

meeting minutes

Townhomes of Bieneman Farm Board of Directors

Meeting Date: March 19, 2020

Location: Conference Call

Attendees: Pam Frank (President), Dan Hatalla (VP), Jamie Germain (Secretary), Jean Connors (Treasurer), Lyn Francois (Member at Large), Miranda James (Cities Management)

Call to Order	6:01 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 – Discussed.										
Manager’s Report	<p>Annual Tax Returns – Miranda reported that the Association’s Federal tax refund will be \$753 and WI tax refund will be \$300+.</p> <p>Bids And Proposals</p> <ul style="list-style-type: none">• BOARD APPROVED proposal for Dryer Vent Cleaning (external only) in 2020.• BOARD APPROVED State Farm insurance proposal for 2020-2021 policy year. Minimal increase in premium.• Board discussed landscaping/snow removal proposals – Miranda to forward the Board’s contract questions to both companies and report back ASAP (current contract ends 3/31/2020). <p>Delinquencies – Discussed. As of 3/15/2020:</p> <table><tr><th><i>Current</i></th><th><i>Over 30</i></th><th><i>Over 60</i></th><th><i>Over 90</i></th><th><i>Total</i></th></tr><tr><td>\$8,362.97</td><td>\$3,376.05</td><td>\$1,321.00</td><td>\$13,373.31</td><td>\$26,433.33</td></tr></table> <p>Maintenance Requests – 3 new – one parking sign missing, decorative fence down, ruts in lawn – all will be looked at on Spring Walk. Jean will also reach out to her scrap metal contact regarding the fencing. Board will also look at the damaged standalone parcel locker on Foxglove.</p> <p>Homeowner Correspondence</p> <ul style="list-style-type: none">• 3/11/2020 – 19XX Hemlock – Owner requested waiver of \$25 pet waste fine – BOARD APPROVED WAIVER• 3/16/2020 – 22XX Salvia – Owner requested waiver of \$25 pet waste fine – BOARD APPROVED WAIVER• 19XX Magnolia – Multiple nuisance and safety issues:<ul style="list-style-type: none">○ 2/22/2020 – Homeowner emailed with concerns regarding children at play destroying property in the association, including ripping off tree branches and taking signs off their posts.○ 3/12/2020 – Another homeowner emailed with concerns regarding renters being a nuisance (loud yelling).○ Board members also expressed concern regarding these renters – the kids ride their bikes all across the common area lawn, dogs are off leash, kids biking are blocking streets, kids have been seen on the roof.○ BOARD AGREED that such issues should be reported to the local police whenever possible as the Board unfortunately has little to no jurisdiction over renter behavior. <p>Legal</p> <ul style="list-style-type: none">• 22XX Salvia – 2/24/2020: Per BOD request legal was contacted to halt all collections on this property until further notice. Owner did not agree to settlement offer therefore BOARD AGREED to recommence legal action on the account.• 23XX Rosemary – Lien but no judgment (?) – BOARD AGREED to proceed with legal action on this account, including filing a lien if one has not already been filed.	<i>Current</i>	<i>Over 30</i>	<i>Over 60</i>	<i>Over 90</i>	<i>Total</i>	\$8,362.97	\$3,376.05	\$1,321.00	\$13,373.31	\$26,433.33
<i>Current</i>	<i>Over 30</i>	<i>Over 60</i>	<i>Over 90</i>	<i>Total</i>							
\$8,362.97	\$3,376.05	\$1,321.00	\$13,373.31	\$26,433.33							
Unfinished Business	<ul style="list-style-type: none">• Review Reserve Study – Discussion tabled. Note: Engineer will be returning in the spring to complete the asphalt inspections of the association and provide an update.										

Other New Business (see also Management Report section)	<ul style="list-style-type: none"> • Violation/Fine Process – <u>BOARD AGREED</u> on a standard process for violation notifications and fine assessments. A formal policy will be developed, approved, and published to document what was agreed upon. Miranda will implement the process immediately.
Committee Reports	<ul style="list-style-type: none"> • Governing Document Review Committee (Jamie/Jean) – met 3/10/20 – got through Declaration, next up will be the Bylaws and Rules & Regs, including Violations/Fines and Collections policies. Changes will be sent to Board for review prior to submission to Legal.
Next Meeting Dates	<ul style="list-style-type: none"> • Board agreed at the 11/2019 meeting to meet the 3rd Thursday of each month at 6pm at Bordertown Realty. Next meeting date: 4/16. • SPRING WALKTHROUGH – 4/29/2020 @ 9am. • ANNUAL MEETING DATE – planned for August 2020; specific date TBD.
Meeting Adjourned	7:41 PM