

The Colony at Edina Board Meeting Agenda

January 18, 2022 - Homeowner open forum at 5:30pm + call to order at 6:00pm

Opening

The meeting was called to order at 5:47pm on January 18, 2022 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

Sue motions to approve the agenda as distributed and Kirk 2nds. Agenda is approved.

Approval of Minutes

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

New Business

- Open position
 - Dolly Hines has accepted the position and will start on January 24
 - She will work Monday, Tuesday, Thursday
 - Kirk can meet with her on Monday, the 24th at 9am
 - Natalie will send Kirk a day 1 checklist
 - Onboarding topics
 - Kevin & Stefan introductions
 - Rules and Regulations
 - Employee Handbook
 - Walk the property with Jeff
 - Passwords
- Dues adjustments for units with additions
 - There are probably 12 or so units with additions - do we adjust their dues to account for this added space?
 - What does Kevin think?
- Ring doorbells
 - The cluster configuration is tricky - cameras should not be placed in areas that let you look into neighbor's unit
- 2022 annual meeting ideas
 - Proceed with plan for June
 - Online candidate speeches posted one week before meeting with written profile
 - Allow homeowners to sign in, vote and leave
 - No drawing for dues
 - If garage is under construction, rent a tent
 - Request questions one week prior to meeting
 - SMS reminder the evening before and morning of
 - Sue will contact Edina PD about potential presence
- Comcast contract
 - We pay \$100,000/year for cable tv
 - We can all contract with Comcast individually if we want to

- Options have to be very clear to people
 - TV antenna for local channels
 - Streaming service that we can help people set up if they need it
- Natalie, Jerry and Cindy will call the Comcast rep to discuss
- Pergola update
 - What do we do now?!
 - We will start issuing the fines with Gretchen's approval
- Committee for changing bylaws
 - Cindy wrote up a call for a committee and will send to interested homeowners
 - Focus:
 - Change annual meeting to June
 - Eliminate smoking on the property
 - Decrease required homeowner participation for quorum
 - Limit amount of rentals

Management Report

- Gallery garage door
 - Cindy has 2 bids
 - \$49,250 from the tuckpointing contractor - will give the insurance adjuster this bid and move forward
 - \$24,000 from All Star
- Bids for summer projects we want to get Kevin thinking about
 - Sidewalks
 - Signs
 - Tuckpointing
 - Asphalt
 - Cleaning Service

Treasurer's Report

- 2020 audit has been completed
- Income taxes on sale of HOA owned unit have been paid
- Rachel is working on current year corrections
- Cindy is handling questions regarding prior balances that were never followed up on (unpaid dues, fines, etc.)
- Working on blending the HOA Assist and Quickbooks reporting, reviewing HOA Assist entries for accuracy and communicating fines and charges from Maintenance Team

Account Balances

American National Checking	\$28,420.01
American National Operating Savings	\$243,254.26
American National Reserve Account	\$35,255.59
Total American National	\$306,418.61
HOA Assist CIT Operating Checking	\$260,418.61
HOA Assist CIT Reserve Account	\$70,000.00

Total HOA Assist	\$330,418.61
Crown Bank CD	\$200,000.00
Crown Bank Savings	\$56,488.23
Total Crown Bank	\$256,488.23
TOTAL FUNDS	\$893,836.70

Security Committee Report

- Sue met with Edina PD to arrange walk around the property

Landscape Committee Report

- Kelly has committee documents for the website she will send to Natalie for upload
- Ash tree injection
 - We typically treat the trees to prevent infestation
 - We are not going to treat the trees on the west side of Barrie road for one year
 - Jen will reach out to City Forester to push for tree removal when the roads are redone

ACR Requests

- Jen's windows and kitchen remodel
 - Will need walkthrough from the city
 - Project approved

Action Items

- None at this time

Adjournment

Meeting was adjourned at 6:51pm motioned by Cindy and 2nd by Sue. The next meeting will be February 15, 2022.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

February 15, 2022 - Homeowner open forum at 5:30pm + call to order at 6:00pm

Opening

The meeting was called to order at 6:13pm on February 15, 2022 by Jeff Hamm.

