

**Greensboro Condominium Homeowners Association
Meeting Minutes – Board of Directors Meeting
Tuesday, February 27, 2018**

Board Present: Tim Hilger, Arlene Bleecker, Daniela Hofer, Deb Wolkenbrod, and Melissa Burrows

Board Absent: Jane Kaufenberg, Bill Theobald and Cindy Benzaquen

Gassen Company: Shayne Damian, Gassen; Apryl Lamberger; recorder

Other: Ric Hallquist and Brandon Wilt

Homeowner Forum:

Julia Ross – 7421 West Franklin Avenue. Julia has water leaking through her window on the second floor and due to the water intrusion, she is also dealing with damage to her wall as well as mold behind the wall. Management has been working with the owner and Ric has reached out to Stone Valley to inspect the window and give an opinion on the cause of the issue. At this time, the board cannot determination if the window issue is Association responsibility or homeowner. President Hilger said that this may be a caulking issue, which would be homeowner responsibility. Julia's house will be added tentatively to the list for caulking which will be taking place on April 9th. Stone Valley is scheduled to be at the property on Friday, March 2nd.

Julia is also dealing with the main sewer line backing up into her unit as well as her neighbor, Brittney at 7417 West Franklin Avenue. Ric said that the main line has been an issue in the past and the lines were cleaned in January and again in February but since it has still been an issue All Ways drains was on site last week and Ben Franklin will be out this week to give another opinion on the issue. The Board agrees that it is imperative to get the issue addressed and are working to permanently fix the issues.

President Hilger stated during the HIA, while all the drains were scoped only those needing repairs or replacement were addressed. Julia asked if the main line does need repairs or replacement will that cost impact the owners, Tim stated that is unknown at this time as the experts will be out and recommendations will be brought to the board and it will be decided the best approach to move forward. The Board wants to ensure that the owners know this will be addressed and the board understands the urgency of the issues at hand.

Natures Garden LLC

2018 intended projects – Dorothy is looking for direction from the Board for upcoming projects to be completed in 2018.

Louisiana Avenue retaining walls – Units 2004-2022

The Board would like to walk the area with Hage to get an idea of the cost for replacement of patios and replacing/adding sidewalks to complement and improve

functionality as a result of the new retaining walls locations. Tim said there is a lot of river rock in these areas and would like to know if the plan is going to address that. Dorothy stated she is going to try and remove the hard landscaping and replace it with soft landscaping and to allow owners to enjoy their spaces. Pushing the wall and the sidewalks toward Louisiana Ave. will increase the townhomes' front yard spaces. Dorothy will be reviewing our plans with the City and determine if or what level of City approvals we will need.

Overseeding slow grow no mow. Last year there was a heavy rainfall within a week of seeding and Dorothy will need to assess the areas that were seeded to get an exact plan moving forward.

Arlene asked about the overgrowth of plants in the Courtyard. Dorothy's explained that her plan for the courtyard is based on sustainability; which encourages gaps to be filled and eliminates the need for chemical weed removers. With that being said, every plant has a growth rate and she plans around this. If needed Nature's Garden will upkeep with maintenance and clipping. Arlene was also hoping that the courtyard would have more vibrantly colored flowers however Dorothy said that the Courtyard has more shade so she chose plants that thrive in a more shaded environment.

Dorothy is still working on getting the reimbursement check from the Minnehaha watershed for the rain garden and cistern project that was completed in 2017.

Call Meeting to Order:

President Tim Hilger called the meeting to order at 7:28pm.

Approval of Agenda:

Melissa moved to approve the February 2018 agenda as amended below. Arlene seconded. Motion carried.

Additions:

New Business: Website update – Melissa

Committee Reports:

Social: Nothing to report.

Party Room: Nothing to report.

Landscaping: Nothing to report.

Secretary's Report:

Melissa moved to approve the January 23, 2018 Board Meeting Minutes. Deb seconded. Motion carried.

Treasurer's Report:

Daniela walked the board through the audit that Michael Mullen prepared. The audit is broken down by cost centers for both the operating and reserve budget. Greensboro does pay Federal and State tax on unrelated business taxes due to investment income.

Melissa moved to approve the audit prepared by Michael P Mullen. Arlene seconded. Motion carried.

The Board tabled the Dougherty investment discussion to the March meeting.

Daniela stated that the budget has not been entered correctly. Daniela provided Management with corrections.

