

# Highlands of Edinburgh 2<sup>nd</sup> Homeowners Association

PO Box 43696, Brooklyn Park, MN 55443

<https://www.highlandsofedinburgh2ndassoc.com>

## Board Members:

- Michael Van Heel, President
- Sue Browen, Vice President
- Kristine Frederick, Secretary
- Rick Weyrauch, Treasurer
- Ali Warsame

## Summary of HOA Meeting Minutes:

**Date:** 10/8/2024

**Time:** 6:30 pm – 8:09 pm

**Location:** Brooklyn Park City Hall, Conference Room 204

## Attendees:

### Board Members:

- ☒ Ali Warsame
- ☐ Kristine Frederick
- ☒ Michael Van Heel
- ☒ Rick Weyrauch
- ☒ Sue Browen

### Architectural Change Committee:

- ☒ Jan Worthley
- ☒ Julie Le
- ☒ Gary Simon
- ☒ Ann Waller

### Officer:

- ☐ Alicia Allen  
(Web Master)

Call to Order: 6:32

## Agenda Items:

1. Approval of previous minutes: June 2024, July 2024, August 2024, September 2024.
  - a. June 2024
    - i. Decision: approved
  - b. July 2024
    - i. Decision: approved
  - c. August 2024
    - i. Decision: approved
  - d. September 2024
    - i. Decision: approved
2. Board vacancy
  - a. Revisit for volunteers at next meeting
  - b. Kristine removed as authorized signer on bank account.
  - c. Sue to be added as authorized signer
    - i. Decision: approved
3. Treasurer's report
  - a. Report
  - b. 2025 budget forecast, current cash position
  - c. 2025 dues
    - i. Recommend \$165 for 2025
      1. Decision: approved
  - d. Recap status of homes with legal action

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- i. 9 homes with legal action
    - ii. 4 have signed payment plans
    - iii. Contact initiated with 3 homeowners
    - iv. Unable to reach remaining 2 homeowners in person
    - v. Recommendation is to discuss foreclosure at Nov 2024 meeting
  - e. Recap status of homes with late annual dues
    - i. 4 homeowners with outstanding dues
    - ii. 1 commitment to pay by 15 Oct 2024
    - iii. 1 unsuccessful payment, check bounced
    - iv. Unable to reach remaining 2 homeowners in person
    - v. Recommendation is to proceed to a demand letter from the lawyer by end of Oct 2024 if payment not received
      1. Decision: approved
  - f. Legal representation
    - i. Change from Helmuth & Johnson to Toohey Law Firm PA
      1. Significant decrease in hourly rate
      2. More responsive
      3. Decision: approved
4. Newsletter (or letter from the Board) – Action item to write
  - a. 2025 dues
  - b. Expanded payment options (Venmo)
  - c. Homeowner electronic registration (website)
  - d. Reminder to submit ACC proposals via website
    - i. Omit \$100 payment described in source documents
  - e. Fine schedule
    - i. Defer
  - f. Action item to have someone draft – Alicia (Sue to ask)
5. Island renovation (Sue)
  - a. Recap / introduce bids
    - i. Lynde Nursery (pronounced Lined?)
    - ii. Same scope as Clean Cut
    - iii. Action item: provide Scope of Work (SOW) for islands + locations (Sue) to Alicia to be included with meeting minutes pending approval
    - iv. Total cost for two islands (Noble + Prestwick [\$4,137.42], South Nantwick – [\$6,547.71])
      1. Total cost: \$10,685.13
      2. Decision: approved
6. Landscaping along Noble Pkwy (Sue)
  - a. Dead tree removal
    - i. Contact Arbor Tree for tree removal, 2<sup>nd</sup> bid

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- ii. Include cleanup
    - iii. 3 trees to be removed
    - iv. Action item: reach out for estimates (Sue + Gary)
    - v. Bids to be emailed, approval granted electronically
  - b. Tree trimming
    - i. Plan to have Board members perform
- 7. Last meeting's action items (2 min each)
  - a. Web portal for community member online registration (Alicia)
    - i. GoDaddy software has changed, ACC form has been lost. Request for hard copy of ACC form to be re-created on website (Jan).
      - 1. Status: no update
  - b. Send meeting minutes to Alicia to post on website (Mike)
    - i. Status: completed
  - c. Plan for drought-tolerant plants in islands (Alicia)
    - i. Status: no update
- 8. New action items from this meeting.
  - a. Dead tree removal. Get estimates (Sue + Gary)
  - b. Island renovation. Provide scope of work for inclusion with meeting minutes. (Sue)
  - c. Draft newsletter. Reference topic #4. (Alicia + Sue)
- 9. Schedule next meeting
  - a. 12 Nov 2024
- 10. Round table
  - a. Pending group home on Loch Lomond Blvd
    - i. Attorney advised not to object to group home.
  - b. Privacy fence
    - i. Follow up required
  - c. Instructions for payment via Venmo to be posted to website

Scribe: Mike Van Heel