

## **MINUTES OF OCTOBER 14, 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, Dave Jenkins and Steve Boeckman.

### **Minutes:**

September Minutes of the 9<sup>th</sup> and the Special Board Meeting of the 23<sup>rd</sup> were presented for approval, after being sent via E-Mail. A Motion by Hanson and Seconded by Lynch to approve September 9<sup>th</sup> Minutes. All Ayes. Motion Carried.

A Motion by Hanson and Seconded by Jennings to approve the Special Board Meeting held September 23<sup>th</sup>. All Ayes. Motion Carried.

### **Treasurer Report:**

Having been sent the September Financial Reports via E-Mail. Motion by Jennings and Seconded by Palmer to accept the Financial Reports as presented. All Ayes. Motion Carried.

There was a question on one Mowing Invoice, the date of service appears to be in error. PM Gisch will check with Ultimate Lawn Service and see if mowing did occur on the date stated. He will report back to the Board. Board Member Cowling asked if a line item could be added to our Association Budget Sheet, she asked that **CAPITAL RESERVE** be added.

Board Member Hanson, reported that we had one more homeowner signed up for ACH payments. He paid our Property Tax of \$2.00/yearly. Discussion followed about the Insurance Claim, in reference to 1945 Maple Circle failed sump-pump. State Farm has accepted the claim and issued a check to the Association, which we will in turn pay it to the Homeowner. The Board discussed, but no action taken, about increasing our Monthly Dues by \$10.00. The Association Treasurer and Board Member Hanson checked with our bank, and since we have a universal form, and if the Monthly Dues are raised, the ACH forms we have in place will be used with a new dollar amount. The Association will not have to have new forms signed and re-submitted. The additional monies realized from our possible Monthly Due increase, could be used for our Tree maintenance, and treatment (if necessary) for the Emerald Ash Borer. Board Member Hanson looked into our Lock Box, just to survey the contents.

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

### **Communication Committee:**

President Lynch will prepare our Ballots for voting on new Board Members at the annual Association Meeting on December 16, 2014 in the West Des Moines Library. We have two (2) people on the Board that will be seeking re-election; Carole Cowling and Bill Farris. A Nominating Committee was formed to canvas our complex to see if anyone else is interested in running. A Notice will be posted on our Bulletin Board for anyone who might be interested. Board Member Hanson, Steve Boeckman and Dave Jenkins will be on the Nominating Committee. They can be contacted if any questions arise, or if someone is interested.

### **Communication Committee:**

The 2015 Association Budget will be on the agenda for the November Meeting. President Lynch said that he and Larry Hanson will visit with the 3 Insurance Companies who gave us a quote, to go over some details with each one. We need to make sure we are adequately covered, but not to excess. There was some concern on the Association's part as to our deductibles. They will report back to the Board at the November meeting.

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

- Property Manager Gisch reported on the sewer line blockage at 1900 Maple Circle. The Board along with Mark Gisch viewed the camera footage, which showed 50% blockage. They will call Smith's Sewer Service, get the camera down there and review the blockage. If it is possible, they might be able to rotor-cut the obstruction out and thus solve the problem. In either case, whether we have to dig up or just snake out the blockage, something will be done, to avoid a sewer back up in the homeowner's basement. Where the blockage is located will determine who is responsible for the expense.
- Concrete issues have been addressed. Some have been added, but not before Mark Gisch called the Board Members to get authorization to repair the new requests. Motion by Lynch and Seconded by Hanson to have Terry's Quality Concrete Service to do the work.  
All Ayes. Motion Carried
- Garage Foundation problem at 2027 Maple Circle will be corrected soon. It has been a problem for a while and will be corrected. Homeowner is OK with the solution to solve the problem. But the Service Door will be the responsibility of the homeowner.
- Retaining Wall (concrete) @ 1908 Maple Circle needs to be painted. Mark has the paint that matches the other retaining walls, and will have this done. This is the Association's expense.
- A few trees have needed to be trimmed.
- No rate increase from Ultimate Lawn/Snow Service.
- Will suggest that Heat Tape be installed over the front doors of several townhomes who have an icing problem. Mark is in contact with these homeowners. It is recommended that a roofing professional do the installation of the Heat Tape.
- Will have Gutter Clean out, hopefully before they mulch the leaves one last time. Waste from the gutters is not to be left on the sidewalk/driveways nor on the homeowner's patio/deck.
- One homeowner had concerns, that since he has a lot of leaves, he raked them into a pile near the end of his driveway, and the mower people just scattered them back on the yard. He did find out at our Board meeting, that he can purchase Compost brown waste bags and leave them on the curb for pick-up.
- PM Gisch is going to visit with our Snow Removal Service and ascertain if they are using "friendly" ice melt.
- If there is snow plow damage to grassy areas, it would be better to fix it first thing in the spring rather than not fixing it at all. He will speak with Ultimate Lawn/Snow Service about this

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

**New Business:**

Nominee committee will once again begin asking if anyone from our Association would like to serve on the Board. See “Communication Committee” for more details.

The Board and Property Manager were handed all clean copies of our Declaration of Covenants, ByLaws, and Amended Declarations of Covenants. They have been retyped and proofed. The next step is to contact our Attorney George Qualley, and have the documents filed with the Polk County Recorder. While the attorney is doing this, he will make a correction to our 2013 amendment. His office had a typo of what Section we were amending. He should take care of this legal matter (typo) at his own expense. It was decided to wait and not make any more Red Books available until we had the documents filed. When time permits, these above named documents will be added to our Web Site.

- Also to consider at the November Meeting will be the specific dollar amount needed from our Amendment By-Laws concerning our Month and Special Assessment Penalties.
- Carol Cowling mentioned that there will be a TAG Sale at 1907 Elm Circle on 11-1-2014.

**Old Business:**

Progress on our Insurance, President Lynch and Larry Hanson will visit with the Insurance Companies to clarify any details left undone. *State Farm, Farm Bureau and American Family.*

There is some new information out on Emerald Ash Borer, on treatment of the trees. Meadowpoint Townhome has a lot of older Ash Tree’s, it may not be advisable to treat the trees because of their age. PM Gish informed the Board that some of the homeowners at MeadowPoint would like to **“share”** the cost of putting in a new tree. As a homeowner, they might have a specific type of tree they would like to see planted in the Common Area around their home. With authorization from Mark Gisch, and approval from the Board, such **“sharing”** arrangements would be considered. Taking under advisement would be the size of a full grown tree, the care needed, and the location. The expense would be shared between the homeowner and the Association.

As the result of our 2013 Audit Report Committee, one homeowner will have to be contacted again about reimbursement. (\$272.42) There was a misunderstanding as to what the dollar amount was that the Board was asking reimbursement for. President Lynch will do the contacting and get back to the Board.

There being no further business, our next Board Meeting will be Nov. 11<sup>th</sup>, 2014 at 4:00.  
@ 2020 Elm Circle. Motion by Jennings and Seconded by Hanson to Adjourn. All Ayes.  
Motion Carried. Adjourned at 6:04.

<b>Phone numbers for Board Members are in your Membership List:</b>	
<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