Present

Dolly Hines (Property Manager), Jeff Hamm (President), Jerry Slatko (Vice President), Cindy Schneider (Treasurer), Natalie Ionescu (Secretary), Kirk Fox, Jen Teegarden, Sue Neuhart

Absent

N/A

Approval of Agenda

Jen motions to approve the agenda as distributed and Kirk 2nds. Agenda is approved.

Approval of Minutes

Kirk motions to accept the January 2022 minutes and Cindy 2nds. The minutes of the previous meeting were unanimously approved as distributed.

Management Report

- Dolly reached out to other waste management/collection services to see if there are better options/potential cost savings available
 - We still have a full year with Dick's sanitation left
 - Exploring the cost of dumpsters vs. individual containers
- Solar panels quote
 - Dolly and Jeff are going to discuss further
- Cleaning company
 - Dolly is going to find out what buildings are being cleaned on what days/what work is being done

New Business

- Association owned apartment in the cluster building
 - This needs to be rented ASAP and no one has time to advertise
 - Dolly is going to put it on Craigslist
- Key boxes in gallery entries
 - Cindy put up a sign in the entries informing people to call Dolly and register their boxes
 - Unidentified boxes will be removed
- Update on bylaws change project
 - Cindy sent a communication to Mariah and she is up for the project - yay!
 - Even if we get a quorum and pass the changes, we will still need to file it with the court
 - Mariah is a little busy at the moment, but Cindy is going to work with her to get this moving
- Annual meeting
 - Plan for June 11
- Unanswered emails to the Board

Treasurer's Report

Account Balances

American National Checking	\$23,439.13
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American National Operating Savings	\$244,537.74
American National Reserve Account	\$35,255.92
Total American National	\$303,232.79
HOA Assist CIT Operating Checking	\$137,850.99
HOA Assist CIT Reserve Account	\$145,000.00
Total HOA Assist	\$282,850.99
Crown Bank CD	\$200,000.00
Crown Bank Savings	\$56,488.23
Total Crown Bank	\$256,488.23
TOTAL FUNDS	\$842,572.01

- Rachel is working on current year corrections
- Sent letters to six homeowners last week who have not made a dues payment since we transferred to HOA Assist
- Liens to be signed and filed for 3 unites
- Invoice for \$6120 for accounting fees last quarter
- We are going to bill accounts that will not set up access with HOA Assist for statements every month. It costs us about \$1.75 per month per homeowner
- Master insurance policy - Dolly is going to get some bids just to see what's out there
- We have a \$1300 bid for updating broken video camera in gallery garage - this will be charged to the garage repair project

Security Committee Report

- Sue scheduled a meeting with the committee on 2/24
- Committee will conduct a walkthrough with Beau sometime in March

Landscape Committee Report

- City of Edina is going to tell Jen what trees they plan to plant
- Tree Trust might be able to water some of our new trees
- SavATree is going to send a new quote for trimming
- The new sidewalk planned on 65th street will not impact the huge ash trees
- Moving forward, we are planning to finish up beds and replace additional trees

Action Items

- Dolly is going to put the rental unit on Craigslist so we can get it rented ASAP
- Dolly is going to follow up with the cleaning company

- Dolly is going to get bids for master insurance policy
- Natalie is going to send “welcome Dolly” email to homeowners/renters
- Jen is gathering landscaping quotes/information from the City of Edina

Adjournment

Meeting was adjourned at 7:04pm motioned by Jen and 2nd by Sue. The next meeting will be March 15, 2022.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes

March 15, 2022 - Homeowner open forum at 5:30pm + call to order at 6:00pm

Opening

The meeting was called to order at 6:05pm on March 15, 2022 by Jeff Hamm.

Present

Dolly Hines (Property Manager), Jeff Hamm (President), Jerry Slatko (Vice President), Cindy Schneider (Treasurer), Natalie Ionescu (Secretary), Kirk Fox, Jen Teegarden, Sue Neuhart

Absent

N/A

Approval of Agenda

Jerry motions to approve the agenda as distributed and Kirk 2nds. Agenda is approved.

Approval of Minutes

Cindy motions to accept the February 2022 minutes and Jen 2nds. The minutes of the previous meeting were unanimously approved as distributed.

