

meeting minutes

Townhomes of Bieneman Farm Board of Directors

Meeting Date: June 18, 2020

Location: Dan's Garage

Attendees: Pam Frank (President), Dan Hatalla (VP), Jamie Germain (Secretary), Lyn Francois (Member at Large, via video call)
Not present: Jean Conners (Treasurer)

CALL TO ORDER	6:00 PM										
Meeting Minutes	BOARD APPROVED previous Meeting Minutes via email.										
Homeowner Input	NONE SCHEDULED										
President’s Report	NONE										
Secretary’s Report	NONE										
Treasurer’s Report	Treasurer’s Report – treasurer not present.										
Manager’s Report	<p>Report Date: 06/11/2020 June 2020-FINAL – Report reviewed in its entirety; action items noted below.</p> <p>Maintenance Requests</p> <ul style="list-style-type: none">• Gutter & power washing request – 2230 Foxglove – added to maintenance request for July• Failing Concrete (new request) – 2201 Salvia – Cities Maintenance will assess damage and provide cost estimate – customarily covered by Association <p>Accounting</p> <ul style="list-style-type: none">• Discussed changes made to the process for requesting changes to published financial statements effective 6/9/2020 <p>Financial Reports effective 5/31/2020 – discussed</p> <p>Architectural Control Report</p> <ul style="list-style-type: none">• Board conditionally approved (via email) 2308 Rosemary's request to clean and sealcoat of driveway. Conditions:<ul style="list-style-type: none">○ Project is completed at the expense of the homeowner○ Any damage caused during the project is the responsibility of the homeowner <p>Request For Proposal Report – No new RFPs.</p> <p>Delinquency Report – As of 6/17/2020:</p> <table><tr><th>Under 30</th><th>Over 30</th><th>Over 60</th><th>Over 90</th><th>Delinquent Balance</th></tr><tr><td>\$7,035.17</td><td>\$3,612.50</td><td>\$1,483.55</td><td>\$14,352.31</td><td>\$26,483.53</td></tr></table> <p>Projects – CMT confirmed on 6/5/2020 that Phase 4 of the roofing project was completed. There were no issues other than a complaint about where the biffy was placed.</p> <p>Site Inspections – Manager was onsite 5/21/2020. No citations were issued.</p> <p>Violations Report – Reviewed.</p>	Under 30	Over 30	Over 60	Over 90	Delinquent Balance	\$7,035.17	\$3,612.50	\$1,483.55	\$14,352.31	\$26,483.53
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Old Business	<ul style="list-style-type: none">• REVISED Review Reserve Study – Discussion tabled. Many of the exterior issues noted will be addressed by Cities Maintenance in June.										
New Business (other than items in Management Report)	<ul style="list-style-type: none">• Board Vacancy – Jean announced that she will be resigning from the Board soon. A nomination form was submitted to Cities Management; the form was reviewed and nominee will be invited to the next Board meeting.• Tree/Shrub Removal – Trever (Outdoor Images) will provide a full list of trees & shrubs that need removal and quotes for various types and sizes of replacement trees as discussed by him and the Board on the last walkthrough. <i>Outdoor Images is <u>not</u> responsible for putting up a barrier so that trees are protected from girdling (by lawnmowers, weed whips); Board requested an estimate for this service from Outdoor Images.</i>• Other Landscaping<ul style="list-style-type: none">○ Weeding is not being done per the contract and complaints are coming in regarding the haphazard bush trimming. These items will be discussed with Trever.										

	<ul style="list-style-type: none"> ○ Board conditionally approved invasive weed spraying (on the hill) – Jamie will confirm with Miranda that there is room in the Grounds/Landscaping budget and report back to the board members for final approval. ● Collections Policy – Board approved via email; policy published to the website 6/17/2020. ● Governing Doc Changes – Declaration & Bylaws – Changes discussed; suggestions will be incorporated. Jamie and Pam will review again and finalize.
Committee Reports	<ul style="list-style-type: none"> ● Gov Doc Review Committee (Jamie/Jean) – no further updates. Changes are in review.
Next Meeting Dates	<ul style="list-style-type: none"> ● BOARD AGREED via email to continue meeting the 3rd Thursday of each month at 6pm (location will vary). Next meeting date: 7/16/2020. ● ANNUAL MEETING DATE – Set for OCTOBER 15, 2020 – Miranda will book venue and confirm date.
ADJOURNED	7:20 PM