

VILLAGE OF GREEN TRAILS BOARD
MEETING MINUTES
January 9, 2018

Chaired By: Mary Monachella

Attendees: David Kaplan, Tom Hornung, Scott Masterson, Jon Viglione, Bob Williams

Meeting began 6:35pm

1. Approve December 14 minutes – unanimous approval
2. Report on financials (Tom Hornung still working on year-end financials)
3. Reports on grounds/owner issues
 - Standard Contract Invoices – none
 - Special Invoices
 - PO Box Renewal \$236 (approved unanimously)
 - Mailing fees for newsletter to KwikKopy \$440.56 (Jon moved to approve, Tom seconded all approved)
 - Terrill cut back prairie grass for \$202.50 (approved unanimously)
 - \$5,000 to DJM for permits and engineering drawings (approved previously)
 - 14058 Boxford – Erosion originating on common ground has moved onto owner’s lot. Bob Williams to draft a report to make public on the website and answer homeowner questions.
 - 14066 Boxford (Mulvenna) – Leaning trees, David said MSD will do nothing as trees are not physically blocking the creek. We will get a bid to drop the trees all the way down and revisit.
 - 14046 Boxford (Aylward) – Jon emailed with homeowner who shared his own arborists bid. Scott to have NPB take a look and bid both topping and taking down the tree.
 - 120 Seabrook – Large leaning tree in stream bed. Scott to have NPB to take a look and bid both topping and taking down the tree.
 - 14370 Ladue Road -- Closed issue regarding fence encroachment. Email communication is saved.
 - 14581 Ladue Road -- Jon to send certified letter regarding fence on common ground
 - 198 Gunston Hall – Owner not receptive to email communication asking for survey (which should exist since owner added large external garage). Mary to contact Chesterfield regarding lack of permitting.

4. Discuss Indenture Draft – Board discussed indenture draft
5. Any other old business – None at this time
6. Any new business
 - Board discussed potential Eagle Scout project to create a trail and bench on common ground near Green Trails School. Board to review/approve plans for bench construction.
 - Cut up large dead tree behind 14164 Trailtop and remove from mower path
 - David reported that he is absolutely against removing or forgiving any past assessments and that he was informed that doing so would constitute willful negligence

Meeting to be continued on 1/23/18

VILLAGE OF GREEN TRAILS BOARD
MEETING MINUTES
January 23, 2018
(Continued from January 9th)

Chaired By: Mary Monachella

Attendees: David Kaplan, Tom Hornung, Scott Masterson, Jon Viglione

Absent: Bob Williams

Visitors: Jeff Schmitt, lawyer from Danna McKitrick

Meeting continued 6:30pm

1. Indenture review and feedback (meeting with Jeff Schmitt of Danna McKitrick)
2. Report on Financials
 - Reviewed Schedule of Cash Activity. Tom to place note suggesting 99k for 2016 assessments would have been collected in prior year.
 - Reviewed Statement of Revenues and Expenses

- Reviewed Balance Sheet
- Reviewed monthly Budget vs Actuals
- David will post on website the Cash Activity (1), Revenue & Expenses (3), Balance Sheet (4), and Budget vs Actuals (5)
- Tom Hornung moves to use previous tax preparer, Della O. Jay, approved unanimously

3. Old Business

- 14058 Boxford – Repair of Common Ground erosion and subsequent homeowner property damage. The contract for the drawings required by the City of Chesterfield, MSD and the Army Corp of Engineers was signed and sent so work should be underway shortly.
- 120 Seabrook - Sycamores leaning in creek. NPB submitted bids for topping and removal. Jon V to email homeowner regarding cost sharing.
- 14046 Boxford – Sycamore near eroding stream bank. NPB submitted bids to fall completely and top. Jon V to email homeowner regarding cost sharing.
- Mowing contract is ending soon and board discussed posting request for bids on website. Board considered drafting map to share with bidders.
- 14164 Trailtop – Tree down in common ground near grassy ear. Majority of board agrees to have NPB bid to break down the tree and leave behind in woods.

Mary moved to adjourn at 9:28, approved unanimously

VILLAGE OF GREEN TRAILS BOARD
MEETING MINUTES
February 20, 2018

Chaired By: Mary Monachella

Attendees: David Kaplan, Tom Hornung, Scott Masterson, Jon Viglione, Bob Williams

Meeting began 6:38pm

1. Approve January 9 & 23 minutes
 - Mary moved, all approved
2. Report on financials by Tom Hornung
 - Reviewed scheduled of Cash Activity
 - Reviewed Statement of Revenues and Expenses
 - Reviewed Balance Sheet
 - Reviewed Actual vs Budget YTD
 - Mary moves to approve, all approve, David to post on website
3. Report on Grounds / Owners Issues
 - Invoices – none
 - Board discussed fall leaf mowing/mulching strategy including specified use of mulching blades. Board will determine when to mulch leaves (in fall after majority of leaves have fallen and the ground is dry). Board unanimously agrees this should be the process in future years.
 - Mowing Contract – Brightview and Go Green bid as well as current vendor Terrill. Board to negotiate contracts after receiving 3 bids.
 - 120 Seabrook – Cost Sharing agreement for tree removal (owner to pay \$650, bid to remove completely is \$3050 from NPB. Jon V to email instruction to owner regarding payment coordination).
 - Bob moves to approve Seabrook bid, Jon seconds, all approved
 - Gunston Hall – St. Louis county will look into lack of permit for shed (for business use) constructed on common ground.
 - 14161 Trailtop – Downed trees in backyard after Ameren work. Board will determine what Terrill can do for \$400 and the rest of the wood will be spread out in forest.
4. Discuss 2018 Budget and “Bob’s Plan”

