

# meeting minutes

## Townhomes of Bieneman Farm Board of Directors

**Meeting Date:** February 20, 2020

**Location:** Bordertown Realty Offices

**Attendees:** Pam Frank (President), Jamie Germain (Secretary), Jean Connors (Treasurer), Lyn Francois (Member at Large). Not present: Dan Hatalla (VP).

<b>Call to Order</b>	<b>6:00 PM</b>
<b>Meeting Minutes</b>	<b>BOARD APPROVED</b> previous Meeting Minutes via email.
<b>Homeowner Input</b>	NONE
<b>President's Report</b>	NONE
<b>Secretary's Report</b>	NONE
<b>Treasurer's Report</b>	<b>Treasurer's Report</b> reviewed and <b>Delinquency Research Updates</b> discussed.
<b>Manager's Report</b>	<b>Manager's Report</b> reviewed.
<b>Unfinished Business</b>	<ul style="list-style-type: none"><li>• <b>Insurance Policy Renewal</b> – RFPs have been sent and proposals are due March 1 (policy expires April 1). Proposals obtained by Manager and Secretary will be considered at the next meeting.</li><li>• <b>Governing Doc Changes</b> – See Committee Reports section below.</li><li>• <b>Delinquencies</b> – Delinquent accounts were reviewed to determine if further legal action should be taken.</li></ul>
<b>New Business</b>	<ul style="list-style-type: none"><li>• <b>Review Reserve Study</b> – Board will discuss at next meeting after members have had a chance to review.</li><li>• <b>Damaged Parcel Locker</b> – Secretary shared pics of the standalone parcel locker with damage on Foxglove (reported to Manager by another owner). It is the only standalone parcel locker on Foxglove, and it serves members of both the Townhome and Row House HOAs residing on the west end of Foxglove. The locker is leaning up against the main locker and the door is difficult to close. <b>BOARD AGREED</b> to have Manager discuss repair/replacement of the locker with Outdoor Images as it appears it was damaged during snow removal.</li></ul>
<b>Committee Reports</b>	<ul style="list-style-type: none"><li>• <b>Governing Doc Review Committee</b> (Jamie/Jean) – first meeting is 3/10.<ul style="list-style-type: none"><li>♦ Collections &amp; Parking policies/forms</li><li>♦ Declaration changes</li></ul></li></ul>
<b>Next Meeting Dates</b>	<ul style="list-style-type: none"><li>• Regular Board meetings are the 3rd Thursday of each month at 6pm at Bordertown Realty unless otherwise specified. Next confirmed meeting dates: 3/19, 4/16.</li><li>• Spring Walkthrough: 4/29/2020.</li><li>• Annual Meeting: August (day/location TBD).</li></ul>
<b>Meeting Adjourned</b>	<b>7:15 PM</b>