

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

November 14, 2022

I. CALL TO ORDER

The monthly meeting of the Board of Directors of the Second Jefferson Green Homeowners Association was called to order on November 14th at 6:31 pm by Treasurer, Jana Kosutova acting in place of President, Michael Teague. Other members in attendance were Secretary, Cher Melichar; and Members-at-Large Ken Ayres and Ken Kloppenborg. Debbi King represented IPM Residential Property Management. President Michael Teague was unavoidably absent. All other members of the Board being present and constituting a quorum, the meeting proceeded.

II. HOMEOWNER FORUM

We had several 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 if the landscapers were going to be raking up the leaves. Debbi explained that the leaves have been slow to drop completely. Accordingly, the landscapers have through the month of November for this task, and they generally wait till all the leaves have dropped before starting cleanup operations. Additionally, this homeowner asked why no one had come around to clean off the lights and sides of the buildings. She said there are lots of spiderwebs and possibly bird droppings in back of the units over the garage doors. This is not something that we contract for, nor have we in the past. Member-at-Large, Ken Ayers commented that, as a homeowner, he has simply swept them off himself if he noticed them on his building. Secretary, Cher Melichar, stated that she also periodically brushes the cobwebs off the building around her front door and porch area. The homeowner felt that this should be part of maintenance.

Another homeowner noted that she was pleased to see the inclusion of the financials in the homeowner packet for the meeting tonight and that it was much appreciated as that allowed them to review expenditures. She also stated that she recalled that we had discussed the possibility of having the buildings power-washed earlier in the summer. The Board will have Debbi inquire about what the additional cost would be to power wash all the buildings in the complex for consideration.

Finally, another homeowner also commented that it was nice to have the financials and addressed the fact that she had seen the landscapers raking the leaves and pinecones up earlier during the day and felt the grounds looked very nice as a result.

III. APPROVAL OF OCTOBER 2022 MEETING MINUTES

The minutes for October were previously sent out via email for review, but since not everyone had responded with approval Debbi asked if everyone had seen them. Everyone had reviewed them, but not all had responded and provided verbal approval during the meeting. Treasurer, Jana

Kosutova moved to accept the minutes, as submitted, Member-at Large, Ken Kloppenborg, seconded the motion. There were no objections and so the motion for approval of the last month's minutes was passed.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR October 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 few questions about an entry for a sewer drain cleanout which was showing in plumbing and, as it looked like another similar one was in plumbing repairs, asked about whether this was two separate items or if one was in the wrong account. Debbi asked if Jana could put these questions in an email so she could go over them with the accountant and look to see if it was entered in the wrong area or if there was an additional charge for something else. Debbi stated that she always tries to request specific accounts where entries should be posted, but occasionally, they get entered to a different account than specified. Debbi will let us know if these entries need to be moved or if there was another reason they were placed in separate accounts. Finally, Jana asked about the pool phone which we are legally required to maintain in the pool house. She said she normally sees bills for only two months, but this month she saw a third entry with overlapping dates to the other invoices. Debbi will investigate this, as well.

Since the only possible change in expenditures, might be a one-month phone bill (assuming one bill got missed somewhere along the line and was caught up during this month), Treasurer, Jana Kosutova moved that we approve the financials on the condition that these accounts are looked at with entries moved accordingly, where necessary or give us the reasons they were entered where they were. Secretary, Cher Melichar, seconded the motion, all other members present agreed, and the motion carried. Debbi will send an email to the Board with responses to these items.

V. OLD BUSINESS

A) Replacement Reserve Transfer – Pending – After the requested adjustment to the financials was made from last month's meeting, we are only about \$2,000 shy of where we should be in the reserve account for this month. Debbi pointed out that there is an insurance deposit to be made this month and if we move more money into reserves, we might have to just take it out again to meet obligations for the month. After discussion and comments by Board members regarding the transfer, Member-at-Large Ken Kloppenborg moved that we do not move anything into the Reserve Fund this month and look at where we are next month to see if we can put any additional amount in the account at that time. Secretary, Cher Melichar, seconded the motion. Remaining Board members agreeing, the motion passed.

B) Common Area Lighting – Pending. During the last month Debbi copied all the Board members on a request to check out the latest set of lighting fixtures mounted on the test building. She invited the person that has been most affected by the lights shining in her windows to attend the meeting tonight to provide input but had not heard back from the resident. Member-at-Large Ken Ayers asked if we were going to use motion detection on all the lights. The latest fixtures were set up with only motion detection this time around. It bears discussion over whether or not we may need to set up a combination of motion and/or photosensitive sensors that stay on all night. There may be situations where the lights are very disruptive for the units in the next building, but where it opens onto the common area greenbelt, it would not be an issue to be on all night. Board members need to visit the area near unit 116 after dark and check out the latest iteration of lighting so we can finally get this project off the ground.

