

**TRADITION TOWNHOMES ASSOCIATION
SPECIAL BOARD MEETING MINUTES**

February 12, 2024

TRADITION CLUBHOUSE

CALL TO ORDER: 6:00 PM

BOARD MEMBERS PRESENT: John Collins, Jim Hoffmann (via phone), Ed Larsen, Dennis Pate and Debbie Ver Ploeg.

NEW BUSINESS:

1. President's Topics– John Collins

A. After the Board reviewed snow removal and lawn care bids for 2024, it became clear to all that the same vendor for both would be best for our community. Dennis Pate moved that we hire Etch Outdoor Living to do both our summer 2024 lawn service and 2024/2025 snow removal. Motion was seconded by Debbie Ver Ploeg. Discussion of options of service led to Proposal #3961 for Lawn Maintenance including the optional service of Landscape Pre-Emergent Application to come out of the Landscape budget and Proposal #4051 for 32" snow removal including the Optional Service for Parking Lot and Drive Lane De-Icing being the options of choice. Motion carried 5-0. There being a timeline on procuring lawn care service, the Board authorized Jeff Horner to sign both proposals as soon as possible.

B. After discussion of finances and near future money needs, it was moved by Jim Hoffmann and seconded by Debbie Ver Ploeg to open two (2) \$25,000 CDs with money in the reserve fund.

C. All agreed to hold the publishing of minutes of this meeting until at least after the February Board meeting in order to avoid any possible conflicts of interest with current vendors.

2. Jeff Horner from Property Management-By Design (PMbD) was in attendance.

A. He showed the Board many of the reports that are created by PMbD and available to the Board.

B. He also gave us advice on several topics including giving the Board Treasurer the task of auditing these reports and sending the monthly summary report to members of the community. He also gave us advice on the topic of CDs as well as his opinion on snow removal and lawn care bids.

ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:38. Motion carried 5-0.