Management Report

- Garage door update
 - We finally received a check from the offending party's insurance carrier last week for the replacement of the damaged components of the garage, as well as the damaged camera
 - Our mason, Dennis Peterson, has received a check for 1/3 of the repair quote and is now applying for the permit from the city of Edina and ordering the supplies (including a new I-beam to replace the concrete lintel that was displaced and damaged)
 - With the improving weather, we hope to be able to get the work soon
- Dolly got 3 bids for cleaning companies and found that prices are high and rising
 - If Cady would like to continue being our provider, they need to do a better job - Dolly is going to have a conversation with them
 - Could we do the cleaning in-house? Kevin has proposed this for the winter months
- Farmers Insurance vs. American Family
 - Dolly met with a rep from Farmers and is getting a quote, we expect Farmers to be higher than our current American Family rate
 - Cindy is going to call American Family and tell them we are putting it up for bid
- Still waiting on a quote from Waste Management
- 6421 Colony Way #2A is still vacant
 - We continue to get potential renters not showing up for walkthroughs
- We may need additional "no parking in front of garages" - Dolly is going to talk to the Edina Fire Marshall
- Dolly is going to ask Kevin about foam-jacking garage cracks

New Business

- Monthly newsletter
 - Dolly will start this up and send it out by April 15
 - Jen will write a piece on ash trees in courtyards
 - Cindy will write a piece on finances
 - Include the HOA assist \$3.50 charge update
 - Include a note about our vacant unit
- Changing the by-laws
 - Cindy and Mariah got some good advice from Gretchen

- We can send out a notice to homeowners and tell them if they don't agree/approve with the changes, to let us know - non-responses count as an approval

Treasurer's Report

Account Balances	
American National Checking	\$23,439.13
American National Operating Savings	\$244,539.99
American National Reserve Account	\$35,256.22
Total American National	\$303,235.34
HOA Assist CIT Operating Checking	\$103,853.34
HOA Assist CIT Reserve Account	\$300,000.00
Total HOA Assist	\$403,853.34
Crown Bank CD	\$200,000.00
Crown Bank Savings	\$56,488.23
Total Crown Bank	\$256,488.23
TOTAL FUNDS	\$963,576.91

- Cindy is meeting with Rachel on Saturday to pull together 2021. Will pull together the HOA Assist and old Colony numbers in order to do reporting and taxes for the year
- As of February 1, all accounting functions are at HOA assist. Will need to determine how to go forward with various bank accounts
- Sent letters to six homeowners last month who have not made a dues payment since we transferred to HOA Assist. Only one has not caught up but Cindy was able to contact her and she is willing to get set up and pay
- Liens to be signed and filed for 3 units. 1 unit sold, so we will receive a check for \$5945.32
- Letter went out to homeowners that don't participate in automatic billing with HOA Assist. There will be a \$3.50 per month assessment for sending out statements
- Problem accounts are both undergoing foreclosure

Security Committee Report

- Committee met on February 24
- What about a gate at the gallery garage instead of an automatic door?
- Next steps are to meet with Beau and propose some solutions

Landscape Committee Report

- Jen and the group are meeting this week
- Need to decide whether or not we will treat the trees along Barrie road
 - Recommendation is to treat everything because we don't know where the City is going to construct the sidewalk and eventually remove trees

Action Items

- Dolly is going to work on newsletter
- Maintenance is going to start cleaning more often
- Dolly is going to check in with Cady cleaning company
- Cindy is going to contact City about maintenance moonlighting
- Dolly is going to talk to Kevin about foam-jacking garages

Adjournment

Meeting was adjourned at 7:18pm motioned by Jen and 2nd by Sue. The next meeting will be April 19, 2022.

Minutes submitted by Natalie Ionescu

The Colony at Edina Board Meeting Minutes – April 19, 2022

Homeowner open forum at 5:30 + call to order at 6:00 PM

Opening

The meeting was called to order at 6:00pm by Jeff Hamm

Present: Dolly Hines property manager Jeff Hamm president Jerald Slatko vice president Cindy Schneider Treasurer Natalie Ionescu secretary Kirk Fox Gen Teegarden Sue Neuhart

Absent: N/A

Approval of Agenda

Kirk motion to approve agenda Cindy seconded. Approval of minutes sue made motion Jen seconded motion.