Melissa moved to approve the treasures report. Deb seconded. Motion carried.

Management Report

Nature's Garden:

Melissa moved to approve the Louisiana Avenue retaining wall project (units 2004-2022) in the amount of \$160,000 (reserve expense), Overseeding (4th year); this is needed due to the heavy rainfall within a week of 2017 overseeding in the amount of \$5,500. (Reserve expense), Cistern planting, finish planting by new cistern to cover and protect the area, in the amount of \$2,000. And the Master plan/tree plan which will review and implement and tree replacement plan in the amount of \$3,000 (operating expense) for 2018 with the decision to revisit the Franklin foundation at the March meeting. Deb seconded. Motion carried.

Greensboro Website:

Melissa provided an update on the website and gave a short presentation on the new look and outlook of the website. The website was structured to accommodate current owners, renters, realtors and perspective buyers. Melissa walked the board through the pages that are being set up within the website. A short presentation will be given at the Annual meeting in April however the website will be live at the end of March.

Amex Stone Ledger Sill proposal:

The Board has received a proposal for the stone sills project that is going to be completed throughout Greensboro. After further discussion the Board decided that the Board wants to enlist the help of a Project Manager. A Project Manager works with the Board to provide knowledge and assistance from start to finish with projects at an association. The Project Manager will gather the scope of work and provide that scope to three (3) vendors to bid on the project. The project manager then reviews the proposals with the board and offers guidance. Once a vendor has been picked, the project manager is overseeing the project so it is completed correctly and in a timely fashion.

Gassen Management does have a Project Management division. Gassen Project Management will present to the Board at the March meeting.

Blue Ox 2018 Proposal:

Daniela moved to approve the Blue Ox rooftop preventative maintenance for the 2-bedroom units in the amount of \$1,687.68 and the 3-bedroom units in the amount of \$2719.04 for a total contract of \$4500.48. Melissa seconded. Motion carried. The Board wishes to include in the contract that if they see any issues within a unit please report to Management.

Emergency Lock boxes:

Deb moved to approve the St. Louis Park Fire Department program to provide lockboxes to owners through the American Legion 282 so that they may remain in their homes safely. The lock box would be installed on the outside of the door in the top left or right corner for use in an emergency. This is a homeowner expense and the cost is \$50.00. Arlene seconded. Motion carried.

Window Caulking project:

Management is coordinating the test project for window caulking to the following units: 7345 Franklin (2bedroom) 2054 Louisiana (3bedroom) and 7414-310 (2 bd condo) 7414-305 (1 bd condo) to be scheduled for April 9th by Stone Valley. (weather pending).

Window replacement:

Management received replacement window costs proposals from New Windows of Minnesota and Pella Windows. The Bids provided had incorrect window numbers, Management will reach out to get them corrected for the March meeting. Management will also be asking Window World for a proposal.

FHA Financing

The FHA application process costs \$700.00 and is valid for three (3) years. This requires of the association include: Fidelity crime insurance to be insure to the level of the reserve account plus 3 months association dues. Fost Choles can provide the additional insurance coverage for the association for \$292.00 per year which includes Gassen Company as additional insured.

Deb moved to approve \$700 application fee for FHA Financing and \$292.00 per year to include Fidelity crime insurance for the Association. Arlene seconded. Motion carried.

MCIOA Requirement- Preventative Maintenance Plan:

The Board received three attorney opinions of the new MCIOA preventative maintenance Statute requirement that the Minnesota Legislature has passed a change that all associations must create, execute and fund a preventative maintenance plan as part of each association's annual budget planning. This new budgeting planning is in

addition to each association's reserve budget planning. All associations must comply by January 2019.

Management will provide a master list of items to be inspected on the property on a monthly, quarterly or annual basis for review at the March meeting.

Detached Garage Reserves:

Management is requesting discussion for the reserve contributions and coordination of maintenance verses replacements for the detach garages on the property.

Tabled to March meeting.

Pending items for discussion and direction:

- a. Board Volunteer time card as recommended by Melissa Burrows- table to March meeting
- b. Water usage update- Table to March meeting
- c. Enclosure for bike racks- Table to March
- d. Tall lights- Ric will be requesting a new quote - Table to March
- e. Courtyard charcoal grills and fire pit-table to March

ADJOURNMENT:

Deb moved to adjourn the meeting at 8:40pm. Melissa seconded. Motion carried.