

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

December 12, 2022

I. CALL TO ORDER

The regular monthly meeting of the Board of Directors of the Second Jefferson Green Homeowners Association was called to order following the annual meeting on December 12, 2022, at 6:48 pm by President, Michael Teague. Other members in attendance were Treasurer, Jana Kosutova; Secretary, Cher Melichar; and Member-at-Large Ken Ayres representing the Board. Debbi King represented IPM Residential Property Management. Member-at-Large Ken Kloppenborg was unavoidably absent. All other members of the Board being present and constituting a quorum, the meeting proceeded.

II. HOMEOWNER FORUM

Almost all the Homeowners attending the Annual meeting remained for the regular meeting this evening. **Please see the note at the end of these minutes explaining how you can be present in the monthly and annual zoom meetings.**

President Mike Teague opened the floor to any homeowners who had questions or comments they would like to have addressed. One homeowner asked about the Parking Lot project. Mike and Debbi explained about the process. We will be taking the oldest sections first as they are in the worst shape. The plan allows for taking the lot down two inches (or to the base in areas where it appears to be required) due to deeper deterioration of the material. Included will be removing existing asphalt and the curbing and rock where the trash bins currently sit. The curbing and height difference make it problematic for the trash bins to be accessed easily so those areas will be reconfigured and lowered to the parking lot surface area. Natural swells in the asphalt will be created to better direct the water for proper drainage away from the buildings to avoid ice buildup around the garage doors in areas where it has been a problem. The parking lot project is expected to continue, in stages, over a 3-to-4-year period.

Another homeowner asked if the increase was temporary or permanent and what are the other projects coming up. It will be ongoing. We have been trying to avoid special assessments, if possible. Once again, the Board highly recommends Homeowners discuss Special Assessment insurance with their Brokers.

III. APPROVAL OF NOVEMBER 2022 MEETING MINUTES

The minutes for November were previously sent out via email for review, but since not everyone had responded with approval Debbi asked if everyone had seen them. Not everyone had responded so verbal approval was provided during the meeting with a clarifying section in Old Business, Section E to be changed to more clearly identify the snow removal team that is employed by the landscape contractor. President, Mike Teague then moved to accept the minutes with a clarifying statement in that section, but otherwise, as presented. Treasurer, Jana Kosutova moved to accept the minutes, with that provision. Remaining members agreed

and there being no objections, the motion for approval of the last month's minutes was passed. The minutes will be modified accordingly for the November meeting.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR NOVEMBER 2022

The Financials are sent out via email prior to the meeting to allow the Board members to review ahead of time. These were presented for acceptance.

Secretary, Cher Melichar, moved that we approve the financials as presented for the month of November. President, Mike Teague, seconded the motion, all other members present agreed, and the motion carried.

V. OLD BUSINESS

- A) Replacement Reserve Transfer – Pending –** Debbi said she had planned to recommend a transfer to the Reserve fund this meeting, but then we had a sewer line break near the end of last month followed by a main water line break during the last 2 weeks. We will be reimbursed for the sewer line break through a payment plan, but not for the water main break. Debbi recommended against the transfer from Operating fund to Reserve fund as a result of these unexpected expenditures. The money will remain in the Operating fund to be used to pay for the repairs. After discussion among the Board members, there was consensus reached to follow the recommendation to not make the transfer for this month.
- B) Common Area Lighting – Pending –** Secretary, Cher Melichar, and Treasurer, Jana Kosutova, both visited the area. Ken Kloppenborg was present for the walk through with the electrician, but he is currently out of the state, making his way back to Colorado and it was agreed we would like to hear his feedback, as well. The “test” Building 29, Unit 116, located to the south of the pool and slightly east. The greenbelt to the south of that building is probably the most extensive area we have a need to light up at night. We had originally thought we might not need lights on every building, but the electrician felt it would be a better balance to have lights on each building. As the buildings are not uniformly arranged, the lighting might need to be arranged differently on some of the buildings to provide proper lighting though.
- C) Parking Lot Removal/Replacement Project/Trash & Recycle bin areas – Pending –** Debbi forwarded all three of the vendor bids to everyone on the Board. Keeping 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. Mike asked if we could get a warranty written into the contracts for how long these parking lots should last after this project. Debbi offered that she could request all the contractors to meet with us in January. At that time Member-at-Large, Ken Kloppenborg, will have returned and he has a good technical grasp of the project at hand. The Board felt that was a good idea. Debbi did point out that we need to make a final decision in January to get the project on the books for whichever contractor we decide upon.
- D) Roof Venting not Breathing – Completed –** Debbi sent out a letter communicating the issues brought up by the contractors who did the repairs on the roof venting. She did not receive any questions or responses from any homeowners regarding that communication. We can only hope that homeowners will have someone look at their attic areas to

determine if there is adequate ventilation to allow enough “breathing” in those spaces to avoid condensation build-up.

- E) **Sidewalk Repairs:** - Pending – The method we investigated will only provide warranty for work done in areas with older sidewalks where the sinkage is no more than a half inch. They do not warranty raising new concrete pouring because it takes time for settling to even out. Debbi will have to solicit some more bids for repairing these low areas where sidewalks have been sinking.

