

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

July 10, 2023

I. CALL TO ORDER

The regular monthly meeting of the Board of Directors of the Second Jefferson Green Homeowners Association was called to on July 10, 2023, at 6:30 pm by President, Michael Teague. Other members in attendance were Treasurer, Jana Kosutova; and Member-at-Large Ken Ayres representing the Board. Member-at-Large, Ken Kloppenborg was absent for this meeting. Debbi King represented IPM Residential Property Management. All other members of the Board being present and constituting a quorum, the meeting proceeded.

II. HOMEOWNER FORUM

There were three (3) Homeowners attending the meeting this evening.

President Mike Teague opened the floor to any homeowners who had questions or comments they would like to have addressed. One homeowner had questions and/or comments regarding weed maintenance in the 3' rocked areas around each building throughout the community. Board plans to address. Homeowner expressed frustration with broken garage door and the need to manufacture parts to repair 50-year old garage doors.

III. APPROVAL OF JUNE 2023 MEETING MINUTES

The minutes for June 2023 were previously sent out via email for review. President, Michael Teague, moved that we approve the minutes as for the month of May 2023. Treasurer, Jana Kosutova, seconded the motion, all other members present agreed, and the motion carried.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR JUNE 2023

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.

President, Michael Teague, moved that we approve the financials as for the month of June 2023. Treasurer, Jana Kosutova, seconded the motion, all other members present agreed, and the motion carried.

V. OLD BUSINESS

A) Replacement Reserve Transfer – Pending – Debbi recommended a transfer of \$15,000 to the Reserve fund this meeting. President, Michael Teague moved to approve the transfer as recommended. Member at Large, Kenneth Ayres, seconded this. Remaining members agreed and there being no objections, the motion to approve the fund transfer passed.

B) Common Area Lighting – Underway –Lighting replacement project currently underway for Bldgs. #1 – Bldg. #13 as budgeted.

- C) **Pool Light replacement**– Approved – Requested contractor order light fixtures.
- D) **Sidewalk Repairs:** - Pending –Debbi will have to solicit some more bids for repairing these low areas where sidewalks have been sinking during upcoming Board Property Inspections.
- E) **Main Water Supply Isolation Valves** – Board determined it best to wait until Spring and cleared weather to rent high-powered metal detector to search for missing isolation valve.
- F) **Slip and Fall Claim** – Insurance claim has been filed and is under review with Adjustor.

VI. NEW BUSINESS

- A) **2024 Lot #3 and #5 Parking Lot Repairs** – Pending – Board requested information from contractor to determine if this project could be completed in 2023 season instead and then finish Lots #4 and #6 in 2024. Debbi will communicate with contractor with this request.
- B) **2024 Budget Preparations** – Pending – Board requested funds to be allocated for further sidewalk repairs and Isolation Valves (phased vs. all at one-time).
- C) **2023 Building/ Garage Inspections** – TBD – Debbi sending out spreadsheet for Board to schedule available inspections dates and times.

VII. EXECUTIVE SESSION

Executive Session – The Board entered Executive Session at 7:07 pm.

- A. **Homeowner Requests** – Two (2) homeowner request this meeting. Board approved request to install new doors and to reimburse for sump pump damaged when crawlspace flooded. Board previously approved an homeowner’s request to replace windows and doors via email this month.
- B. **Delinquency Report** – Discussion occurred; no action was taken.
- C. **Review and approval of checks** was completed via email earlier in the week and month.

At 7:21 pm Executive Session was ended.

VIII. ADJOURNMENT

As all issues on the current agenda were completed, President, Michael Teague, moved to adjourn the meeting. Treasurer, Jana Kosutova seconded the motion. There being no objection the meeting was adjourned at 7:21 pm

Respectfully submitted,

Debbi D. King, IPM Residential, LLC

NEXT MEETING DATE

The next regular meeting of the Second Jefferson Green HOA will commence on **Monday, August 14, 2023, at 6:30 PM via Zoom link** All homeowners are invited to request a zoom link prior to the meeting by contacting Debbi King with IPM.