- Budget to include beginning balances to be drawn upon for work
- Discussion of erosion control near prairie edge and estimated cost
- Discussion of prairie extension of 5 acres and expenses / reimbursement & timing of expenses through grant programs
- Total Common Ground Maintenance Review (average erosion expense, tree expense, prairies expense in Year 1, etc.)
- Discuss Liability increase for insurance

Meeting postponed until 2/27/18

VILLAGE OF GREEN TRAILS BOARD
MEETING MINUTES
February 27, 2018

Chaired By: Mary Monachella

Attendees: David Kaplan, Tom Hornung, Jon Viglione, Bob Williams

Meeting began 6:33pm

1. Continue discussion of “Bob’s plan” for assessment

- Discuss 3-year vs 5-year credit payback period

2. Discuss Budget

- Board agrees to get liability insurance re-quoted at current \$1M/occurrence, \$5M/occurrence, \$10M/occurrence due to tenants in common liability.
- Deep discussion on budget needs for 2018 and going forward and assessment plan to be presented to subdivision trustees

3. Old Business

- Discuss new Lawn Contract
- Terrill the lowest bidder on new mowing contract. Bob moves to approve new Terrill contract, Scott seconds, all approve
 - Contract increases 3% a year over next five years 2019 to 2023
 - Locked in labor rates \$47/manhour General landscape
 - Rip Rap Weed spraying \$120/manhour

- 14058 Boxford tree down on fence. Board to get bid to clear tree up to property line and another bid to take down a dead tree. Scott/Bob to coordinate
- Trailtop debris left by Ameren to be picked up by Terrill. Issue closed
- Mary moves to approve tax bill, Bob seconds, all approve
- Bob moves to approve to file taxes, Mary seconds, all approve

4. New Business

- Ameren easement beyond Chesterfield right of way. Mary to talk to Ameren to let them know we are Tenants-In-Common and have concerns about signing off on it.
- Tom moves to submit 2018 proposed budget and “Bob’s Plan” to individual subdivision trustees to get feedback, Jon seconds, all approved
- Tentative plan to meet Tuesday March 20th and Wed March 28th with subdivision trustees to present new indenture proposal and received feedback

Jon moves to adjourn, Mary seconds, all approve at 10:04pm

VILLAGE OF GREEN TRAILS BOARD
MEETING MINUTES
April 3rd, 2018

Chaired By: Mary Monachella

Attendees: Tom Hornung, Scott Masterson, Jon Viglione, Bob Williams

Absent: David Kaplan

Meeting began 6:40pm

1. Approve February 20 & 27 Minutes
 - Mary moves to approve, Jon Seconds, all approve
2. Invoices
 - Terrill Invoice 5724 for \$400 for tree debris cleanup.
 - Terrill Invoice 5725 for \$495 for leaf mulching.
 - i. Mary moved to approve both, Scott seconds, all approve
3. Grounds Issues
 - 14046 Boxford not interested in cost sharing for tree removal
 - 120 Seabrook still needs to proceed with cost sharing on tree removal. Owner to pay \$650
 - NPB Bid to remove additional 13 fallen/falling trees near Seabrook bid \$3,125 that pose a safety hazard. Mary moves to approve, Bob seconds, all approve.
 - NPB Bid to grind 21 stumps near the lake for \$1,375. Verify grinding below surface and ask about sawdust removal.
4. Report on Financials (Tom Hornung)
 - Reviewed Schedule of Cash Activity
 - Reviewed Statement of Revenues and Expenses
 - Reviewed Balance Sheet
 - Reviewed Actuals vs Budget YTD
 - Mary moves to approve, Jon seconds, all approve. **David** to post on website.
5. Other Old Business
 - Board requested compensation for Ameren easement and Ameren contact did not respond other than suggesting it was not common practice.
6. Budget / Assessments / Indentures
 - Mary moved to set assessment to \$230 for subdivision trustee meeting, Bob seconds, all approve
 - Reviewed budget and finalized assessment info for upcoming subdivision trustee meeting
 - Reviewed slides for subdivision trustee meeting

Mary moved to adjourn, Jon seconds, all approve at 8:45pm

VILLAGE OF GREEN TRAILS
ANNUAL MEETING MINUTES
May 3, 2018
6:30 PM Chesterfield City Hall

Board Chair Mary Monachella thanked everyone for coming and introduced the other board members, former Secretary Jon Viglione, Treasurer Tom Hornung, Scott Masterson, Bob Williams and David Kaplan. She also introduced Jeff Schmitt, the board's attorney and Barry Flachsbart our Ward 1 councilmember. Mary stated that Jon is no longer a trustee but is doing the presentations he prepared as well as answering any questions about the Board's activities during his tenure. She thanked Jon for his service. Bob Williams will be taking over Jon's role as Secretary. Mary explained that this evening had two segments. First the Board would present the usual annual meeting topics (45 min) and then open the floor to questions (30 min). Next Jon would present the assessment portion of the indenture proposal followed by questions from owners.

Mary began the first segment by highlighting some of the Board's activities over the past year.

The Board conducted 12 meetings from June through December in order to accomplish everything from selecting officers to holding 4 attorney interviews to formulating an assessment amount for the 2017 billing. From January through May in 2018 there were 8 scheduled meetings. Additionally the board did as much as possible via email. Now that one regular monthly meeting will be enough to get the job done and sessions with our attorney will be minimal, the board intends to begin open meetings.

The Board hired Jeff Schmitt and James Heffner from Dana McKitrick and met with them in October to discuss how the Village functions and how to make things better for both owners and trustees. Mary said there would be discussion on the indenture proposal during the second half of this meeting and at a meeting on May 16, 6:30 pm at City Hall—not on May 23 as previously published.

