

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

**December 13, 2021**

**I. CALL TO ORDER**

The regular meeting of the Board of Directors of Second Jefferson Green Homeowners Association was called to order, following the Annual meeting, at 6:40 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 all Board members were present, the meeting proceeded.

**II. HOMEOWNER FORUM**

The Board welcomed 7 homeowners who remained to attend the regular Zoom meeting.

One homeowner asked Debbi about the number of people who may have called her due to the fact that they did not receive a return envelope for their ballot and/or proxy. Debbi stated that there were 3 people who called, saying they did not receive a return envelope. The homeowner then asked if the envelopes then had to be delivered to the homeowners by IPM, and if so, what fees were charged to the HOA for this service. Debbi stated that 2 of the homeowners emailed them to her and one was picked up by IPM. The homeowner asked what fees IPM charged for picking the ballot/proxy from the other homeowner. Debbi stated that there were no fees paid because she does not charge for that service. The homeowner said she just wanted to make sure that since the envelopes were left out of the packet, that no one was charged for that service if IPM had to either pick up a ballot/proxy or deliver a return envelope.

Another homeowner stated that she wanted to thank the Board for keeping the grounds looking as good as they do and said she appreciated the efforts of the Board in that regard. She has lived here for 3 years and has friends in other places where the diligence is not taken as seriously as we do. Mike Teague thanked her, as it is always nice to hear that some of the homeowners think we're being careful as caretakers of the association.

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

The minutes for the meeting of November 8, 2021 were presented for approval via email, but not everyone approved them. Treasurer, Jana Kosutova, Ken Kloppenborg, and Ken Ayers added their approval to accept the minutes as presented. Remaining members concurred and the motion passed.

**IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR NOVEMBER 2021**

The Financials were sent out via email prior to the meeting for Board review and were presented for acceptance. Mike deferred to Treasurer, Jana Kosutova for a pronouncement of anything that required correction, but she said she saw nothing out of order. President,

Mike Teague, moved to accept the financials as presented, Treasurer, Jana Kosutova, seconded the motion. All remaining Board members concurred, and the motion carried with the financials being approved as submitted.

## V. OLD BUSINESS

- A) **Replacement Reserve Transfer** – Pending – Debbi was not able to recommend a transfer this month, due to the cost of the concrete work that had to be completed in November. She pointed out that we are required to maintain a reasonable balance in the general cash fund and making the transfer this time would put us under that reasonable threshold. We have been moving funds in excess of the minimum for several months throughout the year, so President, Mike Teague, asked if there were any objections to following Debbi's recommendation to transfer no funds into the reserve fund this month. The remaining Board members agreed. The reserve account is currently a little over \$456,000 which is the highest it has been in some years.
- B) **Entry Door / Stoop #76-Problem** – Completed. The homeowner said there is still a gap on the piece underneath the door. The structural engineer he had come out stated it had not been done correctly when the building was built. Jana said she had gone over to look at it when they finished and it looked okay to her. We had been told by our engineer the stoop needed to be replaced. The owner wanted to make sure we didn't get charged for something they didn't replace per the scope of work. The threshold piece is not actually connected to the stoop. Debbi agreed that it was done as well as it could be given the scope of work we received from the engineer and the fact that it's impossible to repour the foundation.
- C) **Insurance Claim for Former owner of #156** –Pending – Our attorney has moved forward some and is awaiting the plaintiff's attorney to get us a settlement agreement. Our attorney is hoping to be able to file a motion for dismissal in the very near future.
- D) **Dropped Sidewalks Replacement** – Completed
- E) **Flag & Signage Resolution** – Pending
- F) **EV Resolution** – Pending The attorney is working on both this item and the item listed in section E and should be completed and sent to us for final review very soon.
- G) **2022 Landscape Contract** – Approved. This was done through email as part of the monthly business.
- H) **Building 19 Gutter Replacement** – Completed.
- I) **Building 41 – Exterior Building – west side** – There was some confusion surrounding exactly what the full scope of work was supposed to be. Debbi asked for clarification of the scope of work since we had received two proposals, one was \$200 more, but did not say anything about painting the garage doors. The other one included the garage doors, but did not include everything on the first one. The vendor was asked to submit an additional proposal that included everything including painting the garage doors. The Board agreed they wished to paint the garage doors if it isn't too expensive.

**J) 2021-2022 D & O Insurance Renewal** – Approved – we just need to get a COI from the insurance company in order to post this online.

**K) 2021-2022 Liability & General Insurance renewal** – Approved – we just need to get a COI from the insurance company in order to post this online.

## **VI. NEW BUSINESS**

**A) Building 39 – Tree Overhanging Building** – Pending. Debbi was asked to get an arborist in to look at the tree to determine if the tree should just be removed. Since there is no cost for an arborist to come out it makes sense to have him look at some other buildings with similar situations of trees being right next to the building.

**B) Water Saver upgrade for irrigation system** – We received communication from AT&T for an upgrade to 4G to take care of the rain sensors. We asked Debbi to talk to them and find out why they didn't upgrade to 4G when they did the last update since it was available at that time. There is a webinar the company is offering to explain the process. We know that they are already upgrading it to 5G and it seems there will be another upgrade before too long. Debbi will get back to us after she talks to them.

## **VII. EXECUTIVE SESSION**

Executive Session – The board entered executive session at 7:13 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 – None requested.

B. Delinquency Report was discussed.

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

At 7:42 pm Executive Session was ended.

## **VIII. ADJOURNMENT**

There being no other business to discuss, Secretary, Cher Melichar, moved to adjourn the meeting, Member-at-Large, Ken Kloppenborg, seconded the motion, all members present agreed and the meeting was adjourned at 7:44 pm

## **NEXT MEETING DATE**

Next month will be the Annual Meeting which will be held on **Monday, January 10, 2022 at 6:30 pm via Zoom**. The Firehouse has some continuing restrictions on meeting rooms and room rental having gone up to \$250 for the very small room we used in the past has been prohibitive for meeting in person. 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. A link is provided for anyone wishing to attend. With the possible exception of the Annual meeting if COVID subsides by then, 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.

**YOU ARE NOT REQUIRED TO PURCHASE THE ZOOM PROGRAM TO PARTICIPATE IN A ZOOM MEETING.**

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,

A handwritten signature in blue ink that reads "Cher Melichar". The signature is written in a cursive style with a large initial "C".

Cher Melichar, Secretary