
**HIGHLANDS OF EDINBURGH SECOND ASSOCIATION
BOARD OF DIRECTORS - 2019**

PO Box 43696, Brooklyn Park, MN 55443
<http://www.highlandsofedinburgh2ndassoc.com>

President: Carl McKinley
Vice President: Jerry Moore
Acting Secretary: MaryBeth Hinrichs
Treasurer: Tony Grossman
Officers at Large: Ann Waller, Jan Worthley, Adam Hrpcek

**HIGHLANDS OF EDINBURGH
SECOND ASSOCIATION
ANNUAL MEETING NOTES
June 27th, 2020 - 10:00 AM via Zoom Conference**

The Annual Meeting for the Highlands of Edinburgh Second Association was held via a Zoom Conference Call.

Attendance:

- **Board of Directors Present:** Carl McKinley, Jerry Moore, Janice Worthley, Tony Grossman, Adam Hrpcek, Ann Waller, MaryBeth Hinrichs
- **Number of Homeowners in addition to Board members: 6**
- **Number of Proxies provided: 4**
- **Voting quorum reached.**

Agenda and Meeting Notes

- 1. Call to Order**
 - a. Call to Order at 10:02 AM
- 2. Introduction of current Board members**
 - a. Carl McKinley welcomed all to the meeting and introduced each board member, explaining their different roles.
- 3. Review of minutes from the 2019 Annual Meeting**
 - a. Ann Waller made a motion to approve. Mark Hinrichs seconded. All in favor; 2019 Annual Meeting Minutes are approved.
- 4. Treasurer's Report**
 - a. Tony Grossman presented the report for the calendar year of 2019, viewable onscreen during the meeting. A copy is found on the Google Drive folder for 2020 Annual Meeting Documents.
 - i. Tony explained income and expenses line-by-line.
 - ii. He also explained what landscaping items are covered for yearly upkeep and that 33 shrubs and 17 spruce trees were planted to improve Noble Avenue landscaping as requested by the city of Brooklyn Park.
 - iii. Ann Waller motioned to approve the treasures report, Mark Hinrichs and Jan Worthley seconded. All in favor, approved.
- 5. President's Report**
 - a. Annual Review:

- i. Little Free Library built and installed, spearheaded by MaryBeth Hinrichs.
 - ii. Jan Worthley spearheaded the effort to spruce up the Noble Parkway landscaping.
 - iii. Adam Hrpcek is the webmaster for the association page. We have a new web address: www.highlands2nd.com. This will need to be published in the newsletter, on the Facebook page and however else possible.
 - iv. New homeowners' questionnaire: Carl designed to make sure that new homeowners know about the association and by-laws during closing. Going forward, the new board can refine the process as needed.
- b. Landscaping
- i. Yearly maintenance of common areas as outlined in the by-laws document done by Augusta Greens, Jeremy Gordon, owner
 - 1. Price quoted from this company approximately half of other bids received, work has been good, no price increase for this year. Jeremy is fairly easy to contact.
 - ii. Moving forward, will also care for the common area along Noble Avenue just south of Prestwick Parkway.
 - iii. Bid of \$18,000 to spruce up the interior islands of the association from this company. Brooklyn Park has also asked for more improvements along Noble Avenue common area of the association in addition to the tree/shrub plantings already done. That bid came in at \$37,000. Board moving forward pursuing bids on this from other companies.
 - 1. Question from Mark Hinrichs –9048 Moorland Chase: What if this additional work along Noble Avenue common area was not done? The city has not contacted the board since their initial complaint about the area, but the board is trying to be proactive about the rest of the work needed.
 - 2. Mark had a follow-up question: Since it seems unlikely to find a less expensive quote from other companies to do this work, what about doing this in phases? Carl not sure that Augusta Greens is in fact cheaper for these extra jobs than other companies might be. Augusta Greens may be overwhelmed with their regular work right now or just may not want to take more work on. Advisable for new board to look into more bids.
 - 3. Question from Marian Davis –9137 Nantwick Ridge: Asked if there is an association mission statement about maintaining neighborhood appearance standards. Since Brooklyn Park does the same thing for individual homes, this seems redundant. What would happen to the common areas of the association if they were not taken care of by the association? Carl said he thought city might issue fines or do the work and bill homeowners in the area for same. He stated areas in Brooklyn Park without associations do not have common areas, areas like them are city property. Marian then asked if our association is getting a tax break for taking on the work of maintaining such areas. It was explained that associations for new developments are now required by the city after trouble was experienced for developments that were completed without associations. The board has looked into dissolving the association, but it is very costly to do so and requires 90% of the homeowners to vote to do so.
- c. Mailbox Update
- i. Mailboxes themselves in need of replacement are done via homeowners' use of the general contact form on the website, also done if some noted during the ACC yearly walk-throughs.

