

HOA Meeting Nov 03, 2021

Attendees: Jillian Baumer, Dan Edstrom, Beth Long, Forrest Scruggs, Ali Reuter, Joanne Wagner

Meeting call to order at 6:07 11/03/2021

Recap Previous 2020

- Nov 11, 2020 minutes are approved and nothing outstanding

Forum:

- Budget for 2022
 - Approved by the board for 2022

Property management report:

- Currently bidding for Insurance
 - Forrest to confirm once finalized
- Should not see an increase in HOA fees for 2021

Open Issues

- Fall clean up - board to follow up on if an extra clean up is needed after B&E does their fall clean up
 - Forrest will confirm when clean up has completed
- Sprinkler blow out has been completed a few weeks ago
 - Forrest to confirm if the sprinklers were blown out and bill for services
- Boiler maintenance
 - Need to ensure the boiler key is in the lockbox- Ali will confirm if no key is in the lock box
Jillian will make a copy
- The laundry room door is warping – will get a bid for new exterior door at next meeting based on the current state of the door in place
- Laundry room sink is still an issue with the cleanliness of it and the use of it draining
 - Want a plumber to come out and give their opinion on the situation- will look at the Cady plumbing quote from last year and get an update
 - Jillian to contact Cady plumbing for a new quote on the work
- Spigot work on the outside of the units to be completed by B&E next week 11/08
 - prevent the backflow from bursting with a freeze at 810 by putting in a manual drain
- Mulch from spring is still looking good will revisit topic come spring/summer 2022
- B&E confirmed services for snow removal
 - Will keep an eye on salt use and ensure it is the right amount

Ongoing Maintenance:

- Boiler and sprinkler backflow 2 checks per year

Meeting adjourned 6:40PM

Resources:

Next Meeting – March 02, 2022 board conference call 6pm

Lock Box Code: 2678

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FOREST LANE CONDOS
BOARD MEETING
September 01, 2021

MINUTES - Teleconference

Present: Sarah Barthels, Susanna Lienhard, Board Members, Forrest Scruggs from Realty One Meeting called to order at 6:01 pm

Minutes of June 1, 2021 meeting previously approved by email "vote" after submittal.

Forrest reported the following:

1. #818 is in arrears of dues payment; Notice sent on August 1. Rule states Notice is sent on 1st of month after being in arrears of due date.
2. Board approved work by B&E to deliver and apply mulch occurred. Looks good, no negative feedback,
3. FINANCIALS
 - a). Insurance policy for next year going out to bid. Working with specialist who handles "subprime" insurance. Possibly less expensive. Must provide same level and extent of coverage.
 - b) Snow Removal contract last year with USG. Very expensive this year due to frequent snowfall. Total by spring was \$2493.15 where \$450 had been budgeted. Suggested we consider B&E doing it next season. Flat rate of \$3500 regardless of number of trips. Must be part of budget discussion.
 - c) Balance Sheet reserves, etc. We are in "good shape for a small association." Indicated budget work will start in October. Sarah asked whether other HOA's do small, regular fee increases to ensure sufficient reserves and avoid assessments. Forrest indicated increasing dues could impact sales of units and that we have pretty high dues for a small entity. He indicates it's better to do small assessments (assuming the assessment can be small). Regarding concerns about the level of the reserves, the Declaration's Fiduciary Care permits assessments to preserve the reserves.

Ongoing Issues:

1. Outdoor Faucet Backflow at #810: currently no problems. However, to try to deal with the annual back flow breakage and water accumulation, B&E submitted an estimate in June to install a Back flow Preventer Device and a manual drain at #810 and to put two new Spigots at the other outdoor locations. Not clear that B&E did the work after Board approved by email vote. Hope work will be done before freezes.
2. Rotating Board Members: we've had a board of rotating members with some members serving for many many years and others who have never served. The usual term is three years. There is no rule regarding rotating members. Susanna agreed to draft a letter to urge participation on the board. The November meeting is the Annual Meeting which includes selection of board members.
3. Annual Fall Cleanup: Suggestion to discuss at November meeting owners/residents participating in the clean up. Forrest pointed out that our contract with B&E includes a fall cleanup at B&E's call judging that at least 80% of leaves have fallen.