Management Report

- Landscape service bids: Cindy and Jeff met with Driftwood Property's proposal for Lawn and Snow contract. Board voted making a final decision and was passed.
- Jeff question was of the railing and the boxes and to find out if it would be cheaper to just replace four or five boxes as we need to. Kirk Fox wants a quote for railings, existing railing doesn't meet codes.
- Roof leaking was addressed, and letters will be sent about altered roof repair leaking is owners responsibility.
- Annual meeting has been set for June 11th at 9:00 AM
- Carpet cleaning gave an estimate for cleaning clusters and the two galleries the board voted and approved carpet cleaning we will be starting approximately June 27th, 2022.

New Business

- The master condo policy is held by American family Robert Mickelsen agency the phone number 651-636-9952 all residents can call and connect and have their copy sent.

Treasurer's Report

Cindy Paid American Family Insurance premium. Rayco had a down payment of \$157,000 paid Rayco as of April 25th due to weather hold back has begun work.

Safety Update

Sue Neuhart is planning an April 28th security meeting and wanted Gary Schneider to know what a great job he did

Landscape Update

Landscape committee Jen has been in touch with savatree injecting the trees she will be contacting fat squirrel to work on trimming bushes she also reported on a trespassing neighbor from the York building that has been planting and burning on our property.

Adjournment

Meeting was adjourned at 6:59 the next meeting will be May 17th 2022.

Minutes submitted by Dolly Hines

The Colony at Edina Board Meeting May 17th 2022 open forum 5:30pm

Opening Call to Order 6:00 pm

The meeting was called to order at 6:00 pm by Jennifer Teegarden

Present: Dolly Hines Property Manager, Jeff Hamm President, Jerald Slato Vice President, Cindy Schneider Treasurer, Natalie Ionescu Secretary, Kirk Fox, Jennifer Teegarden and Sue Neuhart

Absent N/A

Approved Minutes Cindy Schneider

Management report:

Office Security discussed ,Doorbell cameras, Key checkout for Party Room, Cabinet for Keys, Pool Service from Go Get Fred 4 day approved Fridays, Saturday, Sunday, Monday

Accommodations for Steffan discussed

Mariah and Cody will help with Annual Meeting

SUGGESTION: A 2 hour meeting before Annual Meeting. To make a plan.

OFFICE COMPUTER was discussed and decision made to go forward. We will ask Jeremy Berg IT to help in decision making.

POTHOLE PROBLEMS DISCUSSED AND DEFINED. We have 2 different quote

Cindy proposed that we shall rework Bylaws

Jen addressed pre-sale inspection. Be clear with owners and they must contact office. HOA discloses the re-sale requirements.

Cindy addressed POOL FOBS: RENTERS must have copy of lease,should have background check.

TREASURER'S REPORT Closed meeting on Sheriff's sale. Caught up on accounts.

Jen brought up speeches for Board Application,decision just turn in application.

SECURITY Committee: Sue Neuhart: Inviting Police Officer to Annual meeting

Needing Security cameras brought up again....

Sue Adjourns 7:15 pm

June 23, 2022

The Colony at Edina Board Meeting Minutes

The Meeting was called to order 6:00 p.m. by Jeff Hamm

Present: Dolly Hines Property Manager, Jeff Hamm President, Cindy Schneider Treasurer, Kirk Fox, Sue Neuhart, Angie Arnold

Absent: Jen Teegarden and Natalie Ionescu

Approved Minutes by Cindy Schneider

Welcomed Angie Arnold to the Board

Jen and Cindy did re-sale disclosure.

NEW BOARD POSITIONS: Natalie Ionescu President, Kirk Fox Vice President, Cindy Schneider Treasurer, Jen Teegarden Secretary, Angie Arnold General Bard, Jeff Hamm General board

Management Report:

Irrigation bid being re-done., Decks continue to be done ahead of Rayco

Dolly addressed VIOLATION CHARGES, INVITING NEW ITEMS TO BE ADDED, Bid for Street Cleaning on it's way, ACE Carpet Cleaning begins Monday Jun 27th, Steps will be addressed starting August.

