

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

**December 11, 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 December 11, 2023, at 7:15 pm by President, Michael Teague. Other members in attendance were Treasurer, Jana Kosutova , Secretary, Alma Hernandez, 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 twenty (20) 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 during the earlier 2023 Annual Meeting so no additional questions or comments were made at this time.

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

A) The minutes for November 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 and fully approved via email.

**V. OLD BUSINESS**

A) **Replacement Reserve Transfer** – Pending – Debbi did not recommend a transfer of \$15,000 to the Reserve fund this meeting due to upcoming new Master Insurance Policy deposit needed to fund.

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 settled and 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) 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.
- H) Garage Door Replacement Project** – Tabled – Board wants to continue discussion of this project at a later time.
- I) Insurance Renewal – Pending** – Debbi presented Board with the only one Master Policy offer at 175% increase over 2023 policy received. Board determined a Special Meeting would need to be scheduled for as soon as possible to determine a Special Assessment to cover the additional \$1,250 per unit cash deficit to fund the new policy needed.
- J) Fence Repairs – Completed** – Debbi and Mike will walk fence line to ensure project has been completed in full as time allows.

## **VI. NEW BUSINESS**

- A). None**

## **VII. EXECUTIVE SESSION**

**Executive Session** – The Board entered Executive Session at 7:23 pm.

**A. Homeowner Requests** – None.

**B. Delinquency Report** – Board reviewed and discussed November Delinquency Report.

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

At 7:30 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 7:30 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, January 08, 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.