

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

August 14, 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 August 14, 2023, at 6:30 pm by President, Michael Teague. Other members in attendance were Treasurer, Jana Kosutova; and Members-at-Large Ken Ayres and Ken Kloppenborg. 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 two (2) 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. No questions or comments were shared.

III. APPROVAL OF JULY 2023 MEETING MINUTES

The minutes for July 2023 were previously sent out via email for review and were approved.

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR JULY 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. Member-at-Large, Kenneth Kloppenborg 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. Treasurer, Jana Kosutova, seconded this. Remaining members agreed and there being no objections, the motion to approve the fund transfer passed.

B) Common Area Lighting – Completed –Lighting replacement project currently completed for Bldgs. #1 – Bldg. #13 as budgeted and Bldgs. #19 and #20.

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 Fall 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.

G) **2024 Lot #3 and #5 Parking Lot Repairs** – Scheduled – Board has approved to move forward with Lots #3 and #5 for 2023.

H) **2024 Budget Preparations** – Pending – Board requested funds to be allocated for further sidewalk repairs and Isolation Valves (phased vs. all at one-time). Board will meet for planning session dinner before month's end.

I) **2023 Building/ Garage Inspections** – TBD – Debbi sent out spreadsheet for Board to schedule available inspections dates and times and need Board members to respond.

VI. NEW BUSINESS

A) **Garage Door Replacement Project** – Pending – Board wants to continue discussion of this project.

VII. EXECUTIVE SESSION

Executive Session – The Board entered Executive Session at 7:01 pm.

A. **Homeowner Requests** – One (1) homeowner request this meeting. Board declined approval as design included ranch unit's area and bedroom window. Requested Homeowner resubmit revised scope of work and design.

B. **Delinquency Report** – Discussion occurred; President, Michael Teague motioned to forward delinquent account for unit #74 to the Attorney for collection action. Member-at-Large, Kenneth Kloppenborg seconded this. Remaining members agreed and there being no objections, the motion carried.

C. **Review and approval of checks** was completed via email earlier in the week and month.

At 7:23 pm Executive Session was ended.

VIII. ADJOURNMENT

As all issues on the current agenda were completed, President, Michael Teague, moved to adjourn the meeting. Member-at-Large, Kenneth Kloppenborg seconded the motion. There being no objection the meeting was adjourned at 7:23 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, September 11, 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.