

The Colony at Edina Board Meeting Minutes

January 19, 2021

At the virtual open forum, Carl Follstad would like to research a solution for charging electrical cars on Colony property.

Opening

The Zoom virtual meeting was called to order at 5:30 pm on January 19, 2021 by Jeff Hamm.

Present

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

Absent

N/A

Approval of Agenda

Jeff added some topics to new business and the agenda was unanimously approved.

Approval of Minutes

Jeff motions to accept the November 2020 minutes and Mariah 2nds. The minutes of the previous meeting were unanimously approved as distributed.

Treasurer's Report

Account	Balance
Operating Checking	\$ 294,728.68
Operating Reserves (Quarters)	\$ 50,976.26
Western Reserves	\$ 305,195.20
Beale CD & Savings	\$ 244,941.36
Beale Savings	Coming Soon

Reserve Projections:

Bank	Balance	Exp Withdrawals	Exp Contributions	End of Year
Western	\$ 305,195.20	\$ 0	\$ 0	\$ 305,195.20
Beale	\$ 244,941.35	\$ 0	\$ 0	\$ 244,941.35
				\$ 550,136.55

- Accounts Receivable
 - Last homeowner with large balance reached out to attorney to discuss
- Review of Budget info
 - Final budget sent to Board 12/31/2020
 - Categories with Flex finalized, can be adjusted if needed
 - Current year budget only significantly overbudget area is professional cleaning services, but waiting on report from the City about the water meter that was not working appropriately

Management Report

- Tom Bell has completed the interior corridor and unit door painting in 6300 Barrie Road cluster building
 - The entrance doors will be painted in the Spring when there is warmer weather
- Maintenance position has been posted on Zip Recruiter, Indeed, and Craig's List
 - Add more information about cleaning job responsibilities to make it very clear that ~50% of time will be cleaning (i.e. vacuuming communal areas, cleaning laundry rooms, etc.)
 - Michelle would like to move forward with a temp-to-hire option with Atlas Staffing
 - This is a 3-month commitment
 - Mariah motions that Michelle can go ahead and work with Atlas Staffing to hire a temporary employee, Sue 2nds. Approved.
- We need some HR consulting services available when we do get our next employee
 - ADP HR Specialists would be available to us for \$20/pay period
 - Let's keep this in mind for the future
- The parking lots were cleared and salted on January 13th and 14th
- 2019 audit is complete, and Michelle is getting ready for the 2020 audit
- Kinetico Water softener pilot update (started in the 6300 cluster in August)
 - The pellets are more expensive than traditional salt
 - We have not experienced cost savings – not the 50% we were hoping for
 - We own the Kinetico unit so don't have to pay for monthly rentals
 - We will continue to monitor the situation and see if there are any cost savings moving forward
- City of Edina has copied The Colony's utility blueprints as they trace water sources for buildings that do not have meters
 - July invoice was way off
 - Results show that the meter in the north gallery went down around July 2020 – resulting in inaccurate billings
 - The city has ordered a replacement meter and will install upon receipt
 - We've asked for 48 hours' notice due to water service disruption that will occur during replacement
- Remove one dumpster in the South gallery
 - We would save \$150-200/month by returning it to DSI
 - Mariah motions to approve removal of second dumpster and Natalie 2nds. Approved

Action Items

- Michelle will move forward with Atlas Staffing and the temporary employee

New Business

- 2021 annual meeting
 - Let's do this in June when the weather is warm enough to sit outside safely in a gallery garage
 - Michelle will reach out to some homeowners and see if we can find a microphone
 - We need to really advertise this year
- Pool opening
 - Michelle will look into Edina regulations/requirements and prepare accordingly so we can open the pool this summer...yay!
- Parking
 - Is there any room for more on-site parking?
 - There may be space for 2 more spots by Jeff
 - Jeff and Hailey will scope the property this weekend
 - Could we arrange approved parking options for residents that travel and park their car outside?
 - Put a communication about this in the next newsletter

Adjournment

Meeting was adjourned at 6:15 pm motioned by Mariah and 2nd by Cindy. The next meeting will be on Tuesday, February 16th at a time yet to be determined.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

February 16, 2021

At the virtual open forum, Carl Follstad would like to research a solution for charging electrical cars on Colony property.

Opening

The Zoom virtual meeting was called to order at 5:18 pm on February 16th 2021 by Jeff Hamm.

Present

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

Absent

N/A

Approval of Agenda

Jeff motioned to approve the agenda and Mariah 2nds

Approval of Minutes

Mariah motions to accept the January 2021 minutes and Kelly 2nds. The minutes of the previous meeting were unanimously approved as distributed.

