The Colony at Edina Board Meeting Minutes

January 21, 2019

**Opening**

The regular meeting was called to order at 7:04pm on November 19th, 2019 in The Colony Commons by Jeff Hamm.

**Present**

Jeff Hamm, President; Mariah Shriver, Treasurer; Natalie Ionescu, Secretary; Kelly Neff, Hailey Ciardelli, Cindy Schneider, Michelle Blessing, Karen Snyder

**Absent**

N/A

**Approval of Agenda**

The agenda was unanimously approved as distributed.

**Approval of Minutes**

Hailey motions to accept the November minutes and Mariah 2nds. The minutes of the previous meeting were unanimously approved as distributed.

**Action Items**

* Mariah reviewed Treasurer’s Report
* Mariah created a Treasurer Process (handout)
  + Proposal to have a third person do banking reconciliation for internal control – Michelle is currently doing this work.
    - Kelly volunteers to conduct a monthly second spot check of the reconciliation completed by Michelle (minimum of three checks/month) – Jeff motions to approve and Mariah seconds
* Michelle reviewed Management Report
  + Michelle has been spending a lot of time lately reviewing our financials and completing year-end paperwork
  + A few homeowners would like to keep their vehicles parked in spots for longer than 72 hours
    - Michelle will suggest public storage options for vehicles that people do not want to put in garages
    - A fine will be enacted for cars left longer than 72 hours ($60/car/month) and then towed after 3 months
    - Board members will continue to email Michelle with information regarding vehicles that should be tagged
  + Michelle will talk to Lundseth and try to arrange a scheduled road clean-up – for example, people cannot part on x road on x day so a cleaning can take place without vehicles in the way
  + No Parking signs were free of charge and are on their way (yay!)
  + Sidewalks are being assessed – more to come next month
  + Architectural Change Request form is still being developed
  + Still need to do an audit on pet and renter info
  + Need to get a new contract with our landscape service

**Old Business**

* Fines will start being enforced for smokers that have received warning letters and continue to disrupt neighbors – suggest purchasing air filters
* Michelle is going to create escalating fine structure for rule violations
* Tree removal assessment will start again in the Spring
* Annual Meeting
  + Proposed changes to governing documents
    - Change date of annual meeting to a weeknight at 6:30/7pm
    - Adjust number of people necessary for a quorum – suggest lowering it to 45%
    - Remove age restriction from the by-laws
    - Adding verbiage on paying dues monthly or yearly in the by-laws
  + Will dedicate next working session: Thursday, February 6th at 5:30 to discussing the annual meeting and what governing document changes we’d like to propose
  + Michelle will try to find box of old documents
* Mac’s replacement
  + Proposal to hire a second full-time maintenance person that will also do the cleaning – Kevin and this second person could do the stair project instead of outsourcing
  + Michelle will analyze various options and what each would cost
* Cady cleaning proposal came in at $1850/month – Michelle can vouch for them and believes it would be better service than Vanguard currently provides – Mariah motions to approve and Hailey seconds
* DSI contract
  + Old contract from 2014 has been updated – Michelle was able to obtain a small discount and dumpster wheel replacement
* Discuss/vote on sound wall for the “lilac area”
  + Whether we should move forward with applications to obtain sound wall or partner with Community Roadside Landscape Partnership Program
  + Sound wall would be $900,000 – homeowners would be assessed 10% ($90,000) of this cost over the course of 5 years – Cindy motions to vote no on the sound wall and Hailey seconds
  + The Community Roadside Landscape Partnership Program application is free of charge and would provide us with landscaping guidance – Natalie motions to vote yes on application and Karen seconds

**Adjournment**

Meeting was adjourned at 8:36pm, motioned by Mariah and 2nd by Hailey. The next meeting will be at 7:00pm on February 18th in The Commons.

Minutes submitted by Natalie Ionescu