

**GREENSBORO CONDOMINIUM HOMEOWNERS ASSOCIATION  
MEETING MINUTES - BOARD OF DIRECTORS MEETING  
MEETING - Thursday, April 9, 2015  
Party Room, 6:30 pm**

**Attendees:**

**Board Present:** Tim Hilger, Daniela Hofer, Jane Kaufenberg, Bryan Johnson, Mark Stilley, Jolene Tanner

**Board Absent:** Cindy Benzaquen, Luke Juhl, Dave Waller

**Gassen Company:** Jordan Christopherson (Minutes)

**Other:** Rick Hallquist (maintenance)

**Homeowner Forum, 6:37 pm**

Mr. Wolkenbrod from 7312 #310 had questions about the cracks and sinking in the cement sidewalks and the warranty. Tim stated that the company who did the replacements did not warranty the work because of the poor sub soils. The Board stated that this is an ongoing issue that will continue to be fixed as needed. The 7414 building will have repairs completed where the cones have been placed, and possible sand-jacking will take place to help level the sidewalks. The Board also stated that they will be doing a spring walk through to identify the issues around the property, including the concrete.

Mrs. Wolkenbrod from 7312 #310 had a question about the grass replacements around the property. Tim stated that Greensboro has Kentucky blue grass on the grounds, which causes problems with growth, pooling, etc. Dorothy Pederson was hired (landscape specialist) and provided suggestions including "slow grow no mow" grass that will be placed throughout the property in the fall of 2015. This will require less watering, mowing and maintenance in the long run. The Board is also looking at applying for a rain garden grant thru the Minnehaha Water Shed District which encourages these type of landscaping features.

Deanna Anderson in the 7412 building had a question about not having good air flow and ventilation in the hallways. Rick stated that there is an air intake and vent system on the roof. These vents will be cleaned out in the spring.

The Board stated that all maintenance concerns should go through Nancy (Gassen) so that she may coordinate with Rick to get work orders processed. Gassen has implemented a fully functioning work order tracking system now at Greensboro. Contacting Nancy will initiate a traceable work order, which has been working successfully over the last few months.

Tim briefly explained the maintenance responsibilities of both the condominiums and the townhomes to clarify for the homeowners present specifically in regards to sheetrock and repairs.

**Call Meeting to Order: 6:56pm, Establish Quorum**

**Approval of Agenda:** Proposed additions to agenda: May Board meeting date set (Daniela); 7318 #203- rental unit update (Tim); Non-compliant storm doors (Tim); 7209-7235 Non-compliant color changes to front doors (Tim); Outdoor entry lights (Tim). Motion to approve by Bryan, seconded by Mark, all in favor, motion carries.

**Committee Reports:**

**A. Social Committee-** None.

**B. Landscape Committee-** Deanna Anderson (7412 #105): Committee met April 8 and decided there will be a community clean up date (get to know your neighbors, pick up trash, volunteer hours). This will be on April 25<sup>th</sup> from 8:30AM-10:30AM. Deanna will have fliers printed out and distributed to homeowners/posted around the property this weekend. Deanna also stated that the committee has some questions out to Dorothy about costs and planning for the proposed landscaping.

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

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

- **Acceptance of March 2015 Minutes-** Motion to approve by Jolene, second by Mark, all in favor, motion carries.
- **Acceptance of March 2015 Executive Minutes-**

**Treasurer's Report:**

- **Acceptance of March 2015 Financials-** Daniela gave a report regarding the February and March reserve financials. Signature Bank reports were not available from Gassen in time for this earlier than normal BOD meeting. Daniela also stated that a few adjustments were made to the reserve accounts.
- Dougherty reported that the three mutual funds the Association has comply with the investment policies. The audit report is still being finalized and final numbers are not available yet.
- Motion to approve by Jane, second by Bryan, all in favor, motion carries.

**Management Report:**

**(Status Items Discussion)**

1. Rick stated that the engineering firm, Encompass, has looked at the areas of concern on the retaining wall and that summary reports will be sent to Nancy. Tim stated that Encompass (and also an asphalt company) will be looking at the asphalt to obtain recommendations on how to properly maintain this large asset. This report should be included in the next management report.
2. Rick stated that the roofing company (Mint Roofing) has 4-5 buildings to go until their work is complete. Their progress has been delayed due to the rain. The company has taken down abandoned satellite dishes that have been disconnected and left on the roof. The Board is happy with the results of this clean up. Daniela clarified that this work is part of the contracted roof maintenance the Association has with this company. Rick stated that this is correct. Rick also stated that over the past year, he feels Mint Roofing has been out to the property for water leaks far less than previous years.
3. Daniela asked Rick if the trap/bait results of the pest control provided improved results. Some Board members stated they felt the traps helped, however, others felt it did not work as well.
4. Daniela asked about Rick's boiler license expiration date. Rick stated that this has been updated and he will inform Nancy to make the correction.

**Action items:**

1. **Brick Repairs:** Rick has not heard anything from the company (DMR) yet, nor has the Board received anything from Nancy. This will be discussed at the next meeting.

**Old Business:**

1. Each meeting starting in May will be the 3<sup>rd</sup> Thursday of the month (beginning now and carrying into next April). Motion made by Daniela, seconded by Jane, all in favor, motion carries. Nancy to insert dates into calendar. Dave Waller will complete these changes on the website.
2. Daniela stated that the calendar lists property insurance needs to be updated in June. Nancy to change insurance date on the calendar accordingly.

3. Daniela stated that the lawn and snow contract expires 10/31. Board to review the work during this summer to decide if they will want to renew in October. Landscaping committee will give a report to the Board on how they believe the vendor did this past year.
4. Rick stated that there will be a spring clean up by the lawn and snow vendor before the end of this month, but a formal date has not been set yet.
5. Rick will be posting notices that if owners are behind in dues they will not be able to use the pool. He also noted that he installed LED lights in the community room. The money spent to upgrade these lights will pay for itself in 9 months. The biggest cost savings will be in the garages and the community room due to the accessibility to read the meters.
6. Rick stated that with Orion gone, he works about 7-10 hours a day. He will inform the Board if he feels he cannot manage the hours.
7. 7318 #203- Tim stated that there have been 4 showings this week. Mitch (rental agent) feels it will rent fairly quickly.

**New Business:**

1. Tim stated that there are issues with homeowners in violation of having the wrong front door and screen door colors. Tim stated that these owners should be sent a letter after Nancy creates an audit/list of the townhome doors. Once the list is received, the Board will discuss what actions they would like to take, which will likely be sending violation letters. Tim also stated that, in the row of 2 Bedroom Townhomes, 7209 -7235, the exterior front entry lights are being hit by the storm doors causing damage to the storm doors. This row of Townhomes is unique with the only side wall mounted front door lights. The other 2 Bedroom Townhomes in Greensboro have ceiling mounted “dome style” lights. The sidewall mounted lights will be replaced by a low profile wall mounted light. Gassen will select an appropriate style of wall mounted light. Daniela stated that the storm door, front entry door and proper color for the doors specs should be listed on the website along with the architectural change form. Daniela suggested this information should be passed along to homeowners as a reminder at the annual meeting.
2. Jane stated that homeowners have concerns that they cannot hear at the annual meeting. Rick to check with Nancy to see if a microphone can be used at the meeting.

**Confirmation of Next Board Meeting Dates:** April 16<sup>th</sup> is the annual meeting. Next Board meeting will be May 21<sup>st</sup> (working meeting).

**Adjournment:**

Motion to adjourn at 7:57PM by Bryan, second by Jolene, all in favor, motion carries.

**Submitted by Jordan Christopherson (Gassen Association Manager)**