Treasurer's Report

Account	Balance
Operating Checking	\$ 241,386.90
Operating Reserves (Quarters)	\$ 55,027.19
Western Reserves	\$ 495,887.51
Beale CD & Savings	\$ 157,321.86
Beale Savings	\$ 95,806.77

- Accounts Receivable
 - Resolved to accept Homeowner catchup proposal
- Beale CD – Mariah will do some research and send information to the group regarding renewal
- Audit will start in February and be ready for the annual meeting

Security Committee Report

- Sue will work with Michelle to set up a Zoom meeting with the committee to talk about recent break-ins
- Sue + Team will work with Beau (Edina Police) to come up with safety tips for the annual meeting

Management Report

- Gallery call boxes ordered and anticipate installation within week or so
 - Amazon will be paying vendor directly
 - Cindy is going to look into potential Amazon lockers
- Steffan Davis started 2/15
 - He is currently stripping wallpaper

- Insurance broker putting together proposals for policies coming due in April
- Worker's Comp policy expires in October
 - ADP has quoted a great rate, do not have to wait for current term to expire
 - Michelle will reach out to American Family to compare
- Office procedures manual is in progress, will then get started on Maintenance manual

Action Items

New Business

- Pool opening
 - There are still strict requirements this year (Covid)
 - We will likely need a reservation system and volunteers to monitor
 - Michelle will look into fob idea

Adjournment

Meeting was adjourned at 5:56 pm motioned by Hailey and 2nd by Sue. The next meeting will be on Tuesday, March 16th at a time yet to be determined.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

March 16th, 2021

Opening

The Zoom virtual meeting was called to order at x pm on March 16th 2021 by Jeff Hamm

Present

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

Absent

N/A

Approval of Agenda

- Michelle added window cleaning to the Management Report
- Jeff motioned to approve the agenda and Mariah 2nds

Approval of Minutes

Jeff motions to accept the February 2021 minutes and Mariah 2nds. The minutes of the previous meeting were unanimously approved as distributed

Treasurer's Report

Account	Balance
Operating Checking (New account)	\$ 163,598.17
Operating Reserves (Quarters)	\$ 198,287.95
Western Reserves	\$ 213,269.11
Beale CD & Savings	\$ 244,941.36 (transfer to Crown)
Beale Savings	See above

- Accounts are returning to normal after security breach
- Crown Bank CD needs another signer - Jeff, Sue, and Mariah will go
- It's time to renew the line of credit if we want to
 - It would cost \$1700 and ultimately protect us from special assessments in the future
 - Kelly moves that we renew our line of credit and Cindy 2nds - the motion is approved

Security Committee Report

- Sue contacted the Edina PD and asked that a representative come to our annual meeting this year
- We will have the opportunity to conduct a security walkthrough - more details to come!

Landscape Committee Report

- Cindy is going to get the group together to discuss

Management Report

- The breached bank account has been closed and Rachel is helping Michelle set up the new account appropriately
 - Police charges have been filed regarding both parties involved in the breach
- Michelle is working with FastSigns and the city regarding pool signage recommendation/quote
- Pool reopening plan
 - Electronic Installations proposal for key fobs = \$3700

- This can be explored further if necessary
- Community room reopening plan
 - Could we do this in April?
 - We will continue to monitor lifting restrictions
- Michelle is working to schedule Spring walks to assess needs
 - Shooting for mid-April - hopefully before next meeting
 - Landscaping/trees
 - Mark's and Save-a-Tree have been contacted for walk-throughs
 - Building exteriors, windows + doors
 - Initial tuckpoint list sent to DEP Masonry
- Michelle is gathering bids for concrete and asphalt repairs
 - Seeking phased plans and estimates
- Furnace and rental information has been collected and recorded
- The Reserve Study is done!!
- Michelle got a quote for professional window cleaning and is going to move forward

Action Items

New Business

Adjournment

Meeting was adjourned at 7:07 pm motioned by Hailey and 2nd by Kelly. The next meeting will be on Tuesday, April 20th at a time yet to be determined.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

April 20, 2021

Opening

The Zoom virtual meeting was called to order at 6:05pm on April 20 2021 by Jeff Hamm

Present

Jeff Hamm, President, Mariah Shriver, Treasurer; Natalie Ionescu, Secretary; Kelly Neff, Cindy Schneider, Sue Neuhart, Michelle Blessing, Jennifer Teegarden (Present for the Landscaping Committee Report)

Absent

Hailey Ciardelli - resigned

Approval of Agenda

Mariah motions to approve the agenda as distributed and Jeff 2nds. Agenda is approved.

Approval of Minutes

Mariah motions to accept the March 2021 minutes and Cindy 2nds. The minutes of the previous meeting were unanimously approved as distributed.