VI. NEW BUSINESS

- A) **Parking Enforcement Change** – Park-it-Right, the company that was contracted to patrol our parking areas basically severed their contract with us because they have stopped doing towing due to changes in the law that no longer made it profitable for them to take on the risk of towing under the contract we had. Our contract with them is null and void as they can no longer perform in accordance with the contract we had. Therefore, it is no longer feasible for them to patrol our parking lots because they no longer tow and that is where they made their money. They have offered that they will continue to patrol for a flat rate of \$450/month to do the nightly patrols and they would still issue violations and booting, but will call in a towing service, as needed.

Someone recently pulled up and removed the signs designating certain spots for no parking areas during snowfall because those spots are needed to hold excess snow being shoveled or plowed. The signs had to be re-purchased.

Debbi said that IPM has been using Wyatt’s Towing at other properties and they handle it differently, passing out towing authorization cards to residents who are then allowed to call them directly in order to have someone removed from illegally parking in that homeowner’s designated parking spot. The homeowner calls Wyatt’s and becomes the authorized person to activate the towing. The issue would be that many homeowners are using their visitor pass to effectively give themselves another parking space in a visitor spot. We could issue parking violations, but that would require IPM to be “on-call” 24/7 and that would not be acceptable.

If someone is parked in a fire zone, they could still call the HOA to have a vehicle removed. But that would still require IPM to be notified to obtain a tow. There have also been reports of homeowners bringing large commercial work vehicles into the lots and taking up spaces that don’t allow for anyone to park in the spaces because of the size of the vehicles.

After much discussion it was agreed to table this until all Board members could attend January’s meeting.

- B) **Main Water Supply Isolation Valves** – Pending – During the recent Main water line break, half the complex had to be shut down because the isolation shut-off valves could not be found that would leave a smaller footprint to shut down. There was a lot of discussion as to how to identify where these isolation valves might be. Perhaps renting a high-powered metal detector in the Spring. Jana feels that the grounds map we have does present an accurate picture of where they should be. But ground shifts (especially in Colorado with the bentonite) and no one knows whether there may have been an isolation valve somewhere in the native grasses area that was converted around 2010 that may or may not have been

relocated. Something to remember if the water company offers up another incentive to further decrease the greenbelt in the future.

- C) Cost to Power Wash all 42 Buildings Investigated** – Completed – During the October meeting a couple of homeowners made a request that the buildings be power washed. Power-washing, by its very nature, can be destructive in that the force of the water being used is designed to remove dirt and loose paint from siding and/or decks. In talking with contractors, the range of prices Debbi was given went from \$700 to \$1000 per building. Every contractor was concerned about the age and current condition of the siding. Therefore, they requested an indemnification to protect them being held responsible for damages ensuing from the power-washing. The consensus of the Board was that it was not feasible to contract for power washing.

VII. EXECUTIVE SESSION

Executive Session – The Board entered Executive Session at 7:46 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 homeowner requests this meeting. Debbi has been sending out applications for people seeking to getting new doors, so there will be some coming in.
- B. **Delinquency Report** – Discussion occurred, and an action was taken.
- C. **Review and approval of checks** was completed via email earlier in the week.

At 8:13 pm Executive Session was ended.

NOTIFICATION TO HOA of Action taken during Executive Session:

During the Executive Session, delinquency reports were discussed. One of the units in Building 29 has a current delinquent balance of \$1,312.35. Through many months, multiple notifications have been sent out asking for the delinquency to be cured. The homeowner has, at times, responded either with a phone call or in some cases with a call and partial payment. It has now been more than three months since the homeowner has responded in any manner to further notifications regarding the growing delinquency. We are now in a position where, under the new state laws, the Board members are legally required to initiate a vote on whether to send the homeowner to collection. The legal notification requirements having been met, the Board is hereby notifying the Association that a motion was made, seconded, and voted upon to direct IPM to refer the homeowner for collection of the delinquency. Also, in accordance with new state laws, this motion and action must be recorded in the minutes.

VIII. ADJOURNMENT

There was a brief discussion regarding agenda items for the next meeting, including revisiting the topic of Snow Removal Liability in Old Business. As all issues on the current agenda were completed, President Mike Teague, moved to adjourn the meeting. Member-at-Large Ken Ayres seconded the motion. There being no objection the meeting was adjourned at 8:15 pm

Respectfully submitted,



Cher Melichar, Secretary

NEXT MEETING DATE

The next regular meeting of the Second Jefferson Green HOA will commence on **Monday, January 9, 2023, at 6:30 PM via Zoom link. Please note: YOU ARE NOT REQUIRED TO PURCHASE THE ZOOM PROGRAM TO PARTICIPATE IN A ZOOM MEETING. You only need to obtain the Zoom link to be able to attend. All homeowners are invited to request a zoom link prior to the meeting by contacting Debbi King with IPM.**

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 and Debbi will place you on the speakers list. We can accommodate enough people to attend a ZOOM meeting that representatives from all units in the HOA could attend all Board meetings.

LANDLORD homeowners may designate a person of their choice to attend meetings on their behalf, but you must notify Debbi King of the name of anyone you are asking to attend as your delegate as we must keep a written record of those circumstances.