- ii. Mailbox stands are replaced if broken, association does not maintain staining of the stands.
- d. ACC Report
 - i. Annual walk-throughs were explained. Happens in spring, letters sent out to homeowners with items needing correction to be in compliance with the by-laws, a follow-up walk-through happens in the fall. It was also noted that if a homeowner sees something that is a violation, they can contact the board anonymously through the website to report it.
 - ii. In 2019, 93 letters sent to homeowners telling them they were in compliance, 75 sent to homeowners who needed to have work done. Of those 75, 30 letters were sent to homeowners thanking them for improvements done, 47 still needed improvement. Totals after the fall walk-through: 123 in compliance, 47 still needed work done.
 - iii. For 2020, 55 letters were sent out after the first walk-through for items needing improvement.
 - iv. Jerry made the observation that the north area of the association near Nantwick Ridge generally has good upkeep, as you move south through the association, there is a tendency for homes to need to make more improvements. He also talked about the positive aspects of living in an association that kept up the appearance of the neighborhood and asked if there were questions.
 - v. Marian Davis suggested that some of what appeared to be surplus funds in the budget be used to help those in the association who were sick or in financial straits be able to afford needed improvements or maintenance. Jerry answered that he would like to work in partnership with others in the area like Brooklyn Park itself to do so.
 - vi. Mark Hinrichs had a follow-up question to this: Hasn't the board been asking homeowners to let the board know of such conditions so the board could work with them? Answer was yes. Carl brought up that this point needs to continue to be made through the website and the association Facebook page.
 - vii. Jalonda Combs – 9216 Loch Lomond Court – asked why the board could not do something about the pond area. A brief explanation of the history of trying to improve the area was provided, including the note that the pond area is not common to the entire association per the by-laws and access. Ms. Combs indicated she would be interested in joining the board to help address this issue. Marian Davis also asked Ms. Combs if she had a proposal for the pond.

6. Nominations of new board members, ACC members

- a. Position descriptions were shared on screen. Carl explained how often board meetings are held, etc.
- b. Marian Davis nominated Jolanda Combs. Ms. Combs said yes to a board member at large position.
- c. Gene Peterson –9220 Prestwick Terrace – asked about what would happen if there were not enough board members—would a management company then need to be hired? Carl explained that if a management company was hired, homeowner costs would increase significantly and a board would still be needed to oversee the company. Not having a board would also take away from the ability to make improvements to the association common areas.

7. Questions

- a. Marian Davis asked if the annual budget could be sent out to all homeowners with the dues statement. Carl said that it could be for new board moving forward and should be able to be posted on the website, along with meeting minutes.
- b. Ann Waller reminded attendees that all homeowners are invited to attend the monthly board meetings and to use the contact form on the website to ask questions.
- c. Chad Eslinger – 9247 Nantwick Ridge – thanked board members for their work.

- d. Gene Peterson asked if future meetings were to be via Zoom and if it would be possible to move the Annual Meeting to spring . Carl said that how future board meetings were held would probably be decided from month to month; he hoped that future Annual Meetings would be able to be held in person and are typically held in April.

8. Adjournment

- a. Ann Waller motioned to adjourn, Chad Eslinger seconded. All in favor. Approved.
- b. Meeting adjourned at 11:15 AM