

**GREENSBORO CONDOMINIUM HOMEOWNERS ASSOCIATION**  
**MEETING MINUTES - BOARD OF DIRECTORS MEETING**  
**MEETING - Thursday, March 19, 2015**  
**Party Room, 6:30 pm**

**Attendees:**

**Board Present:** Tim Hilger, Cindy Benzaquen, Daniela Hofer, Jane Kaufenberg, Bryan Johnson, Mark Stilley, Luke Juhl

**Board Absent:** Dave Waller, Jolene Tanner

**Gassen Company:** Nancy Lewin/Manager, Rick Hallquist, Jordan Christopherson/Minutes

**Other:** St. Louis Park Police Officer

**Homeowner Forum, 6:30 pm**

Question on date/location of Annual Association meeting – being held on April 16 at the Wooddale Lutheran Church, Wooddale Ave, SLP (southeast corner of Hwy 100 and Excelsior Blvd), behind (south side) of Hoigaard's.

**Call Meeting to Order: 6:56 pm, Board Quorum established**

**Approval of Agenda:** Additions to agenda: club room renovation (Daniela), 7318 rental unit update (Tim), blankets and towels for staff (Nancy), Orion's phone (Nancy). Jane makes motion to approve the additions to the agenda, Luke seconds, all in favor, motion carries.

**Committee Reports:**

- A. **Social Committee-** Rosie stated that she does not know if she will be bringing food or coffee to the annual meeting. Nancy stated that she will help out since many of the social committee members are not available to help out at this time.
- B. **Landscape Committee -** Dale Thompson (7349 W. Franklin) stated that Pat Warner has stepped down as Chair of the Committee. However, she'll remain active on the Committee. Deanna Anderson (7412, #105) and Dale Thompson are Co-Chairs of the Committee. Committee has eight total members so far. Landscape designer was hired in 2014 and is working on a five year plan to update the aesthetic value of the property grounds. In 2015, many projects are open for review/discussion.
  1. **Hardscape-** Replacing the retaining wall located on Louisiana which is rotting away. Plan is to possibly replace it with diamond block. Also, irrigation system and the water meter part of upgrades.
  2. **Softscape-** Includes tearing out, improving soil, mulching and pruning. The committee will work on collecting bids for spring and fall shrub pruning, as pruning was removed from the lawn care contract. The committee is working on plans with Dorothy (designer) to create plans for a rain garden, with half of the funding coming from the Minnehaha Watershed District. Dorothy has also proposed the removal and replacement of diseased trees. Other possible projects include the addition of river rock top dressing and replacement of landscaping edging. The plan is to install "slow grow-no mow" grass seed in the fall. This will reduce the weeds, Kentucky Blue Grass and patchy areas where grass is not growing.
  3. Bryan Johnson expressed concern for the plants in the condo courtyard. Dale Thompson advised they will address the concern at a future Committee Meeting. The plants are likely past their useful life.

Approval of Committee Reports: Motion to approve by Jane, seconded by Luke, all in favor, motion carries.

### **Approval of February Secretary's Reports:**

- **Acceptance of February 19, 2015 Minutes-** Presented by Jane. Clarification on previous minutes for who made first motion(s) from last meeting. Motion to approve as amended by Bryan, seconded by Cindy, all in favor, motion carries.
- **Acceptance of February 19, 2015 Executive Minutes-** deleted from agenda. This was a discussion only session that took place.

### **Treasurer's Report:**

#### **Acceptance of December Year End Financials, Pending**

- Per Daniela - Auditors are currently working on the 2014 audit. Nancy advised the draft should be available end of week of 3/23. Audit will be available for the annual meeting and posted on the website. Tim requested that Daniela present a power point presentation for the annual meeting. Tim stated that the reserve account is up almost \$50,000.00. Tim also stated that the delinquency report has significantly improved after funds have been collected from delinquent accounts. Bryan stated his concern for the rise in gas/utility costs. Daniela stated that the budgeted number was based on average monthly usage from 2014 and that utility bills could be adjusted if the Association chose to look into replacing the light bulbs in the condo buildings.

Bryan makes motion to approve February treasurer's report, Cindy seconds, all in favor, motion carries.

