

# Townhomes of Bieneman Farm HOA 2024 Annual Meeting

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April 2023 – April 2024



# Agenda

1. Introductions
2. Administrative Items
3. Reports of Officers
4. Election of Board of Directors
5. Ongoing Business
6. New Business
7. Resources
8. Adjournment

# Introductions

- **Current Board Members**

- Pam Frank – President
- Dan Hatalla – Vice President
- Jamie Germain – Secretary
- Lyn Francois – Treasurer
- Bob Ott – Member at Large

- **Property Manager**

- Matthew Fee, MJF & Associates

- **HOA Counsel**

- Joel Schlitz, Attorney, Mudge Porter Lundeen & Seguin S.C.

# Administrative Items

- **Voting Register**
  - All members present must sign in on the Member Register
  - Only one vote per unit (not per owner)
- **Proxy Certifications**
  - Proxies received will be verified and logged
- **Establishment of a Quorum**
  - A quorum of 10% (i.e., at least 14) Association members must be present for elections to be held
- **Approval of Prior Annual Meeting Minutes (April 2023)**

# Board Goals

- **Reduce expenses**
- **Reduce delinquencies**
- **Maintain Reserve Account & increase earnings**
- **Project planning per Reserve Study guidance**
- **Uphold community standards**
- **Increase communication & transparency**
- **Defend owners' rights**

# Board Accomplishments

- **Increased yields on investments**
  - Earned \$6262.15 in interest on CD & deposit accounts in 2023
- **Maintained efficient management of Association**
  - Board meets every other month w/Manager
- **Project Planning**
  - Multiple large projects coming up in 2024-2026
- **Continued vendor oversight**
  - Contracts and invoices reviewed and negotiated; service performance is continuously monitored
- **Continued collection of delinquent accounts**
  - Overall delinquent amounts are published in meeting minutes

# 2023 Projects Completed

- **Painting** – all pillars, door frames, patio door kick plates
- **Pest Control** – all units sprayed for crawling insects
- **Dryer vent cleaning** – all units
- **Siding replacement** – all units affected by hail damage
- **Tree replacements** – across the entire property
- **Retaining Wall** – east side, lower level – to curb Knotweed spread

# 2024 Project Plans

- **2024 Projects Scheduled**
  - Speed bump on Holly Curve
  - Dryer Vent Cleaning (outside portion)
- **2024 Additional Project Options**
  - Full Gutter Replacement – all units
  - Foundation Repair (depending on inspection results)
- **Future Projects (2025+) for Discussion**
  - Full Shrub & Rock Replacement – phases likely
  - Full Driveway Replacement – phases likely

**The 25% increase in insurance costs has restricted our ability to complete multiple projects in 2024! ☹**



# Election of Board of Directors

- **ALL SEATS are up for re-election this year.** All current members have chosen to run for another term. Officer assignments (President, VP, etc.) are assigned immediately after the annual meeting per the bylaws.
- Running for re-election this year:
  - **Pam Frank – President** (2YR seat)
  - **Dan Hatalla – Vice President** (3YR seat)
  - **Jamie Germain – Secretary** (2YR seat)
  - **Lyn Francois – Treasurer** (1YR seat)
  - **Bob Ott – Member at Large** (3YR seat)
- **Call for Nominations** – if additional nominees are named, vote will be by written ballot; results will be tallied and reported within a week of the meeting
- **Vote!**

# Ongoing Business

- **Property Title Issue – Update**

- Lots 17–48 (32 units); owners don't have legal access to their units due to Builder's failure to file appropriate paperwork
- **Counsel has not been able to get the various title companies to agree to any particular amount to fund fixing the situation**
- **Next step: 2/3 of the owners of all other lots (i.e., 70) must vote YES to add Lots 17-48 to the Association – Third Supplemental Declaration, Ballot, and Proxy went out 4/16**
- Once we have enough YES votes then we need to obtain notarized consent forms from all of the owners of Lots 17-48 and their mortgage holders

*If enough votes are not received organically (for either action), we will be going door to door to obtain them!*

# New Business

- **Violation Fee Increases**
  - **General Fees** increasing from \$25/50 (first/subsequent) to **\$50/\$75**
  - **Rental Registration Rule** violations remain at \$100/\$200
- **Nuisance Rule Reminder**
  - Rule 6: “No noxious or offensive activity shall be carried on upon any Lot, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood. No homeowner may erect more than one wind chime on each unit.”
  - City Ordinance §187-4: “Loud and unnecessary noise. No person shall make or cause to be made any loud or disturbing or unnecessary sounds or noises such as may tend to annoy or disturb another in or about any public street, alley or park or any private residence.”
  - **Notify Manager of recurring nuisance issues; owners will be fined**
  - **Call the police for assistance**

# New Business, cont.

- **Open Discussion**

- **Dog Waste issues** – Owners are encouraged to report issues to Manager; pictures are very helpful
- **Vermin issues** – Do NOT feed squirrels or other rodents! This encourages them to stick around and multiply, and causes issues for other Owners
- **Potential Assessments for major projects**

# Owner Participation is Encouraged!

- **Benefits of being a Board or Committee member**
  - Participate directly in Association decisions and duties – vendor management, budgeting, conflict resolution, project management, etc.
- **Board Committees**
  - No committees in place currently; possibilities include Landscape, Social, Covenants & Compliance, etc.
- **Share your talents with the Association!**
  - If you or someone you know have a special talent or skill – painting, maintenance, asphalt work, landscaping, etc. – we'd like to hear about it!

# Resources

- **Property Manager: Matthew Fee**
  - [matt@mjfandassociates.net](mailto:matt@mjfandassociates.net)
  - Mobile 612-819-0133
- **HOA Website**
  - [www.tbfhoa.com](http://www.tbfhoa.com)
  - Important alerts, announcements, and bulletins, including work/maintenance notices
  - Governing docs, Association policies, insurance info, etc.
  - Work order requests, ACH forms, architectural requests, tenant information sheets, etc.
  - Management company contact info & direct email option
  - FAQ's

# Thank You

for attending!



**Please reach out to the Board  
with any additional questions or concerns.**