

SECOND JEFFERSON GREEN HOMEOWNERS ASSOCIATION

Board of Directors Meeting

September 14, 2009

- I. **Roll Call** - Board members in attendance were: Tom Girard, Jaeson Lokatys, Karen Wildenstein and Trish Harris. Also in attendance was Sue Daigle representing TMMC Management and 17 homeowners.
- II. **Homeowner Forum** – The following items were discussed:
 - A. **Reserve Study** – A question was raised as to the percent of funding of the reserves at the time the updated study was completed. After review of the Reserve Study it was noted that the Association was 11% in 2006.
 - B. **2010 Budget** – Questions were raised regarding the proposed 2010 budget. It was noted that budget projections had been prepared for Board review and that it is anticipated but not finalized that dues will increase 3% and that a 3% increase in the management fee was included in the budget.
 - C. **Vines** – Vines are still noted by Unit 37. Landscape Consultants agreed to look into this issue.
 - D. **Decks** – One additional bid on the decks had been received and one additional bid will be obtained. One homeowner in attendance did not feel his deck needed replacing at this time although both companies that provided bids felt that the deck was in need of replacing 2009.
 - E. **Tree Removal** – A tree was removed by Unit 6: the tree was healthy and should not have been removed. Sue Daigle will discuss with Preservation Tree Care.
 - F. **Irrigation System** – Several homeowners felt that the irrigation system was being over watered with the system watering four times in a 24 hour period. The owner of Unit 25 noted some irrigation issues specific to his unit and Landscape Consultants agreed to look at the problem on September 15th. As reported at the August meeting, irrigation system on the west side of Unit 13 is spraying the parking lot.
 - G. One homeowner thanked the Board for ensuring that the temperature of the pool was perfect all summer.
 - H. **Weed Spraying** – Landscape Consultants sprayed weeds and killed or damaged homeowner property. It was noted that the homeowners would be reimbursed for any damages as a result of the spray.
 - I. **Grass Clippings** – It was again reported that grass clippings are still being blown onto homeowner decks and patios.
 - J. **Thank you** – One homeowner complimented and thanked the Board for the efforts in managing and maintaining the community.
- III. **Guest Presentations**

- A. **Irrigation System** – Steve Linnenberger with Landscape Consultants attended the meeting to discuss the replacement of the irrigation system. It was noted that the cost of the new system for Taps 1 and 2 is estimated to be \$166,000 and rebates are projected at \$35,000 over 7 years. With the rebates, water savings as well as repairs it is anticipated that the irrigation system would break even somewhere between 8-10 years. The system would be phased in and each phase would take approximately 10 weeks to install. Additionally, it is recommended that small areas of xeriscaping be installed in each phase. Questions were raised as to the need to replace the system and if climate control devices would be installed with the system.
 - B. **Insurance Claim** – Brian Schupback with Interstate Restoration discussed with the Board the insurance claim as a result of the hail damage in July. He provided a copy of his estimate that could be provided to the insurance adjuster. Work to be done was outlined and questions asked and answered from the Board and Homeowners.
- IV. **Call to Order** – At the conclusion of the Homeowner Forum and presentation, the regular meeting of the Board of Directors of the Second Jefferson Green Homeowners Association was called to order at 7:55 PM by the President of the Board, Tom Girard.
- V. **Minutes** – The Minutes from the August 10, 2009 meeting were presented. There being no additions or corrections noted, Trish Harris moved to approve the minutes as amended; Karen Wildenstein seconded. Motion carried unanimously.
- VI. **Financial Report**
- A. **August Financial Statements** - Trish Harris reviewed the financial statements for the period ending August 31, 2009. It was noted that the operating account had a month end balance of \$9,038 and reserve funds totaled \$96,374. A total of \$27,312 was due to the Association at the end of August as a result of delinquent accounts. Trish Harris moved to accept the August 2009 financial statements as presented; Tom Girard seconded. Motion carried unanimously.
 - B. **Legal Status Report** - The legal status report was reviewed. It was noted that one account has a sale pending and if the closing takes place the Association will collect in full on the outstanding balance.
 - C. **Audit Report and Taxes** – The completed tax forms were signed with no Federal or State taxes due. The draft of the audit report was reviewed. Information referencing the reserve study was incorrect and will be addressed with the auditors. With no other additions or corrections noted, Jaeson Lokatys moved to approve the audit report as amended; Karen Wildenstein seconded. Motion carried unanimously.
 - D. **Management Representation Letter** – Trish Harris, Treasurer and Sue Daigle, as Managing Agent signed the representation letter.
- VII. **Homeowner Correspondence**
- A. **Resignation Letter** – Penny Larmore's resignation letter was reviewed and accepted.
 - B. **Building 14 Letters** – The letters sent to the owners of Building 14 with the new garage key were reviewed.

- C. **Letters of Encroachment** – The letters sent to 3 property owners who are encroaching on HOA property were reviewed. No response to the letters has been received at this time. Options of what could or could not be done with this property were briefly addressed. It was agreed to study this matter further in upcoming months.

VIII. **Unfinished Business**

- A. **Rules and Regulations** – Item tabled at this time.
- B. **Annual Meeting** – Information to be sent out for the Board was reviewed. It was requested that homeowners have all options available to them to return proxies.
- C. **Comcast Proposal** – It was reported that the representative from Comcast who had presented the initial proposal has not responded to the request for someone to address this matter with the Board. It was the consensus of the Board to close this item at this time.
- D. **Deck Replacement** – The bid to replace a portion of the decks from Hammer Property Services was reviewed. Their bid came in at approximately \$3,900/deck while the estimate from ReConstruction Experts bids came in at approximately \$1,800/deck. One additional bid from Interstate Restoration will be obtained.

IX. **New Business**

- A. **Gutter Cleaning Bids** – Based on the possibility of replacing the roofs, gutter bids will not be needed at this time.
 - B. **Insurance Claim** – It was the consensus of the Board to send the contract from Interstate Restoration to legal counsel for review. One additional bid will be turned over to the Association and will be sent to the Board upon receipt.
 - C. **2010 Budget** – It was agreed to hold a separate meeting to review the budget proposals for 2010. The meeting will be held on September 30th at 6 PM.
- X. **Adjournment** - There being no other business to bring before the Board at this time, Tom Girard moved to adjourn the meeting and Trish Harris seconded. Motion was unanimously approved and the meeting adjourned at 9:00 PM.