There was a controversy over the ownership of several large parcels of common ground in the Village since the recorder's office in St. Louis County did not have the Village trustees listed as owners. Tom Hornung spent 40 plus hours trying to locate the warranty deeds to these parcels. Except for a few very small pieces (less than 10 acres total), he found all the deeds in question and presented them to the St. Louis County Recorder's Office to make corrections to the county web site. These deeds verify ownership by the owners in the Village as tenants in common. This was a considerable cost savings since we did not have to pay a Title company to search for these deeds.

The Board is handling all the administrative tasks including preparing all financial forms, making deposits and paying bills, all correspondence with individual owners and all mass mailings of newsletters and assessment bills, completion of closing documents (about 20), creating a data base to deliver information to owners more efficiently, updating the master list of Village Owners. This saves the Village 10% of the assessment money collected as that is the going rate for such a service from City and Village. On an assessment of \$160 that is \$10,320.

Tom presented the financial activity for 2017 and the first 4 months of 2018. He presented the Schedules of Cash Activity for the year ended December 31, 2017 and for the four months ended April 30, 2018 and the monthly spreadsheet for the year ended December 31, 2017 on slides. He noted that the assessment for 2016 was paid in early 2017 and some 2017 expenses were incurred from January through May before the new board began. The Alliance Association Bank Checking Account (\$7661.45) has not yet been released by CMA. The board has been trying to get to the bottom of this situation without the expense of hiring an attorney. If CMA remains unresponsive, the board will involve their attorney. Tom pointed out that the current cash balance is deceiving since a large amount of it is committed to current contracts. Tom also emphasized that a major concern is the joint and several liability we all face as a result of owning property as tenants in common. Any one of us or group of us can be held totally liable for any situation on the common ground. The owners paying the judgement would have to try to recoup their portion of the joint liability proportionally from the other owners. There is a definite need for additional liability insurance to cover this risk. Consequently, the annual premium for general liability will increase from the \$7600 listed in 2017 to \$12,000 in 2019.

David spoke about what was done over the last year on the grounds. A number of dead trees were removed all over the common ground including more than 35 dead trees at the lake. Those stumps will be ground as well. He said the tree removal will be ongoing since most of the trees on the common ground are old. David pointed out that the board put the Lawn Contract (mowing) out for bid in 2018. Terrill's bid was again by far the lowest with future increases at 3%. The other big budget category for the grounds is Common Ground Maintenance. This category includes tree and stump removal, brush removal, clean up of sticks & debris multiple times during the year, leaf mulching in fall, grass seed, vine cutting, plantings, etc. This work is bid separately.

Scott and Bob spoke about erosion. They stated that we have several areas on our common ground where erosion is a problem. The immediate necessity is to repair holes in open areas that both people and animals may fall into and that would endanger the mowers. There are also other areas to be considered for repair in the near future. Bob said the bid on 4 of the largest areas totaled \$34,000. The annual budget for 2018 and each year thereafter includes the conservative amount of \$8,000 for erosion repair. The erosion on Boxford Court is an unusual situation. Scott read the letter previously put out by the board to explain the situation. This letter is attached. Slides of the area in varying stages were shown. Scott reiterated the fact that the board listened to several experts who all had the same explanation. The erosion began on Village common ground due to a blockage in the creek and is creeping onto the adjacent owner's property. The board voted to hire a very reputable firm specializing in erosion to stabilize and restore the creek bank. The contractor, DJM Ecological Services Inc., expected the permit fees from the Army Corps of Engineers and MSD to be lower and to begin the repair before the erosion expanded. Had that happened the cost would have been reduced. The lesson for the future is the creeks need to be monitored so any blockage can be removed prior to causing damage.

Scott and Bob began the question period by answering some of the Boxford Court erosion questions from owners. One question was “why was the blockage not discovered and the repair begun sooner?” The answer was that this owner is handicapped and does not walk out into his yard. When the problem was discovered the prior board was involved in the CMA case and money was tight. The new board got involved in the situation immediately but all the bids and paperwork have taken many months. Mary also answered an erosion question concerning the location of the problem. It was suggested that it is not our property. The photo taken from the county parcel viewer and marked by Mike Horton with the location of the work to be done was shown. Mr. Horton contended that the blue line on this photo was the creek and therefore both sides of the creek belonged to the owner across the creek. The blue line is not the creek boundary but a depiction of the water flow per a GIS analyst at St. Louis County. The side of the creek being restored is Village property.

The Board continued taking comments from owners. One suggestion was to include schools, especially Green Trails Elementary, on the Village website as they are an asset to our community. Owners in Country Club Grounds were concerned about dumping on our common ground. Also many people spoke in favor of having some type of schedule for open meetings.

The question/comment period for the business portion of the evening’s agenda lasted about 40 minutes. The presentation on the assessment section of the indenture proposal followed.

As a Village trustee and board secretary, Jon Viglione created a power point presentation for the board on the entire indenture proposal and delivered it at a meeting to the individual subdivision trustees. Jon moved out of the Village sooner than expected and had to resign from the board a few days before this meeting. The board asked if he would come back as a guest speaker and deliver the same presentation to all the owners.

Jon began by first telling everyone the most important thing to remember is the number \$162.50. He went on to explain that the Board wanted to come up with an assessment plan to equalize the amount each owner paid out over the years 2015 through 2022. There were differing opinions by the owners during the years 2015, 2016 and 2017 as to what assessment amount should be paid. The current indenture says \$50 and it has never been amended (from 1965). All attempts to amend came after the summer of 2014. So in 2015 and thereafter some owners paid the \$200 billed knowing the grounds could not be maintained at \$50 per owner and others began paying just the \$50 per the indenture. There are reasonable arguments for both but the board wanted to move forward by not choosing a right or a wrong scenario. Instead a plan was designed to insure that all owners paid the same total amount of \$1300 for the 8 year period.