Treasurer's Report

Bank Accounts:

Account	Balance
Operating Checking (New account)	\$ 207,798.46
Operating Reserves (Quarters)	\$ 216,261.12
Western Reserves	\$ 233,289.91
Crown Bank CD	\$ 200,000.00
Crown Bank Savings	\$ 39,463.54

Reserve Projections:

Bank	Balance	Exp Withdrawals	Exp Contributions	End of Year
Western	\$ 233,289.30	\$ 365,555.00	\$ 315,000	\$ 185,734.00
Crown	\$ 239,463.54	\$ 0	\$ 0	\$ 239,463.54
				\$ 424,197.54

- Accounts are open at Crown Bank
- Upcoming reserve expenditures
 - Tuckpointing
 - Roofs
 - Concrete
- We need to find another Treasurer to replace Mariah - there are currently no volunteers

Security Committee Report

- Sue met with Brian at Edina PD and requested presence at the annual meeting in June
- Sue will organize a security walkthrough of the property with Edina PD sometime in May

Landscape Committee Report

- Jennifer Teegarden observations:
 - Norway Maples
 - We have a lot on the property
 - They're not healthy and could potentially cause damage during strong storms
 - Honey Locusts
 - They're not the right trees for the locations they're in
 - Roots are causing damage
 - Jennifer recommends conducting an inventory of all trees on the property, performing assessments, and making recommendations to remove
- Cindy and Jennifer will continue to meet and discuss priorities for landscaping this year

Management Report

- Steffan completed painting 6421
- Tom Bell will finish painting doors within 2 weeks
- Working with the bank and police on 2 additional fraudulent payments out of old checking account
- Ongoing pool opening plan
 - Per Solvei at City of Edina, we should hold off on painting arrows on concrete or ordering special signage as it may not be necessary
 - We will follow state guidelines
- Board nomination forms should go out next week
 - We will go for 7 members again
- Organics recycling has started, but people are contaminating the bins with trash
 - We need to do a campaign to educate our community! Natalie will think about this
- Interior and courtside exterior and lobby glass has been cleaned in both gallery buildings
- Gathering recommendations and proposals for asphalt (still waiting on a third)
- Several sales have occurred within the past month, master spreadsheet has been updated and new owner records have been set up as closings occur
- Michelle is working on pre-audit work with Rachel and the audit will be completed by annual meeting
- Both maintenance and management are having computer issues - maintenance laptop needs to be replaced
- Insurance has been renewed with American Family at a reduced premium of \$11,000
- Michelle will be out on vacation May 7-10

Action Items

- Eii proposal for pool key fobs to replace the existing system
 - Cindy motions to approve the \$4000 proposal for key fobs and Jeff seconds - motion approved
- Rayco proposal for one damaged living room ceiling - \$8,000 without deck
 - Michelle is going to look into rod iron railings
 - Mariah motions to repair the damaged roof with Rayco and Kelly 2nds - motion approved
- Sav-A-Tree proposal
 - We want Jennifer Teegarden to review this before we move forward with any tree removal

New Business

- We need to have a working session to discuss and plan the annual meeting - the group will think about times and send Michelle potential options
- Curtains have been noticed on balconies - Michelle will contact homeowners and ask to remove

Adjournment

Meeting was adjourned at 7:33pm motioned by Mariah and 2nd by Sue. The next meeting will be on Tuesday, May 18 at a time yet to be determined.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

May 18, 2021

Opening

The meeting was called to order at 6:29pm on May 18, 2021 by Jeff Hamm

Present

Jeff Hamm, President, Mariah Shriver, Treasurer; Natalie Ionescu, Secretary; Kelly Neff, Cindy Schneider, Sue Neuhart, Michelle Blessing

Absent

N/A

Approval of Agenda

Mariah motions to approve the agenda as distributed and Kelly 2nds. Agenda is approved.

Approval of Minutes

Mariah motions to accept the April 2021 minutes and Cindy 2nds. The minutes of the previous meeting were unanimously approved as distributed.

Treasurer's Report

Bank Accounts:

Account	Balance
Operating Checking (New account)	\$ 262,410.24
Operating Reserves (Quarters)	\$ 217,815.75
Western Reserves	\$ 268,293.32
Crown Bank CD	\$ 200,000.00
Crown Bank Savings	\$ 39,463.54

Reserve Projections:

Bank	Balance	Exp Withdrawals	Exp Contributions	End of Year
Western	\$ 268,293.32	\$ 363,555.00	\$ 280,000	\$ 184,738.00
Crown	\$ 239,463.54	\$ 0	\$ 0	\$ 239,463.54
				\$ 424,210.54

- Mariah finished the treasurer's manual and will work with the new treasurer when appointed
- Mariah will add comparison to last year to her annual report
- Upcoming reserve expenditures
 - tuckpointing
 - roofs
 - concrete
- The line of credit has been renewed
- There are 2 unit owners on final warning, 1 has filed Chapter 13
- Should we open accounts at another bank to ensure all of our money is federally insured? Mariah would recommend a larger bank like Wells Fargo or US Bank - it might be good to diversify - just something to think about

Security Committee Report

- Sue is still working with Beau to schedule a security walk of the property before the annual meeting
- Beau will not be at the annual meeting, but someone else from the department will be present

Landscape Committee Report

- Cindy is going to arrange a meeting with the committee to continue discussing priorities
- Cindy has requested another week before SAV A TREE proposal is approved as she and Jen Teegarden will complete a tree inventory
- SAV A TREE will trim trees and grind all the stumps
- Michelle will tell Lundseth's to trim bushes