### **Management Report:**

#### **Action items:**

#### **1. Confirm April Board Meeting (in additional to Annual)**

- a. Nancy stated that the Association is contracted for a Board meeting after the annual meeting. Tim stated that this is a meeting that has been held in the past after or before every annual meeting to take care of some business before the next meeting in May. Tim's recommendation is to hold a meeting on April 9<sup>th</sup>. Nancy will not be able to attend this meeting, along with a few of the Board members. Daniela raised concern about having an assistant at the meeting to take minutes. Nancy will make sure Jordan or another assistant will be able to attend.

#### **2. Sweeping Bid, Parking Lot**

- a. Tim approved Curb to Curb bid for \$995.00 previously. Luke made a motion to formally approve, Jane seconds, all in favor, motion carries. This will take place in mid to late April. Nancy stated that they need at least 3 business days for notification to homeowners and renters.

#### **3. Hauck Plumbing Bid**

- a. Tim approved this bid previously for \$342.00 (7316 #203). Motion to formally approve by Luke, second by Jane, all in favor, motion carries.

#### **4. Retaining Walls/Asphalt Assessment Bids**

- a. Tim previously approved engineering bid from Encompass for \$750.00 to inspect the retaining wall and give recommendations to the Association. Daniela raised concern that the retaining wall is not scheduled in the reserve study to be repaired and/or replaced until 2017, but that this inspection will give the Board an idea of how long the repairs can

wait. Cindy makes a motion to formally approve, Daniela seconds, all in favor, motion carries.

- b. Proposals to inspect the asphalt roadways/drives and give recommendations on how to properly maintain this large asset. The proposed quote is \$650.00 from Encompass, and Asphalt Associates will complete an inspection free of charge based on their knowledge as an asphalt install/maintenance company. Tim recommends that because of the roadways/drives being a large asset that the Board choose to do both inspections. Mark makes motion to approve, Cindy seconds, all in favor, motion carries.

**5. Farmers Insurance, Short Term Premium**

- a. Item was tabled from last month's meeting. Motion to move the master policy renewal to January 1<sup>st</sup> by Jane, second by Luke, all in favor, motion carries.
- b. Greensboro Board had requested additional employee dishonesty coverage for their large reserve fund exposure. Daniela requests that this topic be moved to the executive session.

**6. Hage Concrete Bid**

- a. Proposal to replace the shared stoop at 7335/7339. Nancy stated that she and Rick looked at it before the meeting and that no further repairs are necessary. Caulking job by Rick filled in the cracks and looks professionally completed.
- b. Further Hage concrete proposals for replacements were provided in the management report. Daniela motioned to table this item and possible have these repairs completed in 2016, second by Bryan, all in favor, motion carries. Board and Rick to assess areas to prioritize. Then Hage will rebid.

Motion to accept the management report: Motion made by Bryan, second by Cindy, all in favor, motion carries.

**Old Business:**

- 1. Board hired Gassen Rental to rent out/manage the Association owned unit in 7318 building. Gassen has this unit on the market and will inform the Board when the unit has an accepted lease agreement.

**New Business:**

- 1. Club Room Renovation: Daniela is concerned that this project has not started yet and is worried that it will interfere with pool season in a few months. This project will mostly entail a décor change. Tim recommends that the Board hire a designer to make suggestions within the budget. Tim will be the head of the project and bring design options back to the Board. \$24,496.00 is currently budgeted to complete the upstairs renovations, and \$24,500 is budgeted for the downstairs. Motion made by Jane to allow Tim to spend up to \$2,000.00 (taken out of budget) to hire an interior designer, Mark seconds, all in favor, motion carries.
- 2. Nancy stated that there is concern with Rick not having blankets or towels when he has to stay the night. Nancy recommends that the Board agree to purchase blankets and towels for only employees to use. Luke makes the motion that the Board spend up to \$200.00 on these items, Bryan seconds, all in favor, motion carries.
- 3. Nancy stated that Orion's phone can be temporarily shut down while he is deployed. Rick stated that this will save \$300.00 during the time he is gone (180 days). The office and Orion's numbers are forwarded to Rick's phone. All Board members agreed.

**Confirmation of Next Board Meeting Dates: (4/16 annual)-** Again, April 9<sup>th</sup> will be a special working Board meeting. Tim stated the importance of collecting proxies by knocking on doors in

order to meet quorum for the annual meeting. Daniela recommended this information be posted on the Greensboro website. Three board positions are up for election.

**Adjournment:**

**Motion to adjourn at 8:07PM by Cindy, seconded by Bryan, all in favor, motion carries.**

**Submitted by Jordan Christopherson, Gassen Management**