In order to achieve this, the assessment amount in 2018 will be \$230 per year with credits given to those who paid in more than \$50 per year for the years 2015, 2016 and 2017. Those who only paid the \$50 per year will pay the full \$230. The maximum credit is $(\$200 + \$200 + \$160 - \$150) = \$410$, which will be allocated equally over the 5 years from 2018 through 2022. That will lower the amount for those receiving the maximum credit each year by \$82 leaving an assessment of \$148 per year. So at the end of the 8 years we all will have paid \$1300 or an average of \$162.50 per year.

A slide displayed the 5 year budget created by the board and Jon presented the information supporting the plan and the \$230 amount. In 2018 the expenses will be about \$131,000 due to the erosion project and the increase in liability insurance. Various other categories were also discussed. For the next 4 years the expenses drop beginning with about \$109,500 in 2019 and increasing to \$114,300 in 2022. During the 5 year period \$145,000 in credits will be applied.

The next slide depicted the Assessment Schedule for 2018 through 2022. It showed the net payment for each of the next 5 years based on what had already been paid in during 2015 through 2017. Copies of the slides and the budget will be posted on the Village website.

Jon also presented the new assessment formula which allows the trustees the ability to add small increases in the assessment amount based on the consumer price index. For example, if the CPI amount of the previous year was 2.1%, then the assessment may be increased by only 2.1%, probably rounded down to a whole dollar number, for the following year. If the board feels the amount without increase is sufficient, the assessment will continue at the current rate. Should the board choose not to raise the assessment amount for a number of years, the next increase would be equal to the cumulative increase in the CPI since the last year the assessment was increased, but shall never be more than 10% over the prior year's assessment unless approved by 55% of the owners. Using a formula incorporating the CPI in this manner avoids the necessity of trying to obtain enough votes from the entire village, along with the cost associated with doing so. See section 6 (b) in the proposal for further information.

After the presentation on assessment concluded, numerous questions and comments were offered some of which follow.

First comment—WOW \$230.

The Board response is to remember that over 8 years (2015 through 2022) we all pay a total of \$1300 or \$162.50 per year.

The question “Is the board intending to raise the rates using the CPI allowable amount during the next 5 years?” was posed and the answer is NO. The Board presented a 5 year budget and they plan to stick to it.

Some owners were not in agreement with allowing a small increase in the assessment amount without a vote of all the owners.

The Board response is that it is difficult to get anything passed even with multiple tries. Printing and mailing 637 owners is time consuming and expensive. Three mailings have not been successful in garnering an increase to date.

Ladue Trails' trustee, Guy Bradley, spoke in favor of using the Consumer Price Index (CPI) for small allowable raises as he is currently experiencing the amount of work necessary to get votes for an assessment increase in Ladue Trails.

Owners commented that they do not want assessments increased if the reserves are met, meaning if there is sufficient cash on hand. Some suggested setting a limit on the reserve amount.

The Board's answer is that this is a bit tricky as we may need to save for a future expense. More discussion will occur at the next meeting on this topic.

VILLAGE OF GREEN TRAILS BOARD MEETING MINUTES May 20, 2018

Chaired By: Mary Monachella

Attendees: Tom Hornung, Scott Masterson, Bob Williams

Absent: David Kaplan

Meeting began 7:00 pm

1. Approve minutes of Annual Meeting held on May 3, 2018.
 - a. Mary moves to approve. Scott seconds. Approved by 4 – 0 vote.
2. Invoices(note- many approvals via e-mail the past 2 weeks)
 - a. Honeysuckle growth has grown over the sidewalk. This starts at the end of the lake and continues westward and ending before the welcome sign. Many residents have complained that the growth makes it difficult to walk on that side of the street. Terrill has been engaged to remove the undergrowth along this section. Cost estimate is \$700. The board approves the expenditure up to \$700 by vote of 5-0.
 - b. Nathan Brummitt – Invoice 1328. Total amount of invoice \$4,575. This amount was for 3 projects. First, the grinding of selected stumps around the lakes from earlier tree removal. Cost - \$1,375. Second, tree removal along creek on Seabrook Ct. Cost- \$3,050. Homeowner had agreed to cost share to the amount of \$650. Tom to invoice homeowner for amount. Third, cutting up tree that fell at 14164 Trailtop. Cost - \$150. Scott M. verified completion of work at all 3 sites and done per agreement. Vote 5-0.
 - c. Insurance- Regular liability plus D&O. Renewed current policy. Cost- \$7,397.50. This is a small increase from previous year. Vote 5-0.
 - d. Insurance – Additional liability insurance. Purchased a \$7 million dollar umbrella policy increasing the village's total liability coverage. Cost \$4,750. Vote 5-0.
 - e. Dana McKitrick – 2 invoices
 - i. Balance due for indenture creation. Cost- \$3,250. Vote 4-0.
 - ii. Additional Legal services. Cost- \$1,898.50. Vote 4-0.
 - f. Mary Monachella – Mailing costs associated with annual meeting/indenture mailing. Cost - \$1,646.66. Vote 4-0.