Management Report

- Nomination forms received to date: 2
- Organics recycling continues to be contaminated with non-organic materials
 - Michelle requested more organic recycling bags with information to be passed out at annual meeting
- Still waiting for 3rd asphalt proposal but do need to decide if just going with very basic patching for \$15,000 this year or going all out on first phase for approximately \$200,000
 - Kelly motions to accept the bid for \$15,000 to patch the asphalt this year and Mariah 2nds - motioned approved
- Security Lock installed on pool gate
 - Pool is opening next Friday!
 - Need software installed to program fobs
 - Ordered an additional 100 fobs as discovered manufacturer's are very behind on orders
- Michelle reached out to Rayco for this year's roof replacement schedule
 - Kevin and Steffan will start taking down some planters and deck boards from 6409A to prepare
- New form drafted for water shut offs to make the process more efficient and detailed
- Annual packets will be sent to Office Depot for printing next week
 - Hoping for packets to be mailed out on May 27th
 - Could use volunteers to stuff and post envelopes
- Confirmed Joel Quinnell will set up his audio equipment for annual meeting
- Chairs for the annual meeting have been reserved
 - The approved beige folding chairs at \$1.75/each are not available for our meeting so had to go with white folding for \$2.90 each
 - They will be delivered on June 25
 - Vendor agreed not to charge extra though for keeping them Friday – Monday
- Michelle reached out to Joan Senneseth, Cody Wagner and Todd Sell to man registration table at annual meeting and there is one more volunteer
 - All have confirmed they will work the registration desk. Carolyn Wheeler has also volunteered
- We passed our pool inspection, yay!

Action Items

- N/A

New Business

- N/A

Adjournment

Meeting was adjourned at 7:02pm motioned by Mariah and 2nd by Sue. The next meeting will be our annual meeting on June 26th at 9:30am.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

June 15, 2021

Opening

The meeting was called to order at 5:02pm on June 15, 2021 by Jeff Hamm

Present

Jeff Hamm, President, Mariah Shriver, Treasurer; Natalie Ionescu, Secretary; Cindy Schneider, Sue Neuhart, Michelle Blessing

Absent

Kelly Neff

Approval of Agenda

Mariah motions to approve the agenda as distributed and Cindy 2nds. Agenda is approved.

Approval of Minutes

Mariah motions to accept the May 2021 minutes and Sue 2nds. The minutes of the previous meeting were unanimously approved as distributed.

Treasurer's Report

Bank Accounts:

Account	Balance
Operating Checking (New account)	\$ 261,434.99
Operating Reserves (Quarters)	\$ 222,319.22
Western Reserves	\$ 303,294.22
Crown Bank CD	\$ 200,000.00
Crown Bank Savings	\$ 39,463.54

Reserve Projections:

Bank	Balance	Exp Withdrawals	Exp Contributions	End of Year
Western	\$ 303,294.82	\$ 363,555.00	\$ 245,836.36	\$ 185,575.00
Crown	\$ 239,463.54	\$ 0	\$ 0	\$ 239,463.54
				\$ 425,038.54

- We are staying on track with budget
- The City of Edina has been overcharging us for water since 2014
 - We will be getting around \$100,000 back
- One of the roofs was left off of Rayco's plan
 - This error will cost us around \$60,000
- Upcoming reserve expenditures are tuckpointing, roofs, and sidewalks
- Line of credit is renewed
- We still have \$250,000 to potentially put in another bank
 - We need to determine where this money goes

Security Committee Report

- Sue is waiting to hear which representative will be joining our annual meeting

- Sue is going to gather the committee to get input

Landscape Committee Report

- Cindy met with a landscape service
- A lot of trees have been removed
- Committee decided that all mulch should be dark brown in the future

Management Report

- Stephan is getting CPO certification
- Kevin is going on vacation July 12-16
- We've received 8 board member nomination forms
- Annual fire test performed by LSS on June 4
- Asphalt repairs will be performed by June 30 and July 1
 - o No access will be completely closed at any time
- Tuckpointing is delayed until August or early September
- Marsha Hiskey adopted the remaining 3 pool pots
- Michelle will call ACI and inquire about concrete repair and what their schedule is
- Final phase of building roofs is complete, next to begin Monday June 14 - approximately 1 week per building
- Marsha Hiskey has volunteered to be a ballot counter at the annual meeting

Action Items

- Exterior 1st floor cluster door light fixture options to be identified and approved

New Business

- Last minute needs for annual meeting

Adjournment

Meeting was adjourned at 5:55pm motioned by Sue and 2nd by Mariah. The next meeting will be our annual meeting on June 26th at 9:30am.

