

meeting minutes

Townhomes of Bieneman Farm Board of Directors

Meeting Date: January 20, 2020

Location: Bordertown Realty Offices

Attendees: Pam Frank (President), Jamie Germain (Secretary), Jean Conners (Treasurer), Lyn Francois (Member at Large), Miranda James (Cities Management).
Not present: Dan Hatalla (VP).

Call to Order	6:00 PM
Meeting Minutes	BOARD APPROVED previous Meeting Minutes via email.
Homeowner Input	NONE
President's Report	NONE
Secretary's Report	NONE
Treasurer's Report	Treasurer's Report & Delinquency Research Update
Manager's Report	<p>Manager's Report items were discussed. The following items were presented for approval:</p> <p>Bids And Proposals:</p> <ul style="list-style-type: none">• 2020 Private Road and Driveway Crack Filling Proposal – BOARD APPROVED as presented.• 2020 Gutter Inspection Cleaning Proposal – BOARD APPROVED cleaning only (i.e., inspection will not be done; <u>all</u> gutters will be cleaned, not just those most in need).• 2020 Roofing Contract Proposal – BOARD APPROVED main contract for 4 buildings to be done in 2020.• 2020 Roofing Contract Addendum for Gas Line Detection – Board agreed to have Miranda negotiate the price of gas line detection services. To be voted on via email. <p>Homeowner Correspondence – Owner of 2310 Azalea requested removal of a pet waste fine and all related late fees from April 2019 – BOARD DENIED this request.</p> <p>Legal – legal action and/or status regarding four delinquent properties was discussed. Treasurer will continue to work with Manager to review all delinquent accounts</p> <p>Vendor Correspondence – BOARD REAFFIRMED that Outdoor Images may call towing company directly to tow vehicles at the owner's expense if they impede snow removal. Outdoor Images will provide towed vehicle information to Manager.</p>
Unfinished Business	<p>Governing Doc Revisions – Committee formed – Jamie and Jean appointed to review and propose revisions to the following governing documents:</p> <ul style="list-style-type: none">• Rules and Regulations – Parking Policy and related documents, Rental Policy, Collections Policy, Fines/Violations Policy• Declarations• Bylaws <p>Proposed revisions will be presented to the Board for approval. Changes requiring homeowner vote will be presented for homeowner approval at the Annual Meeting.</p>
New Business	<ul style="list-style-type: none">• Insurance Renewal – Policy is coming due in April. Board agreed to have Miranda send out requests for proposals for the same coverage levels and deductible (\$20,000) as the current policy.• Spring Walkthrough scheduled for 4/29/2020 @ 9am.• See also action items in Manager's Report section.
Next Meeting Dates	<ul style="list-style-type: none">• BOARD AGREED at the November meeting to meet the 3rd Thursday of each month at 6pm at Bordertown Realty. Next meeting dates: 2/20, 3/19, 4/16.• BOARD AGREED to hold Annual Meeting in August. Specific date and location TBD.
Meeting Adjourned	8:05 PM