

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

**January 08, 2024**

**I. CALL TO ORDER**

The regular monthly meeting of the Board of Directors of the Second Jefferson Green Homeowners Association was called to order on January 08, 2024, at 6:31 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 three (3) 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 and no questions or comments were made at this time.

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

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

**IV. REVIEW OF FINANCIAL REPORT AND STATEMENTS FOR DECEMBER 2023**

The Financials are sent out via email prior to the meeting to allow the Board members to review ahead of time and These were presented for acceptance.

Treasurer, Jana Kosutova, questioned the entry for \$50 in account #6105. Debbi will research with Deanie and get corrected for next month's financials. Treasurer, Jana Kosutova moved that we approve the financials as for the month of December 2023 assuming correction is made. President, Michael Teague seconded the motion, all other members present agreed, and the motion carried.

**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 monthly premium needed to fund until Special Assessment is approved.

**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 to meet with contractor this week for additional quote.

**D) Main Water Supply Isolation Valves** – Tabled for 2024.

**E) 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.

**F) 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.

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

**H) Insurance Renewal – Pending** – Board approved the new Insurance Policy effective 12-15-2023 to 12-14-2024 via email approval.

## **VI. NEW BUSINESS**

**A). Special Assessment – Pending** – Meeting held January 3, 2024 failed to meet the 98-unit quorum with only 68-units represent in-person or by proxy. No vote could be taken however, the meeting proceeded with questions and answers provided by HOA Board and Scott Starita, Synergy Insurance Advisors. A second meeting has been scheduled for January 19, 2024 6:30 pm which will require 49-units quorum. Email notification with proxy and written ballot sent out January 4, 2024 and hard copies mailed out to all unit addresses on file. Assuming quorum is met, a vote will be taken at that time to approve the necessary \$1,250 per unit Special Assessment. Board did determine this could be paid all at one time or broken into 10 - \$125/mo. per unit payments to begin within 30-days of approval.

**B). Replacement Reserve Study 2024 – Pending** – Contract presented to Board for review and approval. President, Michael Teague moved that we approve the Level 2 Premium plan, Member-at-Large, Kenneth Kloppenborg seconded the motion, all other members present agreed, and the motion carried.

**C). Pool Cabana Support Post Repair – Pending** - Contract presented to Board for review and approval. President, Michael Teague moved that we approve the proposed ACI repair contract, Member-at-Large, Kenneth Kloppenborg seconded the motion, all other members present agreed, and the motion carried.

## **VII. EXECUTIVE SESSION**

**Executive Session** – The Board entered Executive Session at 6:53 pm.

**A. Homeowner Requests** – Windows/Doors replacement request approved. Late Fee to be waived request approved.

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

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

At 7:32 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 7:32 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, February 12, 2024, 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.