Minutes submitted by Natalie Ionescu

THE COLONY AT EDINA - ANNUAL MEETING MINUTES

Opening

The meeting was called to order at 9:30am on June 26, 2021, by Jeff Hamm

Present

Jeff Hamm, President; Cindy Schneider, Vice President; Mariah Shriver, Treasurer; Natalie Ionescu, Secretary; Kelly Neff, Director; Sue Neuhart, Director; Michelle Blessing, General Manager; 80+ Colony residents

Logistics

- Meeting was held in the 6328 garage
- Joel Quinnel provided audio equipment
- Joan Senneseth, Todd Sells, and Cody Wagner completed registration

Speakers

- Representative from Vierkant Disposal provided some education and resources on organics recycling program. We have not been doing very well with our organics recycling; not using the proper bags, contaminating the bins with non-organic materials. Informational materials and proper bags were available at the meeting and are still available in the business office
- Representative from the Edina Police Department spoke on local crime numbers and staying safe in the community
- Board candidates introduced themselves and provided background information. After registrations were counted, recounted, and recounted again, quorum was not reached; however, ballots were collected and considered when existing Board made new member selection

Suggestions for Future Annual Meetings

- ❖ Assign building representatives to door knock and collect proxies in advance of meeting
- ❖ Vote at beginning of meeting so that attendees can leave if desired but still count towards quorum
- ❖ Collect proxies from off-site owners and include SASE as incentive to return the proxies
- ❖ Office hand out proxies to new owners

Directly after the annual meeting, the Board of Directors met in the Colony Commons. At that time, two (2) Board Members resigned: Mariah Shriver and Kelly Neff. This left 3 positions to fill. The current Board members are listed below.

Board of Directors:

Jeff Hamm, President

Jerry Slatko, Vice President

Cindy Schneider, Treasurer

Natalie Ionescu, Secretary

Sue Neuhart, Director

Kirk Fox, Director

Jen Teegarden, Director

The Colony at Edina Board Meeting Minutes

July 20, 2021

Opening

The meeting was called to order at 7:05pm on July 20, 2021 by Jeff Hamm

Present

Jeff Hamm, Cindy Schneider, Natalie Ionescu, Jen Teegarden, Jerry Slatko, Kirk Fox, Michelle Blessing (Mariah Shriver and Kelly Neff were also present but no longer on the Board)

Absent

Sue Neuhart

Approval of Agenda

Jeff motions to approve the agenda as distributed and Cindy 2nds. Agenda is approved.

Approval of Minutes

Jeff motions to accept the June 2021 working session minutes and Cindy 2nds. The minutes of the previous meeting were unanimously approved as distributed.

New Business

- The Board did group introductions to get to know the new members: Jen, Kirk and Jerry
 - Regarding new positions: Jeff will continue as president, Natalie will continue as secretary, Cindy will assume the Treasurer role and Jerry will assume Vice President role
- Carl Follstad's report on an equitable way for residents to charge electric vehicles on the property
 - Carl spoke with Xcel Energy, analyzed 3 years of data and determined the cost of energy for an electric car is a little over \$200/year
 - High amperage chargers would be \$1000 to install + electricity costs
 - Future plan: we will charge residents \$300/year to charge electric vehicles in their garages
 - We will need to figure out which units pay for townhome garage electricity

Treasurer's Report

Bank Accounts:

Account	Balance
Checking	\$360,785.21
Operating Savings	\$202,125.29
Replacement Reserves	\$225,779.67
Crown Bank CD	\$200,000.00
Crown Bank Savings	\$39,463.54
TOTAL	\$1,028,153.71

Reserve Projections:

Bank	Balance	Exp Withdrawals	Exp Contributions	End of Year
Western	\$ 303,294.82	\$ 363,555.00	\$ 245,836.36	\$ 185,575.00
Crown	\$ 239,463.54	\$ 0	\$ 0	\$ 239,463.54
				\$ 425,038.54

- Michelle set up a “quarter fund” with a constant balance of \$300
 - She will reconcile it on a regular basis and has a report to document it
 - Rachel set up a special account for reporting on the Balance Sheet
- Review on financials from Mariah:
 - Operating reserve account is like our “checkbook” - where money goes in and what we pay bills from
 - The operating savings is where we put our quarters from communal laundry machines
 - This is high right now because we have proceeds from the sale of a unit in there
 - This money can come in and go out as we decide
 - Replacement reserves is money for property improvements/capital expenses and costs in the reserve plan - i.e. landscaping
 - \$35,000 goes into this account every month
 - Crown Bank CD and savings are replacement reserves and stay at this bank for safe keeping pending further decisions
- Jerry, Kirk and Jen completed paperwork necessary to sign checks in the future

Security Committee Report

- Sue is not here, so skipped this

Landscape Committee Report

- Kelly is leading the committee now, yay!
- Kelly will meet with the rest of the committee once a month
- This is a bad time of year to plant trees and shrubs, so the group will look at potential plans for the fall
- We really need to find a solution for patio flower boxes that need replacing on second floor cluster units

