

Pinebrook Meadows Owners' Association Annual Meeting

Sunday, March 10, 2024

Community Activity Center | 5600 85th Avenue N. | Brooklyn Park, MN 55443

Grand Room | 1st Floor

4:00 pm – 5:30 pm CT

Agenda:

The meeting began at: 4:00 pm CT

1. Introductions/Attendance

- Jamie Mersola, Kristen Pavelka, Stanley Walton (PHONE), Mandi Laver (PHONE), Amy Bottger, Cynthia Welle, Brian Welle, Woodrow Piner, Tou Pha, John Pechtcl, Robert O'Keefe, Chris Burns, Ryan Johnson, Jodi Johnson, Chris McMorris, Beau Willar, Katie O'Keefe, Valeriu Perju, Oxana Perju

2. Old Business

Budget

Review of financial statements:

- Income shows above average due to delayed invoicing for 2023 dues, will show receipt of 2023 and some 2024 in 2024
- Kristen Pavelka reviewed the financial statements and indicated that there will be a split of the legal expense over 2023 and 2024. The legal expenses were incurred in 2023, but fully recovered in 2024.
- Landscaping Fees: We have severed our partnership with Green Dynamics due to poor performance. The HOA has disputed the charges since Green Dynamics did not provide the services expected per the contract. The HOA is in the process of receiving bids for a new landscaping company and current bids received are higher than Green Dynamics.
- Community events listed and paid for included National Night Out, the Annual Meeting, and National Clean Up day.
- 25% of homeowners still have outstanding dues as of 3/9/2024
- Accounts Receivable back to pre-pandemic levels, much lower % of total budget than historically (used to be equal to or greater than total budget prior to 2019)

[Homeowner Questions:](#)

- a) What are legal fees? The legal fees are collections on outstanding homeowner accounts.
- b) What does the HOA use for accounting purposes? QuickBooks, and we did hire an accountant for the initial transition from Omega to help with the setup
- c) What are the apps listed on the budget? This line item includes QuickBooks and Go Daddy for email and website hosting.
- d) What are bank fees and service charges on P&L? Service charges incurred from Omega for processing transactions (was how they were transferred over)

3. New Business

a. Security Signs Policy Vote:

- Jamie Mersola recited the current Covenant that references Signs (Article VI, Section 11. Signs), no sign of any kind shall be displayed to the public view on any Lot except as follows:
 - o One sign no larger than 6 square feet in area may be placed on each Lot advertising the Lot for sale, unless the Lot is a corner Lot, in which case one such sign for each side of street frontage is permitted.
 - o During the initial construction and sales period of the Subdivision, one additional sign no larger than 36 square feet in area may be placed on any Lot containing a model home.
- The Board of Directors proposed to amend the Covenant to allow security signs in the neighborhood as follows:
 - o One security sign no larger than 18"x18" and no higher than 3 ft in total from ground to top of sign may be placed in the homeowner's front yard, no further than 15 feet from the residence. The security sign needs to be branded signage constructed of plastic, steel, or aluminum. No personally constructed security signage will be permitted. Any deviation from the aforementioned criteria will be subject to review and approval by the Architecture Committee prior to placement. The architecture committee and the board have the right to refuse placement if the requirements are not met.
- Security Sign Vote: Passed (including votes received prior to the meeting)

Homeowner Questions:

- a) Is adding a sign on my front porch considered a violation? The HOA can differentiate between a sign vs a piece of home décor. Home décor is not a violation. Any sign other than a For Sale sign is prohibited.
- b) Is a landscaping sign that says 'this lawn has been treated' a violation? These temporary signs are not considered a violation.
- c) What does the HOA do regarding homeowners that keep birthday signs and balloons up for a month or longer? Homeowners are welcome to have a discussion with their neighbors to remind them to remove signs and/or balloons. If they are not removed when the HOA does their neighborhood walkthrough, then that homeowner will be assessed violation fees until removed.

b. Discussion on Options for Secure Mailboxes:

- Jamie Mersola presented the following options to homeowners.
 - o **Option 1: *Mailbox Inserts*** - We will offer homeowners the option for inserts at their own expense (approximately \$40).
 - o **Option 2: *Alternative Locking Option*** - We can provide the Association approved model to homeowners and they can choose to replace it themselves with a locking box. The Association will pay to cut the posts off the mailboxes and will make room for a comparable model locking mailbox (approximately \$72).
 - o **Option 3: *Special Assessment for Box Replacement*** - A more substantial/locking mailbox that would be paid by the HOA with a one-time special assessment. The special assessment of \$75 would be included on next years' dues and would need to be approved by a vote of 2/3 (Article VI, Section III). The HOA will cover the cost of installation. Mailbox replacement and/or painting can be done during Spring Clean-up day.

Homeowner Questions:

- a) Regarding Option 2, do the homeowners need to buy the mailbox on their own or would the HOA purchase it and bill the homeowner? The expense for Option 2 is a homeowner expense and the HOA will send an email to all homeowners with a link to the approved mailbox.

Resolutions:

- 1) We will finish the staining this spring, Cynthia Welle offered to help finish the project (we will provide higher quality brushes 😊); the Architecture Committee will help with removing the mailboxes to make the project easier
- 2) The members present agreed we should leave mailbox options up to the homeowners (Options 1 and/or 2) – we will provide links for workable options in the newsletter and on the FB page
- 3) Robert O’Keefe suggested sharing the USPS Informed Delivery Service in the upcoming newsletter to further assist with mail security – we will provide in the newsletter and on the FB page

c. **Landscaping Update:**

- The HOA has been receiving bids for a new landscaping company. Northern Roots turned us down and Rock Solid was not cost effective. Additionally, some companies won’t provide us with service because we are too large to be considered residential and too small to be considered commercial.
- Jamie and Stanley received a reasonable bid and will provide further information. We may split lawn care services and fertilizing services to receive better service and lower rates.
- Additional recommendation of Lynde’s Landscaping was provided by Amy Bottger for further exploration.
- Discussion held regarding current common areas and how they are maintained. The berm is considered the responsibility of the homeowner however the HOA is currently covering the cost of the landscaping since the homeowner is not maintaining it. Do we need to modify the Bylaws to determine what is considered a ‘common area’ so that all homeowners are not paying for services that are the responsibility of individual homeowners?
- Next Steps: The HOA will notify the affected homeowners that they are responsible for the common area associated with their property (berm along 97/Noble). If they do not maintain the areas, this could escalate to a City violation. The HOA can move forward with determining ‘common areas’ in the meantime to determine either special assessment or amendment to the Covenants.

d. **Additional Topics:**

- Tree trimming occurred within the neighborhood and City did not notify the HOA. Homeowners were dissatisfied with the tree trimming because it was occurring on Association property and not properly done/without notification
- Ongoing violation discussion – The HOA is working with the City on several of the more difficult homeowner issues such as inoperable vehicles, oversized vehicles, etc.
 - o The vehicles sitting in driveways with flat tires keep receiving violations and they keep paying their violations.
 - o If we wanted to create a new set of rules with an increasing violation fee, we can, but would need to be done with a vote
 - o Suggestion provided for city escalation – attending City Council meeting to get it recorded in the minutes

Homeowner Questions:

- a) What would it take for the Association to be able to reduce the Annual dues? Standard practice would mean that the Association would need to have enough money to replace our assets (landscaping) and maintain operating expenses. This would be ~ \$20K that would need to remain in surplus and not be spent. Any special projects would need to be paid for with a special assessment.
- b) Privacy fences – All fencing needs to be approved by the Architecture committee.
- c) Do solar panels need Association approval? Yes, the Architecture company can provide approval.

e. Board Election

- Kristen Pavelka asked if there is anyone who would like to volunteer to be on the Board.
- There were no nominations for a new Board member.
- The meeting concluded at 5:51 pm CT.