

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

September 12, 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 September 12th at 6:31 pm by President Michael Teague. Also, in attendance were Treasurer, Jana Kosutova; and Members-at-Large Ken Ayres and Ken Kloppenborg. Debbi King represented IPM Residential Property Management. Secretary, Cher Melichar was absent. The remaining members of the Board being present and constituting a quorum, the meeting proceeded.

II. HOMEOWNER FORUM

We had 3 Homeowners attending the meeting with 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. No homeowners spoke at the meeting.

III. APPROVAL OF August 2022 MEETING MINUTES

The minutes were previously sent out via email for review and it was reviewed in the meeting. Treasurer, Jana Kosutova, moved to approve the minutes as submitted, Member-at-Large, Ken Kloppenborg, seconded the motion. All attending 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.

President, Mike Teague made a motion to approve the financials, as submitted and it was seconded by Treasurer, Jana Kosutova. 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. President, Michael Teague, moved that funds in the amount of \$16,000 be directed into the Replacement Reserve Fund, Treasurer, Jana Kosutova, seconded the motion and there being no objections, the motion carried.

- B) Common Area Lighting – Pending.** We asked the contractor to install a new light fixture for testing and the Board members have been advised to take a look to see if this fixture was better than the others during the month of September.
- C) Damaged Roof Vents/Flashing project –** The work on this project has been scheduled with 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.
- D) Parking Lot Removal/Replacement Project – pending –** Debbi has asked the contractor to update the scope of work for this project.
- E) 2023 Budget Final Approval –** The Board discussed the need to increase the maintenance fee by \$30/month due to the asphalt work needed throughout the complex. The goal is to not draw down the current Replacement Reserve Balance for the project which will be completed over a 4-year period. Homeowners on the call asked a few questions. The Board is trying to avoid a special assessment or the emptying of the Replacement Reserve fund that has been painstakingly built up over the past several years. President, Mike Teague moved that we present an increase of \$30/month to the members at the annual meeting and the motion was seconded by Member-at-Large, Ken Kloppenborg. With the remaining Board members in agreement, the motion carried.

VI. NEW BUSINESS

- A) 2022-2023 Snow Removal Contract - Pending -** President, Mike Teague moved to accept the Snow Removal Contract with ASanchez and the motion was seconded by Member-at-Large. Remaining Board members assented and the motion carried.
- B) ROOF Attics not Breathing –** Roofing contractor expressed concern that they are finding areas of insulation in the attic areas that have built up moisture due to the attic vents not breathing. The danger in this is that moisture build up could create mold concerns. The Board will look at how best to approach this situation.
- C) Trash and Tires in Trash Collection areas –** Ongoing – issues discussed. No current resolutions at this time.
- D) Mouse traps at Trash Enclosures –** Pending – There have been complaints that mice have been sighted at the trash enclosures. This is not surprising as trash often misses the dumpsters and food is getting scarce at this time of the year for the rodent population. We have never placed traps in the past as this is a somewhat pricey item with little hope for much return on investment. The Board, however, asked Debbi to obtain pricing from an Exterminator before making a decision.

VII. EXECUTIVE SESSION

Executive Session – The Board entered executive session at 7:04 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 –** No current requests have been submitted.

B. **Delinquency Report** - discussed

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

At 7:22 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 7:23 pm

Respectfully submitted from notes taken at the September meeting,



Cher Melichar, Secretary

NEXT MEETING DATE

The next meeting will be held on **Monday, October 10, 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 enacted by the Colorado Legislature regarding HOAs, 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.