Total amount committed - \$24,217.56

3. Grounds/issues

- a. Synagogue Sign and Lights. A new sign for the Synagogue was erected recently. Mary Monachella to verify if the pole closest to Ladue Road is owned by Ameren, the Synagogue or the village for liability purposes.
 - b. Boxford Ct. Erosion. In conjunction to the work being performed per the contract, the lot owner has contracted with DJM for additional work along the creek bank for erosion prevention along the entire lot. B Williams will contact DJM for information on the scope of the work to answer any questions that may arise.
 - c. 14217 Forest Crest. David notified that a tree fell across electric lines and pulled the connection to the home off. Homeowner wanted village to send electrician to fix. David viewed the site and determined that the downed tree was not on common ground. David informed owner.
 - d. 14000 Camberra. Owner notified village that common ground behind his house has not been mowed this season. David contacted Terrill about the issue. Terrill looked at the site and will make sure the area is mowed. The trustees will look at the area in question.
4. Other issues.
- a. Alliance Bank and CMA. David to contact CMA concerning release of funds.
 - b. Ameren easement. Early this year, Ameren requested an easement for additional utility work along the lake. Part of the project included a large above ground structure. The board objected to the location of the structure and requested it to be moved further west. There has been no response from Ameren.
5. Indenture changes.
- a. Mary has a list of suggested changes to the indentures. She will be formalizing the list and marking those changes the board incorporated in the new indentures. This list will be put on the website in the near future.
 - b. The board voted 4 -0 for the following change to the indenture. As now written, a change in homeownership results in assessment to go to \$230 for the new owners and forfeiture of any prepayments outstanding. The indentures will be changed to state that the buyers will retain the same assessment the sellers had and the amounts of prepayments will be treated as any other prepayments at closing.
 - c. The board voted 4-0 for the following change to the indenture. Currently the indentures state that elections will be held every 2 years for 3 trustees for a 3 year term. The

indentures will be changed to state that there will be an election every year for 2 trustees to a 4 year term. The impact of this change is that any appointed trustees position will be up for election at the next annual meeting.

6. Indenture voting process

- a. The trustees discussed the voting process for the new indentures. We all agreed that a “hands off” approach by the trustees was preferred to prevent any appearance of impropriety. Pending legal approval, the process will be that all vote counting will be performed by an independent 3rd party. Any mailed ballots will be sent to the 3rd party. Any hand delivered ballots will be placed by the lot owner into a locked box and the box will be delivered to the 3rd party. The 3rd party will count the ballots and track lot owners who have voted. The trustees will not know how any lot owner voted. The trustees will know which lot owners have not voted for follow up mailing purposes.

7. By laws.

- a. The board reviewed the bylaws provided by the lawyers and marked up changes. Mary will contact the lawyers on some questions the trustees have and some clarification.

8. Timeline for voting.

- a. The estimated timeline is for voting to begin late June 2018. Discussion about the communications to include in the voting material was started but not finalized.
- b. Mary and Scott will be contacting the Ladue Trails trustees to see if they have any outstanding concerns.

9. Next Meeting – June 13, 2018 at City Hall depending on availability. Check Greentails website or City of Chesterfield calendar for actual date and time.

10. Meeting adjourned at 10:20 pm. By vote of 4-0.

VILLAGE OF GREEN TRAILS BOARD MEETING MINUTES June 13, 2018

Chaired By: Mary Monachella

Attendees: Tom Hornung, David Kaplan, Scott Masterson, Bob Williams

Meeting began 6:30 pm

1. Approve minutes of Board Meeting held on May 21, 2018.
 - a. Approved by 5 – 0 vote via email. Minutes posted by David Kaplan.
2. Approved financial report 5-0. David to post on website.
3. Invoices(note- many approvals via e-mail the past 2 weeks)
 - a. DJM Boxford Ct. Erosion. Work was completed with the exception of planting of trees and bushes that were specified in the contract. These will be planted in the fall of 2018. The invoice was for \$27,226.86. Board approved payment of \$26,226.86. \$1,000 was withheld and will be paid after planting of trees and shrubs has been completed. Mary to contact DJM. The board approves the expenditure by vote of 5-0.
 - b. Terrill Landscaping – Invoice for \$285. This amount was for cleaning downed brush and a tree which prevented mowing behind 14324 Bramblewood Ct. Debris was removed and mowing behind the property was removed. Vote 5-0.

Total amount committed - \$26,511.86

4. Grounds/issues
 - a. Honeysuckle growth has grown over the sidewalk. This starts at the end of the lake and continues westward and ending before the welcome sign. Many residents have complained that the growth makes it difficult to walk on that side of the street. Terrill has been engaged to remove the undergrowth along this section. David to contact Terrill to see when work will be performed.
 - b. Boxford Ct. Erosion. See above.
 - c. 14000 Camberra. David verified that Terrill is mowing behind the property. Owner also verified that mowing has occurred.
5. Other issues.
 - a. Alliance Bank and CMA. Funds have been released and deposited.
 - b. Ameren easement. Early this year, Ameren requested an easement for additional utility work along the lake. Part of the project included a large above ground structure. The

board objected to the location of the structure and requested it to be moved further west. There has been no response from Ameren.

6. Indenture changes.

- a. Reviewed list of lot owner questions and suggestions with responses. This list will be put on the website in the near future.
- b. Trustees reviewing latest indenture modifications to get a “clean” copy. This will be the indentures to be voted on.

7. Indenture voting process

- a. The trustees discussed the voting process for the new indentures. We all agreed that a “hands off” approach by the trustees was preferred to prevent any appearance of impropriety. All vote counting will be performed by an independent 3rd party. Bob Williams to contact the accounting firm of Mengwasser Martin Lall & Clark P.C. for a bid to perform the work. Stan Mengwasser, Trails West trustee and president, was a partner of this firm. He retired 3 years ago and has no financial interest in the firm.

8. By laws.

- a. The board reviewed the marked up by laws. Mary to send the copy to the lawyers for formal write-up. When a formal copy is received, they will be posted on the website.

9. Timeline for voting.

- a. The estimated timeline is for voting to begin late June 2018. Discussion about the communications to include in the voting material was started but not finalized. Bob Williams to create a cover letter for the packet and send to all trustees for review and comment. The cover letter will be “personalized” for each lot owner showing what the assessment will be under the credit option. 503 out of 637 lot owners will be receiving a credit. Tom Hornung to create a page listing major modifications from the existing indentures and the indentures to be voted on.
- b. Mary and Scott will be contacting the Ladue Trails trustees to see if they have any outstanding concerns.

