

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

October 10, 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 October 10th at 6:32 pm by President Michael Teague. Also, in attendance were Treasurer, Jana Kosutova; Secretary, Cher Melichar; and Member-at-Large Ken Ayres. Debbi King represented IPM Residential Property Management. Member-at-Large Ken Kloppenborg was not able to attend the meeting this evening. All other members of the Board being present and constituting a quorum, the meeting proceeded.

II. HOMEOWNER FORUM

We had 5 Homeowners attending the meeting with us this evening. (Reminder: You do not need to purchase a Zoom account 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 circumstances.

One homeowner asked for some information regarding the outside lighting project during the homeowner forum. As this item is on the agenda and scheduled to be discussed later in the meeting, the homeowner was asked to wait for that discussion.

There seems to be a misunderstanding about whether a special assessment is being considered. Mike assured homeowners that there is no special assessment being planned, rather we are purposefully trying to avoid that. But we did discuss a budgetary raise to still maintain contributions to build our reserves to a level that the auditor feels are necessary for an HOA of the age of ours. Discussion ensued regarding whether the raise would be equal to the limit of 3% or 5%. But that limit is no longer in force in accordance with the 2018 Amended / Restated Declarations which were updated to comply with new state requirements for HOAs. We have tried to maintain that level, but the Amended / Restated Declarations require that a budget is approved without regard to a limited percentage, rather it depends on the needs and projects of the HOA to maintain property values.

III. APPROVAL OF SEPTEMBER 2022 MEETING MINUTES

The minutes were previously sent out via email, but not everyone responded with approval, so it was reviewed in the meeting. Treasurer, Jana Kosutova moved to accept the minutes, as submitted, President, Mike Teague, seconded the motion. There were no objections and so the motion for approval of the minutes passed.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR September 2022

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

Treasurer, Jana Kosutova had a question about an Accounts Receivable entry for \$8,000. Debbi explained that was a credit because there were some people that ended up paying a little in advance and, due to timing it was necessary to represent the amount by a credit in last month's accounts, so it's more of a timing issue as to when that payment arrived. Those funds will catch up with this month's credits.

Debbi mentioned that when she submitted the invoice for the balance of the roofing project. In doing so, we had requested that it be paid from the Replacement Reserve fund. Instead of pulling it from the Reserve fund the accountant paid it directly out of the Operating fund. This makes us short for being able to fund \$16,000 into the reserves. Discussion ensued over how to make the correction to reflect what should have occurred.

Mike suggested that if we had moved the full \$60,000 into the general fund and then paid off the roofing project as intended, there should be enough left over to be able to fund the Reserve account this month. The Board is, therefore, instructing a transfer on paper to go ahead and pull the funds from the Reserve to pay off the invoice and then make a transfer of \$16,000 into the reserve account as originally intended. This will also make it a clean set of transfers for the annual audit. A motion was then made by Treasurer, Jana Kosutova to make the adjustment as it was originally instructed after which we accept the financials as corrected. The motion was seconded by President, Mike Teague. All other members present were in favor of the motion and so it carried.

V. OLD BUSINESS

- A) Replacement Reserve Transfer – Pending –** After the requested adjustment to the financials is made, the accounting records will show an entry to place \$16,000 into the reserve fund as a separate entry. A reminder that the auditor warned us that the Replacement Reserve fund had been greatly depleted in the past due to two severe hailstorms within a two-year period. At that time the auditor cautioned that the reserve fund needs to be far higher than it is to strengthen our ability to face expenses that will come from maintaining a housing complex as old as ours.
- B) Common Area Lighting – Pending.** Debbi asked if anyone had been able to look at the latest version of lighting which has been proposed as replacement for the pole lighting throughout the area. Secretary, Cher Melichar, reported that she felt that the lighting was less harsh than it was previously, but that the aim of the lights appeared to be too high. The pole lights shed light on a more localized area and the lighting on the buildings should do likewise. Debbi will work with the contractor on how to aim the lights. Board members Mike Teague and Ken Ayers promised to go look at the sample area following the meeting to see if they could make more suggestions. Debbi reported that, prior to leaving town, Board member Ken Kloppenborg had suggested a little lower wattage be tried. We're almost there. Just a little more tweaking is needed.
- C) Damaged Roof Vents/Flashing project –** This project is completed.
- D) Parking Lot Removal/Replacement Project/Trash & Recycle bin areas – Pending –** During the last month Debbi copied all the Board members on a request to several vendors for further information on the Parking Lot project to be completed over the next three years in phases. Upon getting clarification on some questions we had, IPM will be able to do a cost analysis and then send out requests for bids. Several members of the Board were able to meet with one of the contractors to better understand the scope of the