C) Parking Lot Removal/Replacement Project/Trash & Recycle bin areas – Pending – Debbi forwarded all the vendor bids to everyone. Keep in mind that estimates from Asphalt Doctor and Brown Brothers do not include removing the curb and rock in the areas of the trash dumpsters, but the ACI bid does include that. The islands, for the most part, will remain in place, but where the trash bins are located, we will be removing the curbing and any rocks. We can walk the areas with the contractors as we progress. Asphalt will be poured where the rock is removed and then the trash trucks will be able to more easily dump the refuse in the future. We have a separate bid for rebuilding the trash enclosures from Jesus. We need to have him remove the doors he quoted in his bid for the enclosures as it will only complicate removal of the trash.

In the few areas where we have had to lose a parking space due to the current issues of the trash vehicles not being able to get in a position to dump the bins, we may even be able to put those particular parking spots back in use. This remains unclear at this time.

Jana suggested that any rock we remove should be re-assigned to areas where the rocks are depleted around the property. That might also save us some money since the contractors wouldn't have to actually remove the rocks for disposal from the property, just repurpose them in nearby locations.

D) Roof Venting not Breathing – TBD – Everyone except Jana had approved the letter Debbi put together for homeowners regarding having their attics checked if they have added insulation in the attic areas of their units. This letter outlines our discussion from the last meeting regarding the fact that some people have added too much insulation and pushed them over the venting which may be causing ventilation problems in the attics. Jana has now given her approval and the letters will go out to the homeowners in the Jefferson Green II complex.

E) Sidewalk Repairs: - Mostly Tabled till Spring - Member-at-Large Ken Kloppenborg had uncovered a new method of what was a modification of what is traditionally called "mud-jacking" using possibly more affordable, and more durable materials to raise sunken sidewalks in various areas. Some of us met with the company and walked the known trouble areas we feel have become too low through sinkage or ground compression. Unfortunately, in the areas we were hoping to use this process, the vendor felt it would not work well because the areas have sunk too low. He felt that in the areas abutting to the parking lot where we had done work recently, it looked like the problems have been resolved well. Once we redo the parking lot, if something sinks at that time, he felt he would be able to help us out with the new method.

It was recommended that we simply remove and replace the walks that are compromised. Debbi will get some additional bids for replacing sidewalk areas that have shifted. The contractor suggested it be addressed in the springtime rather than trying to piecemeal it before winter. We'll have to pay attention to the low areas this winter for snow removal though. Debbi will discuss this with the landscaping company to make sure they pay close attention to those areas.

Jana asked if we were going to distribute the buckets again with ice-melt for the units that face east and/or north or had problems with icing in the winter. Debbi will work on determining where we need the buckets (and how many are needed) as some people have put them in the garages during the off season and need to be collected for filling.

VI. NEW BUSINESS

- A) **Snow Removal Liability** – Set Policy for sidewalk spurs – The Board needs to make a decision as to whether or not they will follow the Declarations to only do the main sidewalks or include the spurs from the front stoop to the main sidewalks. The problem is that it has been somewhat hit or miss. If we clear the spurs to the main walks, we need to do it for all the spurs or none of the spurs. In Mike's absence, it was felt that we need to discuss this further either via email or when he returns in the next regular meeting.

VII. EXECUTIVE SESSION

Executive Session – The Board entered Executive Session at 7:21 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 requests this month were a couple of requests for keys to the side access doors to the garage in one building and this was approved.
- B. **Delinquency Report** – Except for the fact that the new legal requirements for the notification process for delinquencies is cumbersome and requires an outlay for copying and certified mail posting, once the certified mail gets to the homeowner, they are making payment almost immediately. So even though it's more expensive for the notifications themselves, we are alternatively saving much more money by not having to go to collections and incurring attorney fees.
- C. **Review and approval of checks** was completed via email earlier in the week.

At 7:40 pm Executive Session was ended.

VIII. ADJOURNMENT

There was a short discussion regarding agenda items for the next meeting. As all issues on this agenda were completed, Treasurer, Jana Kosutova, moved to adjourn the meeting. Member-at-Large Ken Kloppenborg seconded the motion. There being no objection the meeting was adjourned at 7:41 pm

Respectfully submitted,



Cher Melichar, Secretary

NEXT MEETING DATE

Monday, December 12, 2022, at 6:30 PM via Zoom link we will hold our **ANNUAL MEETING** at which time the budget for 2023, which was mailed to all homeowners, will be presented for ratification of the budget or rejection. All homeowners are invited to request a zoom link prior to the meeting by contacting Debbi King with IPM. Packets will include proxies for those not able to attend the meeting. The ANNUAL MEETING has a limited agenda, but a regular meeting will begin following the adjournment of the Annual Meeting.

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 during the regular meeting, they need to submit it through IPM in advance of the meeting. In accordance with the latest state legislation, 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.