

# meeting notes

## Townhomes of Bieneman Farm Board of Directors

**Meeting Date:** May 21, 2020

**Location:** Pam's House

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

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	None – Treasurer not present – Financials discussed by members present.										
Manager's Report	<p>Report Date: 05/13/2020   <a href="#">Agenda</a>   <a href="#">Meeting Minutes</a></p> <p><b>Maintenance Requests</b></p> <ul style="list-style-type: none"><li>• Shingle issues – 2203/2205 Salvia – under warranty – fixed 5/21/2020</li><li>• Downed tree across driveway – 1904 Ironwood (+neighbor) – marked completed 5/21/2020</li><li>• Sinking patio – 1904 Ironwood – <b>Board will take a look on their landscaping walk in June</b></li></ul> <p><b>Architectural Control Report – BOARD APPROVED</b> owner's request for professional asphalt cleaning and sealcoating at 2308 Rosemary as long as the owner is aware it is at their expense. <i>Board further agreed that, going forward, sealcoating requests will generally be approved whether the work is done by a professional company or the owner themselves. This is not, however, to be construed as a blanket approval of all requests; owners must continue to submit such requests to the Board for individual approval.</i></p> <p><b>Bids And Proposals</b></p> <ul style="list-style-type: none"><li>• <b>4/16/2020: Cities Maintenance Spring Walk List sent to the BOD</b><ul style="list-style-type: none"><li>○ 4/30/2020: List of approved Maintenance Requests submitted to Cities Maintenance and is scheduled for completion in the month of June.</li></ul></li><li>• <b>5/6/2020: Received Asphalt Apron replacement proposal</b> for aprons and mill patching (pothole filling)<ul style="list-style-type: none"><li>○ This was recommended by Cities Maintenance after they conducted a walk of the association, but with all the current projects already slated for 2020 (roofing, etc.), this project will be deferred until 2021 due to budget constraints. <i>This proposal will be used as a reference for 2021 budgeting.</i></li></ul></li><li>• <b>Audit/Review of Association</b> – Miranda advised that the last summary audit or full detailed review of the Association financials was a summary audit of 2017 financials done in 2018. Customary frequency is every other year. <b>BOARD APPROVED</b> a full review of 2019 financials to be completed in 2020.</li></ul> <p><b>Delinquency Report as of 5/19/2020</b> – up \$138.70 overall since March report. Amounts in all categories EXCEPT FOR “Over 90” decreased:</p> <table><tr><th>Current</th><th>Over 30</th><th>Over 60</th><th>Over 90</th><th>Balance</th></tr><tr><td>\$7,844.67</td><td>\$2,995.50</td><td>\$1,271.55</td><td>\$14,460.31</td><td>\$26,572.03</td></tr></table> <p><b>Homeowner Correspondence</b></p> <ul style="list-style-type: none"><li>• 4/27/2020: Received a letter of concerns from owner of <b>1806 Azalea</b>. Board discussed owner's concerns and <b>Miranda will forward the Board's responses to the owner.</b></li><li>• 5/1/2020: Received a request from owner of <b>2312 Rosemary</b> to waive the recent \$12 late fee due to COVID-19-related hardship; due to owner's consistent positive payment history in the past the <b>BOARD AGREED to a one-time waiver of the late fee</b> and advised that if the owner is further affected by COVID-19 they should reach out to the Board as soon as possible.</li></ul>	Current	Over 30	Over 60	Over 90	Balance	\$7,844.67	\$2,995.50	\$1,271.55	\$14,460.31	\$26,572.03
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	<ul style="list-style-type: none"> <li>5/11/2020: Received a request from the homeowner at <b>1804 Azalea Bay</b> to have the \$25 fine removed from their account regarding a violation for a Commercial Vehicle. <ul style="list-style-type: none"> <li><b>BOARD APPROVED</b> this request via email; Accounting confirmed 5/12/2020 that this fine had been removed from the account and the homeowner was notified.</li> </ul> </li> <li><b>1906 Ironwood</b> – Owner requested waiver of \$66 in late fees due to their autopay amount not being updated timely after the monthly assessment amount increase. Board already forgave the first month's late fee for all residents. <b>BOARD AGREED to refund 1/2 of the fees (\$33) if the owner signs up for autopay</b>, which will automatically increase the payment amount in the future if dues increase.</li> </ul> <p><b>Projects</b></p> <ul style="list-style-type: none"> <li><b>5/6/2020:</b> Emailed BOD the attached information: <u>Crack_Fill_Start_Notice.pdf</u>. <i>Crack filling completed on 5/14/2020.</i></li> <li><b>5/7/2020:</b> Emailed BOD &amp; sent notices to the homeowners: <u>Roofing_Start_Letter_PHASE_Three.docx</u></li> </ul> <p><b>Site Inspections:</b> Site inspections (by Cities Management) are scheduled to resume later this month.</p> <p><b>Violations Report</b> – discussed.</p>
<b>Unfinished Business</b>	<ul style="list-style-type: none"> <li><b>Reserve Study</b> – Board is still reviewing. Engineer will be returning in the spring to complete the asphalt inspections of the association and provide an update.</li> </ul>
<b>Other New Business</b> (see also Management Report section)	<ul style="list-style-type: none"> <li><b>Irrigation Servicing/Repair Invoice</b> – Miranda will bring Board's questions to Trever.</li> <li><b>Downed and diseased tree removal/replacement</b> – Board discussed; another walk-through will be done by the Board in early June to specifically identify trees and bushes that have been removed and/or need replacement. Various options for bush/tree replacement were discussed.</li> <li><b>Standalone Parcel Locker on Foxglove Way</b> – <b>BOARD APPROVED</b> removing the parcel locker as it is unsightly, does not close well, and is coming unattached at the base. There are still two parcel lockers available in the main mail locker. If the removal causes issues for residents the Board will consider replacement.</li> <li><b>Driveway Replacement/Private Road Resurfacing</b> – Board discussed the increasing need for this project, as many driveways are beginning to deteriorate and aprons are continuing to sink. Bids will be obtained later in 2020; anticipated completion in 2021. Bids for both asphalt and concrete will be obtained.</li> </ul>
<b>Committee Reports</b>	<ul style="list-style-type: none"> <li><b>Gov Doc Review Committee</b> (Jamie/Jean) – Jamie will send out revisions to the Board for review and comment.</li> </ul>
<b>Next Meeting Dates</b>	<ul style="list-style-type: none"> <li><b>BOARD AGREED</b> via email to continue meeting the 3rd Thursday of each month at 6pm (location may vary). <b>Next meeting date: 6/18/2020.</b></li> <li><b>ANNUAL MEETING DATE</b> – Date will be set at a future meeting; planning for August 2020.</li> </ul>
<b>Meeting Adjourned</b>	<b>7:30 PM</b>