

MINUTES OF THE ANNUAL HOMEOWNERS MEETING
for
Second Jefferson Green Home Owners Association

December 12, 2022

The annual meeting was called to order at 6:33 pm, by President Michael Teague. In attendance were President Michael Teague, Treasurer, Jana Kosutova, Secretary, Cher Melichar, and Member-at-Large, Ken Ayers as Board Members, and Debbi King, representing IPM Residential Services for the HOA. Member-at-Large Ken Kloppenborg was not available for this meeting. The Annual Meeting quorum includes a requirement for 10% of all units, which equates to 17 units must be present for business to proceed.

QUORUM DETERMINED

The meeting was held via Zoom. A Roll Call was taken by property manager, Debbi King, to determine quorum consisted of existing homeowners. Board members then introduced themselves to the homeowners who were attending the meeting. The Board received 16 proxies to add to the 13 members attending the meeting for a total of 29 units in attendance. The Annual meeting quorum of 10%. Debbi confirmed that quorum had been met.

The rules of conduct for the annual meeting in accordance with the bylaws was provided in the packets that went out to all homeowners. Debbi confirmed unit numbers for people that had called in for the zoom meeting for roll call purposes and the Board members introduced themselves to complete the roll call.

ELECTION OF BOARD MEMBERS

Member-at-Large seat currently held by Ken Kloppenborg whose term is expiring at this time was the next order of business. Ballots and self-addressed, stamped envelopes were included with instructions for returning ballots separately, as those remain sealed until the time of election in the annual meeting. The ballots were opened at the time of the election and 15 valid ballots were returned. There were a couple more, but they were blank and not completed in any way.

Of the 15 properly completed ballots, there were 12 votes for Ken Kloppenborg and all Board members cast votes for Ken Kloppenborg. 1 returned ballot had Ken Ayres' name on it (but his term was not expiring at this time) and there were 2 ballots abstaining from voting for anyone. President Michael Teague asked for a voice count of Ayes and Nays to confirm. There were NO Nay votes and Ken Kloppenborg was re-elected for another 3 year term by a total count of 25 votes.

Approval of meeting minutes of Previous Annual Meeting:

Minutes from the last Annual Meeting in December 13, 2021 were mailed out with the meeting packet to all homeowners prior to the meeting for review. President Mike Teague moved to approve the minutes as submitted. The motion was seconded by Ken Ayers, member at large. All members are allowed to vote on the approval of the annual meeting minutes. President Mike Teague asked for those in favor to say “aye”. He then asked to hear from anyone opposed and no one opposed. Based on the votes of all attending members, the minutes of the last Annual Meeting were approved.

President’s Report for Year End 2022

President, Mike Teague, delivered the following President’s report

There were several expenditures which were not budgeted last year, but are covered by the replacement reserve fund. Beginning in January 2022, we added \$118,000 to the Replacement Reserve Fund during 2022 amounting to \$63 per unit per month during the last year. We ended November with \$511,142.45 in the Replacement Reserve Fund which includes having had to pay out expenses for the following items:

- **Roof Vent and Flashing** replacements on all 42 buildings for a total of \$93,506.70.
- **Lighting on Building 29** (which has been used to determine how best to place the new lighting for all buildings in the complex) so far \$1,552.59
- **Siding and Garage Doors on Building 41 repainted due to weather damage** at a cost of \$2,947.
- **Sewer Line break** where the HOA fronted the cost of \$7,233 to complete the repairs. (Main sewer line expenses for repairs are covered by the HOA, but if the break is from the unit up to the main line, the homeowner is liable for repair costs). A payment plan is already in place for the homeowner to repay this amount.
- There was a very recent **Main Water-line break** which came in at \$15,000 and was an HOA obligation.
- Earlier today, there was a secondary Main Water-line break for which the cost is estimated to be: \$15,000.

RATIFICATION OF THE 2023 BUDGET – The 2023 Budget Proposal was presented for ratification by the homeowners of the HOA. The Budget is automatically ratified unless a total of 81 units are present by attendance or a combination of those present plus proxies specifying a vote against ratifying the budget. As a quorum was determined from the 29 members represented, the ratification for the 2023 Budget passed. Neither were there any vocal dissenting votes made during the meeting and so the 2023 HOA Budget is hereby ratified as presented.

Debbi will send out reminders to everyone that, in accordance with the budget ratification, the monthly maintenance fee will go up by \$30 for a total of \$350. Homeowners are reminded that if they have set up an automatic draft, they need to increase the amount of the draft to avoid falling into arrears.

President Mike Teague did address some questions that had been submitted to the Board during the meeting asking for clarification on some of the upcoming projects.

This being all the business to discuss for the Annual Meeting of Second Jefferson Green II, President, Mike Teague, called for a motion to adjourn the Annual Meeting. Secretary, Cher Melichar, moved to adjourn the Annual Meeting. President Mike Teague seconded the motion. All remaining members in attendance agreed and the motion carried. The annual meeting was adjourned as of 6:45 pm, after which, the Board proceeded into the business agenda for the regular monthly meeting for December 12, 2022.

Respectfully submitted,

A handwritten signature in blue ink that reads "Cher Melichar". The signature is written in a cursive, flowing style.

Cher Melichar, Secretary
Second Jefferson Green HOA