

**Meadow Point Townhomes Association**  
**Board of Directors Meeting Minutes**  
**January 20, 2020**

**Present:** Kristine Milburn, Kent Freise, Sara Schlievert, Steve Boeckman, Jim Gammell via teleconference, resident Ladell Gossen, Manager Mark Gisch.

**Location:** 2032 Elm Circle

**Call to Order:** The meeting was called to order by President Steve Boeckman at 4:35 P.M.

**Election of Board Members:** A motion was made by Kent, 2<sup>nd</sup> by Kristine, to elect Steve as President. This motion was approved unanimously. A motion was made by Kent, 2<sup>nd</sup> by Kristine, to elect Sara as Vice President. This motion was approved unanimously. A motion was made by Steve, 2<sup>nd</sup> by Sara, to elect Kent as Treasurer. This motion was approved unanimously. A motion was made by Steve, 2<sup>nd</sup> by Sara, to elect Jim as Secretary. This motion was approved unanimously. A motion was made by Steve, 2<sup>nd</sup> by Sara, for Kristine to serve as member at large and Chairperson of the Communications Committee. This motion was approved unanimously.

**Secretary's Report:** A motion was made by Kent, 2<sup>nd</sup> by Sara, to approve December 2019 Board meeting minutes, this motion was approved unanimously.

**Treasurer's Report:** Financial statements for December 2019, with operating statement for year end and bills paid, and balance sheet were reviewed. A motion was made by Kristine, 2<sup>nd</sup> by Sara, to approve Treasurer's Report. This motion was approved unanimously.

Kent reported that the necessary LOMA review project, conducted by Shive Hattery Engineering Company, to demonstrate that the remaining 8 of 13 units, which have been designated as being in a flood zone, are at an elevation that should allow them to be removed from the government- FEMA- flood plain designation. This project report has been submitted to FEMA, so that we can have 100% of our residences not in a designated flood plain by FEMA.

**Property Manager's Report:** Final, follow-up gutter cleaning was completed in December, along with some touch up leaf clean ups in areas with late falling leaves. Snow removal is on schedule for accumulations over 2 inches, with ice melt products applied to courtyard walks as needed. This most recent storm was challenging, with snow, followed by rain, followed by more snow, followed by extreme winds and extreme cold. Areas will be reviewed for additional ice melt, and melting and refreezing will continue to be a challenge, regardless of volumes of ice melt.

**Communications Committee Report:** A blast email will be sent out for reminder of dues increase. Those on automatic electronic bank bill pay will be automatically adjusted.

**New Business:** Audit Committee appointments. A motion was made to appoint Carol Cowling, Dee Shell, Pat Hill, with Board member representative, Kent Freise, to serve on the audit committee. Steve will verify that these volunteers will be able to serve on this committee this year, and if there are any vacancies, other volunteers will be contacted.

Request by potential home buyer, at 1901 Elm Circle: A potential buyer would like to finish the basement with bedrooms, and has requested permission to install, at their expense, egress windows on the south and east side of this unit, with appropriate city permit and code compliance. A motion was made by Kent, 2<sup>nd</sup> by Jim to approve this project. This motion was approved unanimously.

**Adjournment:** A motion was made by Jim, 2<sup>nd</sup> by Kent to adjourn. The meeting adjourned at 6:06 P.M. The next Board meeting is scheduled for February 17, 2020, 4:30 P.M. at 2032 Elm Circle.