TREASURER REPORTS: *Tim Moran paid in full. Savings of \$9000.00*

SECURITY COMMITTEE: *Sue addresses "Best Practice. Thankyou for Annual Meeting addressing 8 items for security. Kirk Fox would like to address Hospital Chain Link Fence restructure by Parking lot. 1st on agenda The office and safe storage of keys. A safe for Laundry quarters.*

Landscape: *Kelly reports more mulch being laid down.*

Jenneifer Teegarden will be doing the Newsletter.

Topic about extended Parking being offered on WEST side with the incentive to NOT have to constantly move cars.

We will try to give more notice on who is next on the deck list.

Cindy motions for adjournment

Sue seconds

6:57 p.m.

The Colony at Edina Board Meeting Minutes

August 16, 2022—Homeowner forum at 5:30 pm- 6:30 pm. Call to order at 6:34 pm

Opening

The meeting was called to order at 6:34 pm by Natalie

Present

Natalie Ionescu (president), Kirk Fox (vice president), Cindy Schneider (Treasurer), Angie Arnold (secretary), Jeff Hamm, Jen Teegarden, Sue Neuhart

Absent

N/A

Approval of Agenda

Sue motioned to approve the agenda and second by Jeff

Approval of Minutes

Jeff motioned to approve the minutes and second by Cindy

Management Report

- Pool closing date—September 18, weather permitting & chemical permitting
- Low sidewalk on NW portion of property to be addressed in Spring 2023
- Discuss Comcast contract with Joel and provide phone number to residents to contact Comcast for bulk contracts
- Resident request to install a large Christmas tree near the pool. It was decided to decline the request for now.
- Rental unit—tenant's commercial vehicle should not be parked on the property. Dolly will contact unit owner to advise that the vehicle cannot park on the grounds.
- Sink hole repairs are pending due to contractor's personnel shortage
- A hearing notification has been received for the credit card fraud case
- American Family insurance policy has been renewed. Advise homeowners of premium discount if they obtain American Family.
- Proposal for a fine committee
- Lewis is working on the balconies

New Business

- Moveable cameras for problem areas on the property. Not in budget, will be addressed at a later time. Officer Beau suggested cameras to capture people entering and exiting garages.
- Furnace inspections—requirement is in rules and will be addressed in the November newsletter. The inspection spreadsheet will be updated. HO6 policy information needs updating and added to a spreadsheet. A mass e-mail will be sent requesting proof of furnace inspection and HO6 policy information. HOA Assist may be able to assist in creating a renter log and uploading furnace inspection proof and HO6 policy information.
- Property signage—stop signs to be addressed in the future. Better signage to locate buildings needed.
- Weeds have been treated.
- Personnel—Offer will be made to Dan who is certified in framing, has general construction experience, painting and other skills that will benefit the association. Dan will work a 40-hour week and is willing to work outside of office hours as needed. Comp time will be offered for non-business hours work time. Dan may be able to handle the weekend pool care. Micah's contract ends on Labor Day. Micah will be offered a permanent job. 60-day contract termination will be given to cleaning service which will save \$24,000.00 in costs. Micah will do the cleaning with assistance from Kevin and Dan as needed. Kevin will install water heaters in the future instead of hiring it out (YTD \$8888.00 paid to ACE). Expected \$28,000.00 savings by completing this work by our staff. Job descriptions will be updated.
- The invoice for Green Acres irrigation hasn't been received. We received a large water heater bill because they were being sent to Mona's e-mail address.
- Full-time management company—HOA Assist is having the same staffing/hiring issues that we're having so they may not be able to add the association to their client list now. They may be able to assist with special projects and we can discuss the need for hiring them for other items in the future.

- Ground inspections—Cindy Meiwussen has volunteered to inspect windows for peeling and rotting wood. This will begin in September.
- Infrastructure—just concentrating on window inspections and “as needed” projects for now
- Bankruptcy—discussed in treasurer’s report. Bankruptcy is unlikely though. We will discuss areas to save money such as cable, having our staff complete repairs instead of hiring outside help, etc.
- Dues structured based on type of unit and needs of those units has been scraped for now.
- Pool fobs—The renter’s fobs expire at the end of the pool season. Renters are required to purchase a new fob each season and sign agreement to follow pool rules. This form will include language regarding liability for injuries starting in 2023. Home-owners fobs don’t expire and require a one-time \$10 purchase.
- Damaged unit—Engineer inspected on August 16, 2022 and will complete a report. An offer has been made for this unit and the closing will occur in about a week. A claim will be made to American Family to explore coverage for the damage and possible subrogation.
- The pergola court case will continue to court hearing. Jeff moved, Cindy second.
- Explore who is responsible for enforcement of building permits—the association or the City of Edina.
- Jen will review registrations forms and upload to the website.

