**MINUTES**

**The Colony at Edina Board of Directors Meeting for October 17, 2023**

Location: The Colony at Edina 6330 Colony Way

5:30-6:00 pm Open Forum.

**Board of Directors Meeting: 6:00pm**

1) Call to order by Brian Haas
2) Rollcall, all present – Brian Haas, Sonseere Goldenberg, Jen Teegarden, Kirk Fox, Cindy Meuweissen, Nancy Pilhofer, Cindy Schneider (via phone).
3) Approval of October Agenda -motioned by Jen Teegarden, seconded by Kirk Fox
4) Approval of September minutes – motioned by Kirk Fox, seconded by Nancy Pilhofer

5) Staff Management Report by Cindy Meuweissen

* Pricing from two vendors for unfinished decks and balcony repairs forthcoming.
* ACR for 6301 Colony, 1B skylight replacement discussed. Home responsible for any repairs to roof areas for process. Concern for height of replacement will be discussed with homeowner.
* ACR provided for 6308 Barrie Rd, door replacement. Approved.
* Discussion on buildout of final unit (2L) to be completed in order to close out insurance claim for 6328 Barrie building. Cindy S will follow-up with HOA attorney and homeowner to expedite completion.
* Pest control company advised HOA to install cover mesh over all roof vents to prohibit rodent access to building. Cindy M will get bid for project.
* Public hearing taking place for new monument sign for Bhatti GI at 65th/Barrie.
* Reminder to homeowners that garbage and recycle carts need to be placed at least 6’ from garage doors. Any damage to door is homeowner’s responsibility.
* Reminder to homeowners to turn off water spigots, remove hoses, change furnace filters.
* Brian connected with Rayco. They expect permits and materials soon. End of month completion expected on 8.5 roofs.
* More expedient process will be created for submission, review and approval of ACR’s for future meetings. Community Manager will ensure submission is complete and within rules of HOA

**Old Business**

1. Rules and Regulations: Discussion and Review by the subcommittee

A process was submitted to Board for submission and review of violations that are not listed in Rules and Regulations.

* Receive email or written complaint to office.
* Must be verified by firsthand witness account and/or photos
* Date and time of violation must be included.
* Letter and email will be sent to homeowner, including violation, date and time, rule and regulation, amount of fine, and offer of hearing (to be requested within 10 days of notification).
* Hearing requested and provided only to homeowner, not renter if applicable, for questions and answers only. Board discussion following.
* If fine is determined, letter and email notification to homeowner.

Board agrees with the process, which will now be reviewed by HOA attorney.

1. By Laws Letter to Community. (update)

Received relatively few questions on the documents to date.

**New Business:**

1. Review of Bids for Joist Wrapping on Unfinished Decks

Need to reach out to both vendors for further verification. Once received they are received, they will be emailed to board for review

1. Report From HOA Management Subcommittee on findings and recommendations.
	* Committee reached out to 11 companies with a custom and comprehensive Request for Proposal asking for proposals to be received by September 15th.
	* Eight companies chose to provide proposals. The committee evaluated the proposals, rating needs and attributes.
	* Analysis of the existing budget was done to find expenses that would be redirected to cover costs of management company. Budgeting for FY2024 will take place later this year.
	* Committee agreed that The Colony at Edina would be best served by a full-time, experienced Office/Community Manager and full-time Maintenance Manager.
	* Based on their proposals and their proven ability to manage a community of our size, three finalists were chosen to have meetings with the committee – Sharper Management, First Service Residential and RowCal Management. RowCal was the only company to request a site visit and spent two hours walking the property and asking questions.
	* Three finalists were given the opportunity to revise the proposals to reflect the two full-time staff needs. Staff must be employed by the management company.
	* Discussion on each of the companies, pros and cons of each, and whether a premium would be added to vendor expenses, which is not the case, except potentially on larger capital expenses.
	* Committee recommended RowCal Management to the Board, based on their flexibility, experience, comprehensive pricing, and understanding of the project. They also laid out a friendly and detailed transition plan and commitment to high level experienced staff.
	* Committee feels confident there are ample funds in current budget to hire management company to begin November 1, 2023.
	* Nancy Pilhofer motioned to hire RowCal Management for a one-year contract, Sonseere Goldenberg seconded. All Board members were in favor and motion carried. Brian Haas will follow up with RowCal immediately.

**Reports & Committee Updates**

1. Treasurer’s Report – presented by Cindy S.
2. Landscape Committee Report – presented by Jen Teegarden.
	* Getting quotes to remove the two dying ash trees from three vendors.
	* Driftwood working on doing cleanup, but too late for thistle and weed treatment.
	* Sidewalk issue needs to be addressed at end of Colony Way. Various options to lower surrounding beds and raise sidewalk. Management company to address in Spring.
	* Question on where fire lanes are and parking issues. Currently not marked. Management company to address in Spring.
	* Suggestion to plan community Spring Clean-Up event. New Community Manager should coordinate.
3. Rules and Bylaws Committee Report

Several community members have offered to serve on this committee. Cindy Schneider will follow-up to determine who will participate.

**Closed Meeting**

**Adjournment –** Meeting was adjourned at 7:45 PM. Motioned by Sonseere Goldenberg, seconded by Cindy Meuweissen.