

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

November 13, 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 November 13, 2023, at 6:33 pm by President, Michael Teague. Other members in attendance were Treasurer, Jana Kosutova , 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 five (7) Homeowners attending the meeting this evening.

President, Michael Teague opened the floor to any homeowners who had questions or comments they would like to have addressed. No homeowners responded.

III. APPROVAL OF OCTOBER 2023 MEETING MINUTES

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

IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR OCTOBER 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, questioned why there are duplicate entries for \$43 in account #5350 and account #6001. Debbi will research with Deanie and get corrected for next month's financials. President, Michael Teague moved that we approve the financials as for the month of October 2023 assuming correction is made. 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 did recommend a transfer of \$15,000 to the Reserve fund this meeting. President, Michael Teague moved that we approve the financials as for the month of October 2023 assuming correction is made. Member-at-Large, Kenneth Ayers seconded the motion, all other members present agreed, and the motion carried.

- B) Common Area Lighting** – Completed –Lighting replacement project currently budgeted for Bldgs. #21-#22 and Bldgs. #23 – Bldg. #32 in 2024.
- C) 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.
- D) Main Water Supply Isolation Valves** – Tabled for 2024.
- E) Slip and Fall Claim** – Insurance claim has been filed and is under review with Adjustor. Claim has paid out \$21,000 for medical expenses to date and pending any additional medical expenses before closed.
- F) 2024 Lot #3 and #5 Parking Lot Repairs** – Completed – Board has approved to Budget Lots #4 and #6 for 2024. Debbi is soliciting estimates for the project.
- G) 2024 Budget Preparations** – Approved – Board approved 2024 Budget draft.
- H) 2023 Building/ Garage Inspections** – Completed –Debbi has completed first round of Violation Notifications and is currently following up on previously sent for further action including fines.
- I) Garage Door Replacement Project** – Tabled – Board wants to continue discussion of this project at a later time.

VI. NEW BUSINESS

- A) Insurance Renewal – Pending** – Debbi updated Board Broker has exhausted mainstream Insurance Carriers with all denials so now moving into secondary Insurance market to find coverage. Possible increase of premium above the 13% increase already budgeted for 2024 could be \$50,000 more (\$24/per unit per month).
- B) Fence Repair** – Contract Approved and Debbi will follow up with contractor to get work scheduled.
- C) Garage Man Door Deadbolts** – The Board has requested Debbi put out RFP to install deadbolts in all 48 building Garage Man Doors.

VII. EXECUTIVE SESSION

Executive Session – The Board entered Executive Session at 6:45 pm.

- A. Homeowner Requests** – One homeowner request this meeting. President, Michael Teague moved that we approve the request. Treasurer, Jana Kosutova seconded the motion, all other members present agreed, and the motion carried.

B. Delinquency Report – Board reviewed and discussed October Delinquency Report.

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

At 6:58 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 Ayers seconded the motion. There being no objection the meeting was adjourned at 6:58 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, December 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.