10. Next Meeting – July 11, 2018 at City Hall room 101. Check Village of Greentrails website or City of Chesterfield calendar for verification.

11. Meeting adjourned at 8:30 pm. By vote of 5-0.

VILLAGE OF GREEN TRAILS BOARD MEETING MINUTES July 11, 2018

Chaired By: Mary Monachella

Attendees: Tom Hornung, Scott Masterson, Bob Williams

Absent: David Kaplan

Meeting began 7:00 pm

1. Approve minutes of Annual Meeting held on June 13, 2018.
 - a. Approval via email and posted to website.
2. Financials
 - a. After presenting the financial report, Tom recommended that the money from the capital improvement account and the reserve account be transferred to the operating account. The board approved 4-0.
 - b. Financial report was approved 4-0.
 - c. In giving the financial report, Tom estimates that the board has enough money on hand to cover expenses through October.
3. Invoices
 - a. Dana McKitrick – Invoice amount of \$3,700. This invoice is for indenture/bylaw changes requested by the board through 5/31/2018. This amount also includes attending the 2 homeowner meeting to answer questions about the indentures. Approved 4-0.
 - b. Terrill- Invoice for \$288. This was for tree and brush removal behind houses on Bramblewood Ct. This was necessary to regain access to common ground that required mowing. Approved 4-0.
 - c. David Kaplan- Provided receipt for \$15 gas purchase for Polaris. This was needed to survey common grounds for maintenance issues that homeowners informed the board about. Approved 4-0.
 - d. In the June meeting the board authorized Terrill to perform work up to \$700 to trim along the sidewalks by the lake. The undergrowth was growing over the sidewalk. Tom reported that the invoice submitted was for \$549.50.
4. Grounds issues.

- a. Boxford Ct – Owner is now watering twice per week after watering 4 to 7 times per week depending on the weather for the first month. This conforms to normal watering procedures for new sod installation.
 - b. Downed trees North Greentrails and Parliament. Homeowner sent pictures of downed trees on the common ground behind house. David to contact Terrill for estimate to cut and remove.
 - c. David surveyed the grounds and provided pictures of downed trees and other issues needing attention in the near future. David to contact Terrill for estimate to cut and remove debris.
5. Indenture changes.
 - a. Mary informed the board that the packet with the new indentures, ballot and supporting documentation has been sent to owners of record. In addition, some spare copies of the indentures and blank ballots were printed in case the board was notified that a homeowner did not receive the mailing.
 - b. The board received a contract from Mengwasser Martin Lall & Clark for counting the ballots for the new indenture vote. The bid amount is for \$1,000. Board voted 4-0 to approve the bid.
 - c. The board voted 4-0 for the purchase of a lock box for residents to place their ballots in. This will be used on July 18, 2018 when board members will be at City Hall to answer questions and accept ballots. As stated in earlier minutes, the CPA firm contracted to count the ballots will have the keys.
6. Other business
 - a. Four home owners attended the meeting. The board answered questions about the new indentures, assessment plans and some common ground questions.
7. Next Meeting – August 15, 2018 at City Hall depending on availability. Check Greentrails website or City of Chesterfield calendar for actual date and time.
8. Meeting adjourned at 8:00 pm. By vote of 4-0.

VILLAGE OF GREEN TRAILS BOARD MEETING MINUTES August 15, 2018

Chaired By: Mary Monachella

Attendees: Tom Hornung, David Kaplan, Bob Williams

Absent: Scott Masterson

Meeting began 7:00 pm

1. Approve minutes of Annual Meeting held on July 11, 2018.
 - a. Approval via email and posted to website.
2. Financials
 - a. Tom presented the financial report. The Financial report was approved 4-0.
 - b. In giving the financial report, Tom estimates that the board has enough money on hand to cover expenses through the end of September. This estimate is one month earlier than the one given at the prior meeting.
3. Invoices
 - a. Terrill – Invoice 6051 amount of \$338. This invoice is for weed/honeysuckle removal along Ladue Rd sidewalk. City of Chesterfield notified the board that this area required maintenance. The weeds/honeysuckle was blocking the sidewalk. Approved 4-0.
 - b. Terrill - Invoice 6096 for \$340. This was for normal spraying of weeds along the rocky areas along both sides of the dam and some additional areas where mowing cannot occur. Approved 4-0.
 - c. Terrill – Invoice for \$6,903 for mowing. This was for a 5 week period. No vote required.
 - d. Lake Management Services – Invoice for \$435 for contractual services. No vote required.
 - e. Kwik Kopy – Invoice for \$3,561.73 for July mailing of voting material. Mary paid the amount as payment is required before services are rendered. Approved 4-0 to reimburse Mary.
 - f. NPB – Invoice for \$3,125 for tree cutting and removal. Board delayed payment due to concern that work was not complete.
4. Grounds issues.
 - a. Mowing – David to contact Terrill about reducing the frequency of the mowing and performing tree/brush removal that is needed. The dollar amount of work performed

for a given week will be equal to the weekly mowing amount so no additional costs will be incurred.