Management Report

- Annual extinguisher testing performed on July 15 - a few needed replacing
- Asphalt patching and crack filling performed on July 15th and 20th - Michelle is reaching out to the account manager to review errors
- Tuckpointing is delayed until August or early September
 - Contractor was still able to address the brick sign pillar at 65 + Barrie Road
- Concrete repairs will be performed soon - contractor had a health scare that delayed service
- Roofs on building 6385-6399 will be completed this week (4th this year)
 - By the end of next week we will have 6 completed and by the end of the summer, all of our roofs will be new!
- We have had multiple laundry equipment malfunctions in recent weeks and have ordered a few new pieces along with a few water heaters
- Michelle will start looking at potential Kinetico water softener savings again
- New stairs at 6300 were installed - maintenance onto next set upon Kevin’s return from vacation next week
- Census takers continuously request access to gallery buildings to door knock
 - Michelle will keep sending them away
- National Night Out is being organized by Joel Quinnet with help from the Coffee Committee and Michelle
- Save-A-Tree was here today and will be here again on Friday trimming trees

Action Items

- None at this time

Adjournment

Meeting was adjourned at 8:18pm motioned by Natalie and 2nd by Jen. The next meeting will be on August 17th at 7pm.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

August 17, 2021

Opening

The meeting was called to order at 7:00pm on August 17, 2021 by Jeff Hamm.

Present

Jeff Hamm (President), Jerry Slatko (Vice President), Cindy Schneider (Treasurer), Natalie Ionescu (Secretary), Sue Neuhart, Jen Teegarden, Kirk Fox, Michelle Blessing, Kelly Neff (not on the Board, but representing the Landscape Committee)

Absent

N/A

Approval of Agenda

Jeff motions to approve the agenda as distributed and Cindy 2nds. Agenda is approved.

Approval of Minutes

Jeff motions to accept the July 2021 minutes and Natalie 2nds. The minutes of the previous meeting were unanimously approved as distributed.

New Business

- We plan to close the pool 9/19
- FHA (mortgage financing) recertification is \$1,000 - do we want to renew it?
 - Cindy motions to reject FHA recertification and Kirk seconds - we will not renew

Treasurer's Report

Bank Accounts:

Account	Balance
American Bank Operating Checking	\$82,459.57
American Bank Operating Savings	\$376,857.99
Replacement Reserves	\$338,292.14
Replacement Reserves (quarters)	\$95,806.77
Crown Bank CD	\$157,621.86
	\$1,051,037.34

Reserve Projections:

Bank	Balance	Exp Withdrawals	Exp Contributions	End of Year
American Replacement Reserves	\$338,292.14	\$363,555.00	\$210,000.00	\$184,737.14
Crown	\$253,428.63			\$253,428.63
	\$591,621.86			\$438,165.77

- We need a third bank account and Cindy believes a savings account will work
 - Associated Bank based in Green Bay has a local office we will go with
- Rachel had a health issue so the audit has been delayed
- Nothing significant on the balance sheet

Security Committee Report

- Security walkthrough will be scheduled for this Fall
- Committee will circulate Edina PD tips in a flyer for common areas

Landscape Committee Report

- Committee met last week
- Jen put together a list of trees that would do well on the property
- Living Landscape proposal:
 - 7 landscape beds and 2 townhouse triangles: \$22,000
- Planting trees along 62 for sound barrier and replacing trees - do we have additional funds for this?
- Committee will meet again on Thursday to discuss proposal from Living Landscape
 - Pending the approval of the landscape committee, Jeff motions to give the committee \$30,000 to move forward with the proposal from Living Landscape and additional funds for trees around the property, Cindy seconds

Management Report

- Bush trimming and planter bed clean up performed August 4 and 5
- Tuckpointing scheduled for the first week of September
 - Funds usually come out of reserve, but could probably come out of operating budget this year
- Concrete repairs have been identified and work will begin August 16
- Tree removal has been completed
 - Now waiting on locators to identify utility lines before stumps can be ground
 - Michelle reached out to SAV A TREE to confirm they are done trimming. If yes, we need more trees trimmed back from buildings
- Rayco (roofing) is currently on building 7 and 8 should be in progress
- New stairs at 6415 were installed, maintenance continues to manufacture them and will install another set within the coming week or so
- Fall edition of newsletter planned to go out the first week of September
- Auto dialers being replaced in 6328 and 6423 fire alarm panels
- Organics recycling update
 - Terrible issue with maggots
 - Could we add a bag dispenser right next to the bin?
 - Michelle will try providing more education in the newsletter
- Jean Hanson and her contractor Nate are going to take out plants to accommodate a dumpster for remodel work - they will replant when done
- Michelle will send out letter to off-site owners to get proxies and will include stamped return envelopes
- Michelle is completing a worker's comp audit due on 8/26
- Stamp prices are going up

Action Items

- None at this time

Adjournment

Meeting was adjourned at 8:03pm motioned by Jeff and 2nd by Cindy. The next meeting will be on September 21 at 7pm.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

September 21, 2021

Opening

The meeting was called to order at 7:03pm on September 21, 2021 by Jeff Hamm.

Present

Jeff Hamm (President), Jerry Slatko (Vice President), Cindy Schneider (Treasurer), Natalie Ionescu (Secretary), Jen Teegarden, Kirk Fox, Kelly Neff

Absent

Michelle Blessing, Sue Neuhart

Approval of Agenda

Cindy motions to approve the agenda as distributed and Natalie 2nds. Agenda is approved.

