

## MINUTES OF NOVEMBER 11, 2014, BOARD MEETING MEADOWPOINT TOWNHOUSE ASSOCIATION

Meeting called to order at 4:00pm, at 2020 Elm Circle.

Present were: Lynch, Jennings, Hanson, Cowling, Palmer and PM Mark Gisch. Absent: Farris  
In the audience: John Kates, Carroll Witter, Mike Rehberg and Steve Boeckman.

### **Minutes:**

October 2014 Minutes were presented for approval, after being sent via E-Mail. There was no discussion. Motion by Hanson and Seconded by Lynch to Approve October Minutes. All Ayes. Motion Carried

President Lynch gave the floor to Mike Rehberg. He was responding to the Boards Audit of some expense paid for by the Board. The 2013 Audit Committee questioned if this expense was the Association responsibility or the Homeowners. After some discussion on both sides it was agreed that the Homeowner was responsible. Reimbursement is forthcoming. M. Rehberg left the meeting.

### **Treasurer Report:**

Having been sent via E-Mail, the October Financial Reports were reviewed and approved. Motion by Jennings and Seconded by Lynch to accept. All Ayes. Motion Carried.

Received an E-Mail from a homeowner about leaves piling up and the gutter being full of leaves. PM Gisch told the Board, that we could not have Ultimate Lawn Care come out every time a homeowner has a pile of leaves. He recognized the fact that depending on the direction of the wind, some probably did blow into the garage. Cleaning out a gutter, other than our regular maintenance, would be costly: unless the homeowner wanted to contract that service at their expense.

The Board then began talking about our Property Insurance Policy. We had 3 quotes: Farm Bureau, State Farm and American Family. Taking the lowest bid, we are going with American Family for 2015 year. After some discussion, there were still a few questions that needed some answers. President Lynch and O. Palmer will meet with American Family and clarify these questions. It is hoped that we can have an Underwriter or a Claim Adjustor come to our Annual Meeting in December to answer questions and explain our policy. Also in attendance will be our Property Manager Mark Gisch. Motion by Lynch and Seconded by Palmer to accept American Family's Insurance Quote of \$ 13,971.00. Providing they issue us an endorsement page stating that there will be only one deductible per incident and to raise the Association Liability Coverage to \$8M. All Ayes. Motion Carried.

Board Treasurer L. Hanson addressed the Board with a proposed 2015 Budget. The figures used in the 2015 Budget document reflected the State Farm Insurance Premium and an increase of Ten Dollars (\$10.00) per Month of Monthly Association Dues. As stated above, we will be going with a new Insurance Carrier, so this line item, now reflects a new dollar amount. This has generated a savings for the Association on the whole. After discussion among the Board Members, it was then decided to add a Budget line item: titled Capital Reserve. The Board agreed that if there were any monies left at the end of

any calendar year, a portion of said monies (to be determined by the Board) would go into our Capital Reserve Fund.

### **Treasurer Report Cont'd**

This Fund can be used for painting of our buildings, roofing or most any Capital Improvement Projects or any future projects as needed. By keeping and maintaining a balance in our Capital Reserve Fund, it could minimize the need for Special Assessments.

Motion by Hanson and Seconded by Palmer to transfer a portion of excess monies in any given year to our Capital Reserve Fund. All Ayes. Motion Carried.

*(The Financial Reports now become part of the Minutes)*

### **Communication Committee:**

S. Boeckman reported from the Nomination Committee that they would be sending out a letter to the Homeowners asking whether they were interested in running for the two vacant seats on the Board. Two member of the current Board; Carol Cowling and Bill Farris are seeking re-election, but the homeowners can nominate anyone who is interested. Ballots will be sent out and counted at the Annual Board Meeting December 16, 2014.

### **Ground/Maintenance Report:**

PM Mark Gisch reported:

- One Oak Tree was trimmed, one tree at 1931 Elm will be removed
- Most concrete issues have been completed
- Some gutter issues, and they all have been taken care of or will be shortly
- Peeling paint and deteriorating trim at 1940 Maple. Will get with siding company and find a solution.
- Painting proposed for newly installed Radon piping. Painting color will follow our guidelines.
- Gutter cleaning will be done, then one more leaf mulching and gathering will be done

*The extensive Maintenance Report now becomes part of the Minutes.*

### **New Business:**

A Motion by Palmer and Seconded by Hanson to have Fifteen percent (15%) per annum penalty on Special Assessments. This Special Assessment would also be considered late after Fifteen (15) days from the first of the month. All Ayes. Motion Carried.

Board Member Palmer asked if the newly typed copies of our Declaration of Covenants, Amendment to Declaration and our By-Laws were now up-to-date. Carol Cowling reported that after checking on line at the Polk County Recorder Web Site: the By-Laws have not been Re-Instated as Amended.

Motion by Cowling and Seconded by Lynch to contact our Attorney Qualley and have him create the necessary documents to Re-Instate our By-Laws as Amended. Once that is done, and we have the filed document, more "Red Book" can be printed and distributed to all new homeowners. It would not be a bad idea to get this new version of our Declaration of Covenants, Amendment to Declaration and By-Laws to all homeowners.

**New BusinessCont'd:**

Having current and up-to-date Rules and Regulations to every homeowner of our Association will keep everyone abreast of what is expected from each homeowner. Expenses for printing/distributing will be discussed later.

Please note, at this time, our Attorney will also be making a correction on our 2013 Amendment concerning the Section number. This will be done at his expense.

There being no further business, our next Board Meeting will be December 16<sup>th</sup>, 2014. 7:00 pm. There will be no regular Board Meeting in December, but instead, will use the Annual Board Meeting as such. Motion by Hanson and Seconded by Lynch to adjourn. Adjourned at 6:05pm. All Ayes.

Motion Carried.

**Phone numbers for Board Members are in your Membership List:**

<b>Carol Cowling</b>	<b>2007 Maple Circle</b>
<b>Bill Farris</b>	<b>1915 Elm Circle</b>
<b>Larry Hanson</b>	<b>1902 Elm Circle</b>
<b>Kay Jennings</b>	<b>1925 Elm Circle</b>
<b>Dave Lynch</b>	<b>2020 Elm Circle</b>
<b>Ovie Palmer</b>	<b>1920 Elm Circle</b>
<b>Property Manager</b>	<b>633-7151</b>

Respectfully submitted

Kay Jennings