- b. Reviewed photos that David took when surveying the grounds last month. Pictures were of downed trees in several areas. Terrill provided a bid of \$4,385 to perform all of the work. See a. above. Any work not performed by Terrill when substituting mowing for tree removal will be delayed.
 - c. Mary was contacted by a Mr. Kilby. A branch from a dead tree on common ground landed on his fence. He was going to replace the fence and just wanted to know if he could cut the debris up and put it by the dead tree and have it removed when the remainder of the tree is removed. The board saw no problem with this. Mary to reply.
 - d. Ameren easement – Early in 2017, Ameren contacted the board about receiving and easement on some work they were planning. The work involved putting some powerlines underground. This would be along Ladue Rd. by the lake. The board requested some changes to the plan. Ameren notified the board that they were willing to make the changes and requested that the board provide the easement. The board is unsure if they can grant an easement. Mary to contact Ameren.
 - e. A resident contacted the board about culling of deer in the subdivision. The resident would comply with Chesterfield's requirements on the matter. Board voted 4-0 to deny the request.
 - f. Headstone on Laketrails Dr. – The board was notified that the headstone marker on the gravesite had broken. Pictures were provided. A lot owners cemented the headstone in place but a permanent solution is required. Mary to contact Faust Park about the situation.
 - g. Parking on common ground – A resident is parking on common ground next to his house. He has been notified in the past that this is not allowed. Mary to contact the city of Chesterfield as this is not allowed by city ordinance.
5. Indenture changes.
- a. As of Aug 9, the vote was 154 yes to 77 no. 4 ballots were not counted due to issues(not signed, not marked, etc).
 - b. The board decided to mail a reminder letter and ballots to those individuals not voting. Reminder letter and mailing approved 4-0.
6. Other business

- a. Partial billing – due to the current financial issues, the board discussed the need for a partial billing. The billing will occur the week of September 9. After discussion a \$100 amount was agreed to. The \$100 will be broken into a partial billing of \$50 and a request of an additional \$50. Any amount paid will be credited to the 2018 assessment when the indenture proposal passes. Board approved 3-1. David voting no. Bob and Tom will draft a letter for board approval explaining the need for a partial billing.
7. Next Meeting – September 19, 2018 at City Hall depending on availability. Check Greentails website or City of Chesterfield calendar for actual date and time.
8. Meeting adjourned at 8:30 pm. By vote of 4-0.

VILLAGE OF GREEN TRAILS BOARD MEETING MINUTES September 19, 2018

Chaired By: Mary Monachella

Attendees: Tom Hornung, Bob Williams

Absent: David Kaplan, Scott Masterson

Meeting began 7:00 pm

1. Approve minutes of Annual Meeting held on August 15, 2018.
 - a. Approval via email and posted to website.
2. Financials
 - a. Tom presented the financial report. The Financial report was approved 3-0.
3. Invoices
 - a. David Kaplan - \$40.34 reimbursement for payment to Go Daddy for web page. Vote 3-0.
 - b. Kwik Kopy – Invoice for \$1,369.01 for August voting reminder mailing and For September partial billing mailing. Mary paid the amount as payment is required before services are rendered. Approved 3-0 to reimburse Mary.
 - c. NPB – Invoice for \$3,125 for tree cutting and removal. Board voted via email to approve when board determined that work was completed. Approved 4-1. David voting no.
4. Grounds issues.
 - a. Mowing – David contacted Terrill about reducing the frequency of the mowing and performing tree/brush removal that is needed. The dollar amount of work performed for a given week will be equal to the weekly mowing amount so no additional costs will be incurred. The board needs an update to what has been completed and what remains to be completed.
 - b. Mary was contacted by a Mr. Kilby. A branch from a dead tree on common ground landed on his fence. He was going to replace the fence and just wanted to know if he could cut the debris up and put it by the dead tree and have it removed when the remainder of the tree is removed. The board saw no problem with this. Mary replied that the board had no issues with the request. Need to get estimate to cut down the standing dead tree.
 - c. Ameren easement – Early in 2017, Ameren contacted the board about receiving and easement on some work they were planning. The work involved putting some

powerlines underground. This would be along Ladue Rd. by the lake. The board requested some changes to the plan. Ameren notified the board that they were willing to make the changes and requested that the board provide the easement. The board is unsure if they can grant an easement. Mary relayed this information to Ameren. If Ameren wanted to continue with the easement request, they(Ameren) would need to get an opinion from their legal dept.

- d. Headstone on Laketrails Dr. – The board was notified that the headstone marker on the gravesite had broken. Pictures were provided. A lot owner cemented the headstone in place but a permanent solution is required. Mary contacted Faust Park about the situation. There is nothing they can do. We will consider placing some sort of fencing around the headstone to keep it in place.
 - e. 14370 Ladue Road – A section of fence was on common ground by a small amount. The trustees notified the owner that the encroachment was minimal, but in the event of a sale, the fence would need to be placed on the property line. The owner sold the property and the trustees verified that the fence was moved.
 - f. Discussed the legality of collecting past due assessments on foreclosed properties.
 - g. Gunston Hall Shed. A lot owner erected a shed on common ground many years ago. Mary contacted the City and the County about this. Both entities said that this was not any building code issues. The board will address this further in the future.
5. Indenture changes.
- a. As of Sept 5, the vote was 259 yes to 93 no. Tom and Mary have been contacting residents who have not voted in person. They explain the issues and how the restated indenture addresses them. They carry blank ballots and the locked ballot box.
6. Other business
- a. Richard Pfeifer from the Chas. W. Dewitt insurance agency provided an overview of the insurance policies the Village has. The presentation was 30 minutes in length including trustee questions. The village is covered by 4 separate policies. They are
 - i. Commercial General Liability Policy(premium \$\$4,483.50)
 - ii. Commercial Excess Liability Policy(umbrella policy- annual premium \$5,197.50)
 - iii. Commercial Crime Policy(annual premium. \$388)
 - iv. Community Assn Management Liability Policy(annual premium \$2,526)

7. Next Meeting – October 17, 2018 at City Hall depending on availability. Check Greentails website or City of Chesterfield calendar for actual date and time.
8. Meeting adjourned at 8:00 pm. By vote of 3-0.