Approval of Minutes

Jeff motions to accept the August 2021 minutes and Jen 2nds. The minutes of the previous meeting were unanimously approved as distributed.

New Business

- Vented roll up garage doors

Treasurer's Report

Bank Accounts:

Account	Balance
American Bank Operating Checking	\$59,939.84
American Bank Operating Savings	\$376,857.99
Replacement Reserves	\$373,292.14
Replacement Reserves (quarters)	\$95,806.77
Crown Bank CD	\$157,621.86
	\$1,063,518.6

Reserve Projections:

Bank	Balance	Exp Withdrawals	Exp Contributions	End of Year
American Replacement Reserves	\$373,292.14	\$363,555.00	\$175,000.00	\$184,737.14
Crown	\$253,428.63			\$253,428.63
	\$626,720.77			\$438,165.77

- Cindy opened a money market account at Associated Bank
- Rachel will come to a budget meeting in the Fall and offer some advice

Security Committee Report

- Sue found 5 topics on the Edina PD website and Michelle is making some signs for around the property
- Sue will bring PD rep for a walk-around before the end of the year

Landscape Committee Report

- We need to have a few stumps ground out next year - will be planned by the committee
- Jen proposes having a different company trim the shrubs - Jen will get a quote
- Tree planting areas have been marked and work will begin next week - \$7500
- 6 plant beds will be done this year - \$22,000
- Only trees and shrubs this year, prairie plants next year

Management Report

- North garage repairs and upgrade - still waiting to hear from insurance company and additional bids
- Concrete compares complete for the season
- Tuckpointing status - Michelle reached out to contractor for work schedule
- Final roof will be completed by month's end (office/commons)
- 3 additional pet stations were installed around the property
- Audit still in progress, should be complete within the next week or so
- Garage lease renewals are done
- 6421 2A rental will stay at \$1500/month
- 5th set of concrete stairs completed, should be able to do 2 more this season (weather permitting)
- Employee's Medica health plan will renew November 1 with a slight rate increase

Action Items

- Cindy suggests a budget meeting in late October/November when Rachel completes the audit

Adjournment

Meeting was adjourned at 7:33pm motioned by Jen and 2nd by Cindy. The next meeting will be on October 19 at 7pm.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

October 19, 2021

Opening

The meeting was called to order at 7:03pm on October 19, 2021 by Jeff Hamm.

Present

Jeff Hamm (President), Jerry Slatko (Vice President), Cindy Schneider (Treasurer), Natalie Ionescu (Secretary), Jen Teegarden, Sue Neuhart, Kelly Neff (landscape committee representative)

Absent

Kirk Fox

Approval of Agenda

Cindy motions to approve the agenda as distributed and Natalie 2nds. Agenda is approved.

Approval of Minutes

Jerry motions to accept the September 2021 minutes and Jen 2nds. The minutes of the previous meeting were unanimously approved as distributed.

New Business

- Transition of financials to HOA Assist
 - Michelle sent a list of requested reports and documents to Mitch Gassen on 10/12 to begging setting up homeowner records in order to contact each for payment instruction as of 11/1
- 6328 recirculating water pump
 - Pump was removed at some point within the past year, Kevin has made 2 appointments to reinstall it and homeowner hasn't been available
 - If homeowner doesn't agree to reinstall the pump, we may have Gretchen look into it
 - This is where a pre-sale inspection would have come in handy
- Revised policy and procedures for laundry quarters
 - Maintenance will start taking quarters to the bank at a specified time each month
 - All of our laundry quarters get put in the bank
 - We will keep sale quarters and laundry quarters separate - in different funds
 - Manager can audit once a week
- Homeowner requested bike lock mechanisms installed in gallery garage and board approves

Treasurer's Report

Account	Balance
American Bank Operating Checking	-\$165,014.80
American Bank Operating Savings	\$375,987.99
Replacement Reserves	\$408,292.14
Replacement Reserves (quarters)	\$95,806.77
Crown Bank CD	\$157,621.86
	\$872,693.96

Reserve Projections:

Bank	Balance	Exp Withdrawals	Exp Contributions	End of Year
American Replacement Reserves	\$408,292.00	\$658,616.00	\$175,000.00	-\$75,324.00
Crown	\$253,429.00			\$253,429.00
	\$661,721.00			\$178,105.00

- Still waiting for audit resolution
- Working on 2022 budget

Security Committee Report

- Beau promised Sue they'd do a security walkthrough soon

Landscape Committee Report

- Beds are still being cleared out
- Jen will follow up to make sure everyone is getting paid on time
- Some trees have been purchased and should be planted soon
- Committee would like to use 2 courtyards as test cases for alternatives to traditional grass lawn next year

