

## **MINUTES OF SEPTEMBER 9, 2014, BOARD MEETING MEADOWPOINT TOWNHOUSE ASSOCIATION**

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

Present were: Lynch, Farris, Jennings, Hanson, Cowling and PM Mark Gisch

Absent: Palmer

In the audience: John Kates and Carroll Witter

### **Minutes:**

August Minutes were presented for approval, after being sent via E-Mail. The Board made one correction and with that correction, a Motion by Lynch and Seconded by Farris to approve August Minutes.

All Ayes. Motion Carried.

### **Treasurer Report:**

Having been sent the August Financial Reports via E-Mail and with no discussion Motion by Jennings and Seconded by Farris to accept. All Ayes. Motion Carried. Board member Hanson reported that all 73 homeowners of our Association are up to date and we are approximately 2/3 of the way thru the year and have spent approximately 2/3 of the Budget. Board member Hanson speculated that IF we raise our dues by \$10.00 (ten dollars), we would generate around \$8640/year. With our Tree Project (because of the Emerald Ash Bore) still underway, this could possibly help with the expenses associated with the removal of trees, buying and planting of the new ones in our Association. No Action taken.

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

### **Communication Committee:**

President Lynch reported to the Board that he has 3 proposals from three Insurance Agencies. Because each Insurance Company insurers differently, it was hard to ascertain which one would best fit the needs of the Association. Board member Hanson said he would take the 3 proposals and visit with an insurance Claim Representative and have her explain which one would be best and why. He will report back at our next regular Board Meeting. President Lynch will mention in our Newsletter about having homeowners check their sump-pump to make sure it is working properly. He will also advise homeowners to check their own supplement insurance coverage, and see if the sump-pumps itself and any and all damages would be covered. We are still seeking members for our Grounds Committee, so far we have Farris, Greenberg and Hoier, it would be nice to have a women on this committee, will ask Carlene Olson and Pat Hill and Lee Williams if they are interested.

We need to have 4 more Red Books printed and they will be available before the next Board Meeting.

## **Ground/Maintenance Report:**

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

These are only the highlights

- Tree replacement, have planted 10 trees.
- Fall Lawn Care and gutter cleaning, also some bushes trimmed.
- Corrected drainage problems at 2008 Elm and one at 1928 Maple  
Also at 1928 Maple, the homeowner asked about extending his deck 3 feet.  
Board denied this request. He may, however, bring his request to re-do his wooden sidewalk before the Architecture Committee and then for Board Approval.
- Some concrete sidewalk areas are scheduled for repair
- Ultimate Lawn Care, no increase in rates so far
- Will do miscellaneous seeding and sod laying @ 1920 Maple, and as needed elsewhere
- Remove Dogwood bushes at 1913 and 1915 Elm Circle. Homeowners will be responsible for replacing these bushes. Motion by Hanson and Seconded by Jennings to approve replacement bushes. All Ayes. Motion Carried
- Previous mention last month, Sewer problem at 1900 Maple. PM Gisch will contact Roto-Rooter and review the pictures taken of the blockage with their camera. He will then make a decision on what is the best way to go. The blockage is approximately 51 feet from the homeowners basement drain. At this point, it is yet to be determined who is responsible for the expense. If, there is indeed a blockage, PM Gisch would like to use Smith Sewer Service for the job.
- Homeowner at 1941 Maple has informed a Board member that a contractor has been hired and cleanup will begin shortly.
- Bee problem at 1904 Maple, PM Gisch will check into this and report back.

It was brought to the Boards attention, that Critter Control is a homeowner's expense. It has been noted that because of an overabundance of birdfeeders at one address, there are more and more critters coming into our area. The Board will draft a letter of concern to the homeowner and remind them that according to our Declarations/Covenants each homeowner is only allowed 2 (two) birdfeeders.

Also, noticed was 2 satellite dishes, one was attached to the roof and the other on the hardi-plank siding. This is also in violation of our Declarations/Covenants. PM Gisch will speak to the homeowners and have the dishes re-located. If there is any damage to the property, the homeowner will have to stand the cost.

## **New Business:**

Audit Committee Report for 2013 Year on the Audit Committee was C. Cowling, John Kates and Carroll Witter they presented their findings to the Board.

Among some of the issues, were a Homeowners expenses which were paid for by the Association. After some discussion it was decided to contact the homeowner for reimbursement. Questions were raised about snow removal twice on the same day and about the cost for our Ice Melt. It was suggested by the Audit Committee that maybe we could buy Ice Melt in the bulk. According to our PM, he was not on the job when the Ice Melt question came to light, but said, that he was pretty sure that Ultimate Lawn Care/Snow Removal Company was buying in bulk, he will check this out before the winter of 2014-2015. There were some concerns about a period in 2013 that our checkbook did not have a running balance, this is no longer a problem, some expense of weed control and fertilizer and whether or not it was needed. There were some delinquent homeowners at the end of the year, but all are now current. The ACH item

fees range from \$30.00 to \$45.00 a month. The Social Committee expense was not off-set by the deposits, as two people cancelled because of illness, but the Association still had to pay for their reservation. The Social Committee needs to discuss these types of issues so in the future the Association Account is not bearing the expense. And finally, the Debit & Credit of the accounts acceptably balanced. All income received was verified by deposit slips/bank statements. All Debits were verified by comparing invoices to check. Upon completion of Audit 2013 Report the Board wanted to thank the Audit Committee for a Job Well Done!!! Motion by Farris and Seconded by Lynch to accept the 2013 Audit Report as presented. Ayes- Farris, Lynch, Jennings and Hanson. (C. Cowling abstained from voting on the 2013 Audit Report because she was on the Audit Committee) Nays: None. Motion Carried. (*Audit 2013 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. It is a 2 year term. Up for re-election are Bill Farris, Ovie Palmer and Carol Cowling. We need to fill two vacancies, and, as of this writing only Bill Farris has decided to run for re-election. Another two items of business for our next regular Board Meeting will be Amending By-Laws concerning our Month and Special Assessment Penalties we need to specify a dollar amount; and make a change from a 3 to 5 Board Members to a 5 to 7 Board Members; both of these changes will have to be filed with the Polk County Recorder.

Board Treasurer Hanson presented the Board with a **DRAFT Budget for 2016**. New this year will be the addition of categories. This will enable our Association Treasurer to charge each expense to the appropriate account. Board Members will review this spread sheet and make recommendations at the next regular Board Meeting. **This is only a DRAFT.**

**We will have Board Elections at the Annual Meeting December 16<sup>th</sup>, 2014 @ West Des Moines Library 7:00pm.** At this meeting we are going to try to have an Insurance Agent present to address the Insurance Policy sump-pump issues and/or any other concerns.

**The Meadowpoint TownHome Holiday Party will be December 9<sup>th</sup>, 2014 @ Echo Valley.**  
More details later.

There being no further business, our next Board Meeting will be Oct 14<sup>th</sup>, 2014 at 4:00.  
@ 2020 Elm Circle. Motion by Jennings and Seconded by Farris 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