VILLAGE OF GREEN TRAILS BOARD MEETING MINUTES October 17, 2018

Chaired By: Mary Monachella

Attendees: Tom Hornung, Scott Masterson, Bob Williams

Absent: David Kaplan

Meeting began 7:00 pm

1. Approve minutes of Annual Meeting held on September 19, 2018.
 - a. Approval 3-0. Scott Masterson abstained.
2. Financials
 - a. Tom presented the financial report. The Financial report was approved 4-0.
3. Invoices
 - a. Mary Monachella - \$11.99 reimbursement for payment to Go Daddy for web page extension. Vote 4-0.
 - b. Lake management services – Invoice for \$485 for scheduled maintenance. No vote required.
 - c. Terrill – 2 invoices. One for \$6,127(mowing) and one for \$1,500(brush clean up). These are normal contract items. No vote required.
 - d. Terrill – Invoice for \$4,385 for tree removal. Nine areas were identified for tree removal. Terrill completed the work per bid. Approved 4-0.
4. Grounds issues.
 - a. Dead tree behind Mr. Kilby residence. Need to get estimate to cut down the standing dead tree.
 - b. Erosion at 149 Seabrook – Mr. Galiano contacted board about an erosion issue. David Kaplan responded that MSD was responsible for correcting the problem. No further action required.
 - c. John Cordell contacted board about fence repair for a tree limb that fell on their fence and that there was dead trees behind their fence. Bob Williams to discuss with the Cordells. Need to get a quote for tree removal.
 - d. Legality of collecting past due assessments on foreclosed properties.
 - e. Pine tree. Board got contacted about a large pine tree that has died. This is in the large field. Get quote for removal.

5. Indenture changes.

- a. Tom and Mary have been contacting residents who have not voted in person. They explain the issues and how the restated indenture addresses them. They carry blank ballots and the locked ballot box. Bob and Scott will begin door to door canvassing.

6. Other business

- a. Zach Terrill provided an overview of the lawn maintenance of the common ground. The large fields are mowed every other week at 5 inches. The large areas are divided into 2 parcels. The large field by the power lines are mowed one week and the other large fields are mowed the next week. The area by the lake and highly visible areas are mowed weekly. The presentation was 30 minutes in length including trustee questions. There was discussion about mowing during the summer when rainfall is low. The board wants to forgo the mowing and have Terrill perform other tasks like brush pick-up and tree removal. Zach is willing to do this. He recommends that we do not skip mowing the large fields visible from Forest Crest. Due to the topography and the surrounding homeowners watering their lawns, the grass grows more than one would expect during times of low rainfall.

Zach suggested that a spring drive through around the common grounds would be useful to determine maintenance needs.

- b. Bob Williams was contacted by Stephanie Easis about cleaning up the path in the common ground by Greentrails Elementary School. She is a Girl Scout leader and wants to do nature hikes. This is just twigs and no power tools would be used. The board saw no issue. Bob to contact.

7. Next Meeting – November 14, 2018 at City Hall depending on availability. Check Greentrails website or City of Chesterfield calendar for actual date and time.

8. Meeting adjourned at 8:00 pm. By vote of 4-0.

VILLAGE OF GREEN TRAILS BOARD MEETING MINUTES November 14, 2018

Chaired By: Mary Monachella

Attendees: Tom Hornung, David Kaplan, Scott Masterson, Bob Williams

Meeting began 7:00 pm

1. Approve minutes of Annual Meeting held on October 17, 2018.
 - a. Approval 4-0. David abstained.
2. Financials
 - a. Tom presented the financial report. The Financial report was approved 5-0.
3. Invoices
 - a. Mary Monachella - \$467.61 reimbursement for payment to Go Daddy for web page extension covering the next 5 years. Vote 5-0.
 - b. Tom Horning – Invoice for \$12.86 for postage and parking. Vote 5-0.
 - c. Terrill –\$6,500(mowing). This is a normal contract items. No vote required.
4. Grounds issues.
 - a. Dead tree behind Mr. Kilby residence. 239 Heather Crest. Scott looked at the site. The dead tree poses no threat to the new fence. Nothing further action required.
 - b. John Cordell contacted board about fence repair for a tree limb that fell on their fence and that there was dead trees behind their fence. Bob Williams to discuss with the Cordells. Need to get a quote for tree removal.
 - c. 14199 Crosstrails- resident contacted board about neighbor planting shrubs on common ground. Trustees to verify and take action if required.
 - d. Camberra- 2 dead trees require removal. Need to get quote for removal.
5. DJM plantings and email from Becky McMahan
 - a. Mary received email from Becky McMahan requesting \$1,000 remaining on the Boxford Court contract. She informed Mary that Kevin Betley no longer works for DJM. Mary informed Becky that work is not complete. The contract calls for plantings of trees and shrubs. Planting will now be performed in the spring.
6. Ameren request for easement.
 - a. Ameren contacted Mary and said that an easement is no longer required.

7. Website plan
 - a. Bob Williams is working on the website upgrade. The first phase will be up and running by the end of November.
8. Indenture changes.
 - a. Tom and Mary continue to contact residents who have not voted. They explain the issues and how the restated indenture addresses them. They carry blank ballots and the locked ballot box.
9. Other/new business
 - a. Discussed need to email vendors concerning approval of work to be done on common ground. All trustees should be cc'd on the email. This provides a paper trail on the scope of work that needs to be done.
10. Next Meeting – December 13, 2018 at City Hall depending on availability. Check Greentails website or City of Chesterfield calendar for actual date and time.
11. Meeting adjourned at 8:00 pm. By vote of 5-0.

VILLAGE OF GREEN TRAILS BOARD MEETING MINUTES December, 2018

No meeting held due to lack of quorum.