Management Report

- North garage repairs
 - Bob Mickelson is assisting with getting approval from delivery truck's insurance provider
- Tuckpointing was completed the week of October 12
 - Sue's unit was supposed to be done, but wasn't - Michelle is following up with tuckpointer
- Roof work has been completed for this year
- 2 new exterior lights and poles ordered for test
- Financial audit is still in progress
- 6421 2A rental posted on Craig's list for weeks with only 1 inquiry - it is now listed on Zillow
 - Cindy could post it at the hospital on the community board
- Maintenance team is continuing work on concrete stairs
- Employee Medica health plan will renew November 1 with slight rate increase - Michelle will be off of the plan as of November 1
- Michelle is "terminated" in ADP with last day of employment on October 31
 - Cindy and Jeff will assume ADP responsibilities for now
- Michelle is working on a new office manual for future Property Manager

Action Items

- Decision on roll up garage door - we think this would be too noisy and decided not to pursue the project
- Jen will have one tree trimmed - it could cause serious damage if it falls before next spring
- Natalie will draft a part time property manager job description and email it to the group for review

Adjournment

Meeting was adjourned at 7:38pm motioned by Jen and 2nd by Cindy. The next meeting will be on November 16 at 7pm.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Agenda

November 16, 2021 - Homeowner open forum at 6pm + call to order at 6:30pm

Opening

The meeting was called to order at 6:50pm on November 16, 2021 by Jeff Hamm.

Present

Jeff Hamm (President), Jerry Slatko (Vice President), Cindy Schneider (Treasurer), Natalie Ionescu (Secretary), Kirk Fox, Jen Teegarden, Sue Neuhart, Kelly Neff (landscape committee representative)

Absent

N/A

Approval of Agenda

Cindy motions to approve the agenda as distributed and Natalie 2nds. Agenda is approved.

Approval of Minutes

Jerry motions to accept the October 2021 minutes and Jen 2nds. The minutes of the previous meeting were unanimously approved as distributed.

New Business

- Open part-time Property Manager role
 - Great candidates, will make a decision soon
- Rental unit update
 - Carpet has been removed from living area and we will replace it with vinyl panels
 - Paint is new, we still need a new chandelier
 - It will need a new kitchen one day
- Maintenance update
 - Hoses were disconnected
 - New light installed right outside of the commons
 - Proposal to replace all carriage lights around the property (22) for roughly \$3,000 - Cindy motions to approve, Jen seconds - approved
- Interim website maintenance
 - Hosted on GoDaddy - Natalie will update website until we fill the Property Manager role
- Splitting up office tasks until we hire a Property Manager
 - Ordering office supplies - Natalie will speak to Kevin and see what she needs to get, Cindy will get Natalie Amazon account access
 - Cindy is handling dues current letters
 - Jerry and Jen will help monitor email inboxes
- Bylaw amendment process
 - If we decide on a few bi-laws we want changed, we could have a committee organize a movement to amend the bi-laws and go through the legal process
 - The three we want to change: smoking, quorum number, rental percentage cap
 - Cindy reached out to Mariah to see if she would spearhead this project
- HOA assist
 - Natalie and Cindy have special access for now
 - We can use this portal to send mass emails to the community

Treasurer's Report

Bank Balances 10/31/21:

American Bank Operating Checking	\$90,258.86
American Bank Operating Savings	\$237,462.70
American Bank Reserve Account	\$35,254.89
Crown Bank CD and Savings	\$253,429.00
CIT HOA Assist Account	\$148,196.96
	\$764,602.41

- Signatures for Associated Bank - Cindy recommends that this become our new "quarter account." Will be opened with \$20,000 from operating savings
- Homeowner account prior balances will be ready to turn over to HOA Assist by 12/1/21
- Need to work with HOA Assist to meld their financial reporting with ours. They have one operating checking, we have an operating checking that will be used for payroll and other miscellaneous items. We have our reserve account and operating savings accounts which are separate from HOA assist. Will probably take HOA Assist financials and translate them into our Quickbooks to result in complete reporting. Cindy will do the journal entries and payroll run for 2022 until we have an established system.
- Budget discussion will have to be in December - want to wrap up corrections to financials before it is complete
- Cindy wrapped up the 2020 audit with some write offs due to inaccurate data entry which then become untraceable - about \$1600
- Tax returns are filed - we are paying approximately \$40,000 federal and \$10,000 Minnesota due to the gain on the sale of our unit. FYI, there was a correction to the books this year because that sale was reported in August 2020 and again in February 2021
- HOA Assist and vendor payments - Cindy would like to ask HOA assist to send invoices to her before sending to the rest of the Board

Security Committee Report

- Sue has been trying to get a walkthrough scheduled since February and finally has a few dates proposed
- Sue will meet with the rest of the committee to discuss before the walkthrough

Landscape Committee Report

- We got a bill from Fat Squirrel and sent it to HOA Assist for payment
- Need to get chicken wire to put around newly planted shrubs - Jen will find some and Cindy will order it
- Barrie road trees won't be injected this upcoming year due to planned construction
- Jen will attempt to estimate how much money we should have in the budget for landscaping next year

Action Items

- N/A

Adjournment

Meeting was adjourned at 8:01pm motioned by Jerry and 2nd by Jen. The next meeting will be the budget meeting early in December.

Minutes submitted by Natalie Ionescu