submitted,



Cher Melichar, Secretary