

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

**August 8, 2022**

**I. CALL TO ORDER**

The regular meeting of the Board of Directors of the Second Jefferson Green Homeowners Association was called to order on August 8<sup>th</sup> at 6:32 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. All members of the Board members being present, the meeting proceeded.

**II. HOMEOWNER FORUM**

We had 7 Homeowners attending the meeting with us this evening. (Reminder: You do not need to purchase a Zoom account in order to participate in a Zoom meeting). Please see the note at the end of the minutes describing how you can be present in our zoom meetings. LANDLORD homeowners are reminded that if you wish to have your tenants attend meetings on your behalf, you must notify Debbi King the name of anyone you are asking to attend as your delegate as we must keep a written record of those instances.

**III. APPROVAL OF July 2022 MEETING MINUTES**

The minutes were previously sent out via email, but not everyone responded with approval, so it was reviewed in the meeting. President, Mike Teague, moved to approve the minutes as submitted, Member-at-Large, Ken Kloppenborg, seconded the motion. All remaining members concurred and the motion for approval of the minutes passed.

**IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR July 2022**

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

Secretary Cher Melichar put forward a motion to approve the financials, as submitted and it was seconded by Member-at-Large Ken Kloppenborg. All remaining members were in favor of the motion and it was so approved.

**V. OLD BUSINESS**

**A) Replacement Reserve Transfer – Pending –** Debbi recommended that we move \$16,000 into the reserve account this month. Secretary, Cher Melichar, so moved that funds in the amount of \$16,000 be directed into the Replacement Reserve Fund, President, Michael Teague, seconded the motion and there being no objections, the motion carried.

- B) Common Area Lighting – Pending.** Debbi reported that the invoice received from the vendor sent out was lower than the estimate, but we had some issues in that the Board feels that there is going to have to be considerable direction to get the lights set properly. Debbi King and Ken Kloppenborg felt they had been specific, but the lights were not set where we actually wanted them to be and the people living in the unit across from the test lights is being inconvenienced by the brightness shining into the unit. Debbi is trying to set up another meeting with them and they are working on a date about 2 weeks out when the vendor has a break in their schedule. Discussion centered around putting a standard “off-the-shelf” light in that could take regular LED bulbs with a softer light as a possible solution.
- C) Damaged Roof Vents/Flashing project –** Debbi sent out the 4 bids with for this project and President Mike Teague moved that we accept the bid from ACI Construction Services, which was the lowest bid and the person submitting the bid worked for the company that originally did the work on the roofs. He is very familiar with the roofs on our buildings. This project is necessary for the protection of the units and there is no choice about whether or not to proceed. Treasurer, Jana Kosutova seconded the motion. Remainder of the Board being in agreement, the motion carried. Debbi will get the contract to Mike for signature.
- D) Parking Lot Removal/Replacement Project –** pending – When Debbi gets the information clarified we will get a cost analysis and then we can send it out to receive bids. This project will have to be done in phases in order to get everything accomplished.
- E) 2023 Budget Draft #1 –** TBD – The latest draft of the budget was sent out to Board members and it was updated through July. We need to review again and in the September meeting will include an open forum for the homeowners to discuss the proposed budgeted Assessment Fee increase.

## **VI. NEW BUSINESS**

- A) Updated R&R & Policy Resolutions:** - Treasurer, Jana Kosutova, made a motion to accept the final version of the updated R&R & Policy Resolutions from the attorney to get us into compliance with the new laws governing HOAs recently passed by the Colorado State Legislature. Remaining Board members approved, and the motion carried. President, Mike Teague will sign the resolutions and they are so adopted.

## **VII. EXECUTIVE SESSION**

**Executive Session –** The Board entered executive session at 7:19 pm. To protect the privacy of our residents, all non-Board members are asked to leave at this time, since confidential homeowner financial information may be discussed during this part of the meeting.

- A. Homeowner Requests –** The only request had to do with discussing the potential planting of a tree.
- B. Delinquency Report**

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

At 7:45 pm Executive Session was ended.

## VIII. ADJOURNMENT

There was a short discussion regarding agenda items for the next meeting. President, Michael Teague then moved to adjourn the meeting, with Member-at-Large Ken Ayers seconding the motion. There being no further business to discuss everyone else agreed and the meeting was adjourned at 7:48 pm

Respectfully submitted,



Cher Melichar, Secretary

## NEXT MEETING DATE

The next meeting will be held on **Monday, September 12, 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 need to submit it through IPM in advance of the meeting. *In accordance with the new laws, you must let Debbi know prior to the meeting if you would like to speak during the Homeowners Forum at the beginning of the meeting. If you are attending and wish to speak, ask Debbi to put you on the list.* We are able to accommodate enough people to attend a ZOOM meeting that representatives from all units in the HOA could attend all Board meetings. Please watch the newsletters for further information on how the new laws may affect the HOA and how it operates.