

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

May 9, 2022

I. CALL TO ORDER

The regular meeting of the Board of Directors of Second Jefferson Green Homeowners Association was called to order on May 9th 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 all Board members were present, the meeting proceeded.

II. HOMEOWNER FORUM

Several homeowners attended the meeting this evening. One homeowner mentioned that a few days prior to this she thought someone was trying to look in her window. She thought it might be a landscaper since she had seen someone earlier running a leaf blower and she was hearing a motorized noise. When she opened the front door, there was a drone hanging there. She couldn't see where it went as it flew up and over the townhouse after she opened the door. Since we have no way to know whether it was a resident or one of the neighboring houses adjacent to the property, we couldn't think of anything to do about it except to make residents aware that some people have seen drones flying in the area.

Another homeowner had a question about whether we could keep the native grasses cut more often this summer due to the drought and fire warning conditions. Debbi explained that the Board has already talked about increasing the number of mowings in that area due to fire dangers. Another homeowner asked about the camera policy. And yet another person was checking in with Debbi to make sure the information for the installation her new window was received. One of the homeowners congratulated us for reaching the \$500,000 mark in the reserve fund! She also mentioned that the landscapers bent her gutters again when they cleaned the gutters out. They aren't protecting the gutters against the ladders and it's causing damage to the gutters. They can only be bent back in place a limited number of times before they would need to be replaced. Debbi will notify the landscapers to be more careful.

III. APPROVAL OF April 2022 MEETING MINUTES

The minutes for the regular meeting of April were reviewed. There were some minor corrections found that needed to be made. Michael Teague moved to accept the minutes upon entry of the corrections itemized. Member-at-Large Ken Kloppenborg seconded the motion. The remaining board members agreed and the motion passed.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR April 2022

The Financials were sent out via email prior to the meeting for Board review and were presented for acceptance.

Once again there was a landscape bill submitted that was for services performed more than a couple months ago. Debbi will start checking with them at the beginning of each month to make sure they are submitting the invoices in a timely manner as they are difficult to track when they are more than a month or too old. Secretary, Cher Melichar moved to accept the financial report as submitted and President Michael Teague seconded the motion. All were in favor of the motion and it was so moved.

V. OLD BUSINESS

- A) Replacement Reserve Transfer – Pending –** Debbi recommended that we move \$16,000 into the reserve account this month. President Michael Teague moved that we go ahead and move \$16,000 into the reserve fund this month. Member-at-Large Ken Kloppenborg seconded the motion. There being no objections, the motion carried. The reserve fund balance is now up to \$510,000. We have a way to go yet, but this is the best it has been, probably since before the buildings were resided many years ago.
- B) Insurance Claim for Former owner of #156 –Pending –** We are waiting for the judge to review and approve a motion before the court made by our attorneys to force the Plaintiffs to accept the terms they originally agreed upon for a settlement. We are getting updates from the attorneys as they occur.
- C) Common Area Lighting – Pending.** Ken Kloppenborg set up a light panel in the cabana that will allow the board members to be able to judge the type of coverage each of the fixtures will provide for lighting. The Board members will meet at the cabana on May 10th after dark to take a look at the lighting. We will then decide upon which of the fixtures are our first two choices. We'll be able to move the table outside of the cabana to get a better idea of the scope of the lighting. After that, we'll determine the vendor and put up the chosen fixture on Building 16 so we can get the best idea of whether that fixture will, indeed, meet the needs of the HOA as a replacement for pole lighting. By mounting the lights on the corners of the buildings, we will avoid the costs of the poles and trenching the wiring around the community.

We'll take a look at it after the light is installed on the initial building before moving forward to place them throughout the community. One contractor was substantially more than the others, but no one could recall why his was so much higher. We'll have to revisit the proposals. They will be running conduit under the eave from the breaker box to the corner(s) where light fixtures will be installed. Jana recalled that at least one contractor included the cost of adding a breaker, but it was unclear as to whether they were assuming the cost of a new breaker box in the total. Debbi will resend the proposals to all board members.

- D) Camera Policy resolution –** Still awaiting best practices on that from the attorney. We need to make sure the Board and HOA are indemnified with regard to privacy issues. Too many people have installed either RING type doorbells or even security cameras in the garages. Even though they are somewhat adjustable, if people set the scope too far

out, they would be getting phone notifications for every little thing that moved in the common area. Penthouse units may want to mount cameras on their balconies to monitor the parking spaces across from the garage doors and let it go at that. There has been an uptick of people stealing catalytic converters.

VI. NEW BUSINESS

A) Harassing the HOA Contractors – Pending – This used to be a big problem back in 2015. We don't want it to get to the point where police are called or we lose a good vendor as a result of harassment, or both. The Board agreed that a letter to cease and desist immediately should be sent to the homeowner in question. Debbi will send the Board a copy of the letter before sending it out to the homeowner.

VII. EXECUTIVE SESSION

Executive Session – The board entered executive session at 7:33 pm. To protect the privacy of our residents, all non-Board members are asked to leave at this time, since confidential homeowner financial information is discussed during this part of the meeting.

A. **Homeowner Requests** – Unit #76 request was approved via email.

B. **Delinquency Report** was discussed.

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

At 7:44 pm Executive Session was ended.

VIII. ADJOURNMENT

There was a short discussion involving upcoming projects to be considered at future meetings. President Michael Teague moved to adjourn the meeting, and Secretary, Cher Melichar seconded the motion. There being no further business and everyone in agreement, the meeting was adjourned at 7:48 pm

Respectfully submitted,



Cher Melichar, Secretary

NEXT MEETING DATE

The next meeting after that will be held on **Monday, June 16th, 2022 at 6:30 PM via Zoom link.**

All homeowners are invited to request a zoom link to attend prior to the meeting by contacting Debbi King with IPM.

Please note: YOU ARE NOT REQUIRED TO PURCHASE THE ZOOM PROGRAM TO PARTICIPATE IN A ZOOM MEETING. You only need to have the Zoom link to be able to attend.

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.