project. There are some areas where the parking lot has been severely damaged over the years where they will have to go down to the road base, but in most instances the contractor we met with feels that the use of asphalt instead of concrete drain pans (which cost 3 times what the asphalt swells will cost) is a better fix.

The asphalt swells would give us a longer life since what we are draining off during the winter is snow melt (which is going to contain ice melt, which in turn, destroys concrete). This project will have to be done in phases to get everything accomplished, with the hope of not affecting the reserve fund too deeply and to avoid the necessity of having to go to the homeowners for a high, long-term special assessment like the one to which the Jefferson Green I residents had to commit.

Additionally, we would be scraping away the curbing and rock in much of the median area, upon which the trash and recycle bins are now sitting. That will be replaced with asphalt across the middle, so that it will provide easier access for the waste management vehicles to dump the bins. In some areas, where we have had to block out parking spots to allow the waste management vehicles room to maneuver for pick-ups, we might be able to add in one or two visitor spots here and there. It won't gain us a lot more, but perhaps a few. A homeowner asked about whether we could eliminate the curb on all the sidewalks coming from the parking lot. Currently each building has one walk with a curb and one walk without. We agreed to ask contractors if this would be advisable and, if so, how much would it affect the scope of work or the effectiveness of the project.

- E) Roof Venting not Breathing** – TBD – Debbi reported that the contractor who did the roof repair had expressed concerns about many of the attic spaces appearing to not be breathing properly. The air vents are placed in the soffits to allow the attics to breathe and prevent condensation build-up. This occurs where people have added too much insulation in their attics and then pushed it all the way to the edges of their attics. As a result, the contractor saw many cases where the air vents have become blocked, causing condensation to get trapped in the attic which, in turn, *could* present a mold problem in individual units at some point.

Because this is not something that requires approval from the HOA, we have no way of knowing whether people have blown in additional insulation or laid additional insulation sheets in their attics. Homeowners would be advised to have the attic area checked professionally, to make sure they have not blocked those air vents. After discussion, the Board agreed to have Debbi draft a letter specifically addressing this subject, to be sent to all homeowners after Board approval, as a preventive measure. This can only be properly checked by accessing the attics from inside the units. Some units have air vents in the soffits and others have venting in the eaves.

VI. NEW BUSINESS

- A) Sidewalk Repairs:** - Member-at-Large Ken Kloppenborg had uncovered a new method of what was traditionally called "mud-jacking" using more affordable, and far more durable materials to raise lowered sidewalks. As he is unavoidably out of town this month, we will table this to next month. Meanwhile Debbi will contact Ken to get contact information for his source so she can get some advance information on the new processes prior to next month's meeting

VII. EXECUTIVE SESSION

Executive Session – The Board entered executive session at 7:20 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** – There were no homeowner requests this month.
- B. **Delinquency Report** – discussed and it is so much lower than it has been in the past that it has been a far less concerning. Debbi has been very diligent about getting to any delinquencies immediately, which has been the biggest factor in keeping these low. We are currently down to \$574.91 as of October. We are consistently staying below \$1,000 each month.
- C. **Review and approval of checks** was completed via email earlier in the week.

At 7:39 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 7:41 pm

Respectfully submitted,



Cher Melichar, Secretary

NEXT MEETING DATE

The next meeting will be held on **Monday, November 14, 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.