Treasurer’s Report

- Snow plowing costs were carried over to the current fiscal year
- August 23, 2022, meeting to discuss the remaining roofs and determine if it should move forward in 2023 or later.
- Cindy will start budget planning for the next fiscal year in September
- Reserves \$299,000.00 (report attached)

Security Committee Report

- Committee determined that office security is the top priority. A safe is needed for keys, file cabinets will be locked, window coverings for the office window will be budgeted.

Landscape Committee Report

- Landscaping funds are part of the operating budget. Small plant kits have been purchased for \$1000.00. \$11,000.00-\$12,000.00 spent on ash tree treatments. Fat Squirrel invoice pending. No additional landscaping for 2022.

Action Items

- Cindy—file insurance claim for damaged unit
- Jen will train staff on how to prune bushes
- Natalie will contact Joel to discuss Comcast contract. We will have an open forum dedicated to discussing Comcast with residents possibly in September. Survey will be sent to residents regarding cable usage.

Adjournment

Jeff moved for adjournment at 7:55 pm and Sue seconded the adjournment.

Board meeting template

The Colony at Edina Board Meeting Minutes

Opening

The meeting was called to order at 6:25 pm by Natalie

Present

Natalie Ionescu (president), Kirk Fox (vice president), Cindy Schneider (Treasurer), Angie Arnold (secretary), Jeff Hamm, Jen Teegarden, Sue Neuhart

Absent N/A

Approval of Agenda 1st—Sue, 2nd--Kirk

Approval of Minutes Cindy

Management Report Dan out ill with Covid for 9 business days as of meeting date. Maintenance team have stepped up during Dan's absence. Dolly predicts that all projects will be completed on time when the full staff is back. Dolly has assignments each day for the staff and those assignments have been completed on time.

Dolly will call the city regarding the south side rental.

6423 faucet leak—Kevin repaired the leak and Gary & Cindy were able to drain the overflow water. The main floor drain wasn't draining properly. Cost of repairs will be split between the association paying All Ways and the HO.

Towers repairing grass area with railroad ties.

There has been an inquiry about sitting in the pool area though the pool has been closed. Angie suggested not to allow as there could be liability issues with occupying the pool area.

Notice has been given to the cleaning service and the contract will end on October 31, 2022.

New Business

An inquiry was made about liability risk for the association who have keys to units. The board agreed that due to potential emergency situations, such as leaking/running water, it would be prudent to have keys to the units.

The west end of the 6328 gallery garage must be closed as vehicles are using the garage to drive through to the west side of the property and not entering the garage to park.

There have been issues with marijuana smoking in both gallery buildings. Residents are encouraged to contact the police as marijuana is illegal. If the resident can determine which unit has people smoking marijuana the association can send a violation notice to the unit as the smoke is seeping outside of the unit which is a violation of association rules.

There has been a request for an outside little library on the grounds. The board has put that on hold. Kelly Neff was observing the meeting and stated that when she was on the board there were concerns about the type of books that may be left in the library and theft of books from the library.

Treasurer's Report

Final payment of \$211,700.00 issued to Rayco for roofing in August

Appointment with bank to establish a line of credit forthcoming

2023 budget started

Comcast still in limbo. A meeting is scheduled with the Comcast sales representative.

Research regarding insurance premiums will begin

The board is against an assessment and the HO dues are likely to increase. An analysis shows that the dues increase over the last 10 years have been minimal and haven't kept up with the increasing inflation

Security Committee Report

Committee will determine the funds needed to secure the office. Jen will donate a curtain rod for the office and it will be installed with a curtain.

Sonseere has been investigating a safe for the keys.

Landscape Committee Report

In two of the bare areas we're going to experiment with a low grow seed that is planted prior to the cold weather. Seed has already been purchased and any additional cost will be minimal. Board was unanimous in the approval.

The City of Edina has offered to plant 100 trees in our area. We will be able to choose the trees to be planted. Other neighborhoods have gotten the same offer but haven't accepted the offer. We will accept the offer. Planting of trees TBD.