Meeting adjourned at 6:34 pm.

Forest Lane Condos HOA

Board Meeting: June 2, 2021

Attendees: Dan Edstrom (for Sarah Barthels), Susanna Lienhard; Forrest Scruggs, RealtyOne

Meeting Called to Order: 6:01 p.m, June 2, 2021

Approval of last meeting's minutes postponed until next meeting - copy of minutes not available.

Property Management report:

Cost of insurance keeps climbing. Traveller's proposal was \$14,000. They have been dropped. Initial payment of \$3,162.91 paid to Staley Insurance Company, a "broker." Staley will pay the remainder of the year. Staley will find a new company. An inspector will check on the various systems (boiler, etc.). We'll be notified of the date and arrangements will be made to let the inspector onto the premises. Worst case is to let the inspector have the code.

Once insurance carrier is identified, contact info will be published on the website if mortgagees need proof of insurance.

Snow Removal cost was above normal in April due to above-normal spring snowfall.

Reserves are \$15,183.52.

Open Issues:

Inquiry re removal of limbs from tree on north walkway to alley resting on garage. No information regarding any work done. Susanna will follow up.

Bid for mulch from B&E was for \$725, per Forrest's email. Dan and Susanna recalled board members responding that B&E should go ahead given a truck would be needed to get it ourselves (cubic yardage) and not having the time to spread it ourselves. Forrest will contact B&E again, review quoted amount, and authorize to get it done with notice to Board.

New Business:

A few weeks ago Dan noticed that the origin of the water pooling by #810 wall appears to be "Back drainage" - a reverse slope back to the building possibly due to the sprinkler and/or gutter downspout extensions not far enough from the building. They should be 3-4 feet out. With the gutter and downspout work from last year these should be properly in place. Susanna will check.

Meeting Adjourned at 6:30 p.m.

Forest Lane Condos HOA

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Meeting Adjourned at 6:30 p.m.

HOA Meeting March 03, 2021

Attendees: Jillian Baumer, Sarah Barthel, Susanna Leinhard, Forrest Scruggs,

Meeting call to order at 6:09 03/03/2021

Recap Previous Nov 2020

- Nov 11, 2020 minutes are approved

Property management report:

- Everyone is up to date on the dues and special assessment

Open Issues:

- Sink in the laundry room is in bad shape
 - Still looking into bids if we want to move forward or not with the fix
 - Cady plumbing quote would be re-piping of the drain line unsure of how invasive work would be. Want to wait on work until more work would be done
 - Next steps would be to homeowners and tenants to ensure lint trap is cleaned consistently and then to have a quarterly deep clean with draino
- Want to have more notice on when things are going on around the complex. Some sort of email chain or contact list or process to send out an email/notification
 - **ACTIONS:** Meeting minutes to be posted to the site in draft mode to be formally approved at the next meeting with all contact information
 - **ACTIONS:** Any larger projects a meeting notice to the tenants and owners will be sent.
- Any edits to the landscaping, planting, painting, or any outdoor feature that is visible should be approved by the board ahead of time any work being done
- Planters above unit 822 are draining water into the brick and draining down
 - Going forward the ask is to not use the planters as the soil below is sloping down towards the foundation so should not be used anymore
- Yard Area/Sprinkler Blow Out
 - Want to keep an eye on when the sprinkler will be turned on – pending weather
 - Want to discuss setting it a certain time to schedule a gutter cleaning and sprinkler blow out for next year.

New Business

- Spring Clean Up
 - TBD Date
 - To do items: add more mulch to the front
 - ACTIONS:**
 - Forrest to get a bid from landscaping company to do mulch
 - Pending cost decide if we pay or do it ourselves
 - Laundry room clean up

- Storage is neat nothing outside of the units
- Potential broken branch over the garages need to look at the status and see if we can remove

Ongoing Maintenance:

- Boiler and sprinkler backflow 2 checks per year
- Fall clean up TBD
- Spring clean up TBD

Meeting adjourned 6:38PM

Resources:

Next Meeting – June 02, 2021 board conference call 6pm

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