

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

**October 16, 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 October 16, 2023, at 6:33 pm by Treasurer, Jana Kosutova. Other members in attendance were Members-at-Large Ken Ayres and Ken Kloppenborg. President, Michael Teague, 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 five (5) Homeowners attending the meeting this evening.

Treasurer, Jana Kosutova opened the floor to any homeowners who had questions or comments they would like to have addressed. One homeowner complained the trees and bushes in the northern end of the community need further trimming.

**III. APPROVAL OF SEPTEMBER 2023 MEETING MINUTES**

**A)** The minutes for September 2023 were previously sent out via email for review and fully approved.

**IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR SEPTEMBER 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.

Treasurer, Jana Kosutova, moved that we approve the financials as for the month of September 2023. Treasurer, Kenneth Ayres seconded the motion, all other members present agreed, and the motion carried.

**V. OLD BUSINESS**

**B) Replacement Reserve Transfer – Pending –** Debbi did not recommend a transfer of \$15,000 to the Reserve fund this meeting due to low funds in Operating Account.

**C) Common Area Lighting – Completed –**Lighting replacement project currently budgeted for Bldgs. #21-#22 and Bldgs. #23 – Bldg. #32 in 2024.

**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** – Tabled for 2024.

**F) Slip and Fall Claim** – Insurance claim has been filed and is under review with Adjustor. No further update to date.

**G) 2024 Lot #3 and #5 Parking Lot Repairs** – Completed – Board has approved to Budget Lots #4 and #6 for 2024.

**H) 2024 Budget Preparations** – Pending – Board approved 2024 Budget draft.

**I) 2023 Building/ Garage Inspections** – Completed –Debbi working to send out Violation Notifications.

**J) Garage Door Replacement Project** – Tabled – Board wants to continue discussion of this project at a later time.

## **VI. NEW BUSINESS**

**A) None**

## **VII. EXECUTIVE SESSION**

**Executive Session** – The Board entered Executive Session at 6:47 pm.

**A. Homeowner Requests** – One homeowner request this meeting. Board approved new door installation during live Board Budgeting Work Session meeting.

**B. Delinquency Report** – Board reviewed and discussed September Delinquency Report. Member-at-Large, Kenneth Kloppenborg motioned to send unit #12 account to Attorney for collections. Treasurer, Jana Kosutova seconded the motion, all other members present agreed, and the motion carried.

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

At 7:09 pm Executive Session was ended.

## **VIII. ADJOURNMENT**

As all issues on the current agenda were completed, Member-at-Large, Kenneth Kloppenborg, moved to adjourn the meeting. Treasurer, Jana Kosutova seconded the motion. There being no objection the meeting was adjourned at 7:09 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, November 13, 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.