Volunteers needed to water the new trees until the ground freezes.

No more tree removal until 2023

Flowers and perennials for beds on the townhouse islands have been purchased and will be planted soon.

Ash trees—dying ash trees in some private patios. HO will be notified to remove. There are small ash trees growing near the brick walls on the lower gallery units, HO will be asked to remove those trees.

Action Items

Mowing around telephone pole where garbage is collecting

Comcast meeting will be scheduled

Security committee will research a safe

Jen will work with the city on tree planting

Bylaws committee will be formed in quarter 1 2023

Newsletter—will ask residents to e-mail questions/concerns to the office and not the board. Reminder will be added about furnace inspections. Parking sticker reminders.

Adjournment

7:51 1st Natalie, 2nd Kirk

Board meeting template

The Colony at Edina Board Meeting Minutes

Opening

The meeting was called to order at 5:59 pm by Natalie

Present

Natalie Ionescu (president), Kirk Fox (vice president), Cindy Schneider (Treasurer), Angie Arnold (secretary), Jeff Hamm, Jen Teegarden, Sue Neuhart

Absent

Approval of Agenda 1st Kirk 2nd Sue

Approval of Minutes 1st Sue 2nd Kirk

Management Report

1. Bid received for additional office security in the amount of \$516.00. Bid includes 2 motion detectors, glass breakage monitor, and back-up for power outage. It was recommended that the lights are on turned on during after hours in Commons. Officer Beau didn't agree with hanging curtains. Office security approved unanimously.
2. Recommended that fobs be used for the gallery buildings as security code has been given to non-residents.
3. Cady cleaning contract renewed for one year. There is a 60-day notice to cancel the contract. A walk through will be conducted to give specific instructions for our needs.
4. Yorker drain—Westside Maintenance report leaks into their garage. Seven years ago a French drain was installed to prevent leaking, but now is failing. The Colony paid for this drain. Phyllis Chi was the board president for both the Yorker and the Colony during this time. She said that she didn't participate in the settlement. Dolly will continue to try to reach Westside to discuss. We have been

advised that the townhouse laundry rooms were built in the wrong space and could become an issue in regard to the leaks being experienced by the Yorker.

5. Staff update—still looking for a full-time staff member. Atlas conducting a search. Possible candidates from Nextdoor, Jeff and Cindy.

6. 6328 garage repairs ongoing and appear to be near completion. Kevin and Micah will build a door on the west side of the garage.

7. Officer Beau is aware of reports of stranger lurking on grounds on October 12 and 17. On October 17 a resident in 6423 reported the door was ajar.

New Business

1. Comcast—will discuss the possibility of adding internet to the contract in 2023.

2. Will discuss with HOA Assist a way to set up reporting for HO6 insurance policies.

3. Line of credit—unanimous approval for Wintrust Bank. \$300K line of credit. Yearly fee is \$1000.00. Payment of 1½% to Matt Gassen for his search.

4. Dolly—becoming a notary was not approved.

5. Complaints of smoke from 6421 rental unit. The renter denied smoking stating that he was out of town but had non-smoking friends staying there. If additional complaints are received fines will be imposed.

6. Reminder that personal items shouldn't be left in common areas.

7. Multiple complaints regarding laundry room courtesy issues. Angie will draft a recommendation for laundry room courtesy.

8. Many windows need to be replaced. Will remind residents of the CEE loan program.

9. Suggestion for a sustainability committee. The November open forum will discuss the committee and find out what the interest would be for this committee.

Treasurer's Report

TREASURER'S REPORT October 18, 2022

Operating Checking	\$101,902.76
Operating Savings	\$108,543.94
Quarters Account	\$23,622.11
Petty Cash Fund	\$2,772.87
Insurance Claims Account	<u>\$33,756.55</u>
	\$270,598.23

Reserve Savings	\$165,130.52
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TOTAL	\$435,728.75
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All balances are as of 9/30/22. Financial statement is 9/30/22.

The final payment in August to Rayco of \$211,700 is reflected in the Reserve Savings balance.

We have agreed to apply for a \$300,000 line of credit with Wintrust Bank.

I recommend that we go back to a separate line item for cable charges. This would be a charge of \$28.74 per month per unit.

November 2, 2022 @ 6:00pm—2023 Closed board budget meeting

Roof expectations will be discussed and how to handle cable dues.

Security Committee Report

Dolly is looking into fobs for the gallery buildings.

Sonseere is looking for key safe.

Will discuss Colony signs and lights.

Landscape Committee Report

Test patch of grass seed planted.

City of Edina has offered to plant 30 trees on the property. Jen will see if they can be planted in 2023. Volunteers needs for the tree bags.

Action Items

Adjournment 7:28

The Colony at Edina Board Meeting Minutes

Opening

The meeting was called to order at 6:11 pm by Natalie

Present

Natalie Ionescu (president), Kirk Fox (vice president), Cindy Schneider (Treasurer), Angie Arnold (secretary), Jen Teegarden, Sue Neuhart

Absent

Approval of Agenda Natalie 1st, Kirk 2nd

Approval of Minutes Natalie 1st, Cindy 2nd

Management Report

- No electric vehicle can be plugged in using The Colony electricity. This issued will be revisited when the Rules and Regulations are reviewed in 2023.
- To date, Dolly has gotten 98 furnace inspection reports. A reminder e-mail will be sent with a deadline. Fines will be imposed after deadline if the inspection report isn't received.
- Dolly suggested that the Rules and Regulations be reviewed in 2023 for clarity and possible changes. Natalie is going to e-mail the August 2020 document to each board member to review and make suggestions.
- Cluster doors cannot be locked due to issues with mail and package deliveries.
- There has been a request to change the pet policy as the city of Edina allows three pets per household. This will be reviewed when the Rules and Regulations are reviewed.
- Once the key safe is purchased there will be a deadline for residents to provide a key to their unit to the office.
- It is recommended that a resident alert the office if they're going to be gone for an extended time period, but notification isn't required.
- A new maintenance member has been added to the staff. Billy is anxious to learn and is working well with Kevin and Micah.
- Kevin feels that he's catching up on work. Billy and Micah have been working on interior projects.

- Winterizing is going well per Kevin.
- There are many cars that aren't registered with the office and don't have stickers. A reminder will be added to the newsletter.

New Business

- We received a bid to complete 10 roofs in 2023. Kevin agreed that this was reasonable. It will be determined if the balconies will be taken out in 2023. Cindy moved for a vote and Kirk seconded the vote. The board unanimously agreed to move forward with 10 roofs to be completed in 2023. There will be 20 roofs left to complete in 2024 or later.
- Cindy moved to vote on the line of credit and Sue seconded the vote. The board unanimously agreed to move forward with the line of credit.

Treasurer's Report

- Angie moved to approve the 2023 budget and Natalie seconded the vote. It was unanimously agreed to approve the budget. The current budget plan should add \$480,000.00 in reserves by the end of 2023.
- The homeowner with large outstanding association dues has paid in full.

Operating Checking	\$38,907.90
Operating Savings	\$108,576.21
Quarters Account	\$23,623.11
Petty Cash Fund	\$4,095.00
Insurance Claims Account	<u>\$33,757.98</u>
	\$208,960.20

Reserve Savings	\$201,898.22
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TOTAL	\$410,858.42
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Security Committee Report

- Glass breakage sensors, motion detectors and outside lights have been installed or updated. The lights will be on at all times in the office and surrounding the office per the police recommendation
- A key safe will be purchased by the end of the year.
- File cabinets will be re-keyed for safety per the police recommendation.

Landscape Committee Report

- The city has postponed tree planting to 2023.
- Jen is monitoring the tree that is splitting.
- Jen is reviewing a grant for lawns and will consider applying for it.
- We will need volunteers to assist with removing the tree bags. A date will be determined for the week of November 21st based on the weather.

Action Items

- Next open forum and board meeting is January 17, 2023

Adjournment—Meeting adjourned at 7:15 pm. Angie moved for adjournment and Kirk seconded the adjournment.

Have a safe and happy holiday season!

The fire in 6328 occurred after the board meeting. The board has met with the insurance adjuster for the association. The building is being inspected and the repair estimates are in the process of being completed. Some residents have been able to return to their units. **All of the residents and pets are safe and didn't suffer any injuries.** More information will be shared soon.