

## Forest Place HOA Meeting Minutes

Wednesday August 2, 2017 7:15 PM

**Participants:** Sarah Edstrom, Alison Reuter, Joanne Wagner. Kelly Moore provided feedback on agenda topics via email 8/2/17.

### Agenda:

- 1. Smoking ban:** Board members (Sarah, Ali, Joanne and Kelly via email) agreed to move forward with the process to ban smoking in any area inside and outside the building. The board will send a letter to all homeowners inviting them to attend an all-homeowner meeting for the purpose of voting to amend our governing documents. Note: A&M received an engagement agreement from an attorney that states, "For a limited declaration amendment, to prohibit smoking, the cost would be in the \$800-1,100 range, depending on modifications needed, if I am to prepare the meeting notice or ballot, etc. It's an hourly charge, \$265 if on retainer, \$295 if not." In the event that homeowners vote in favor of the ban (5 of the 7 units), the majority of board members (Sarah, Ali, Joanne) voted to hire the attorney recommended by A&M to amend the governing documents, payment not to exceed \$1,100.
- 2. Unapproved work done to unit #816:** Board members discussed work done outside of unit 816 (staining of fence, concrete work, painting of steps, and garage door replacement). Expressed appreciation for trying to make improvements, but new stain does not match existing color. Discussed policies and procedures and need to receive HOA Board approval prior to completing work to ensure quality and conformity. Board requested to table this topic for the all-home owners meeting. Would like input from A&M.
- 3. Missing voting results from Oct./Nov. 2015 collected by Pro Active Community Management:** Board members have a record of a letter sent by the previous management company requesting a vote on issues related to limited common element areas. At this point, no one has a record of the voting results. There is a concern that they were lost during the transition to our current management company. Board members discussed possibility of a re-vote. Ali will check in boxes in the basement for voting results. Board decided to add to all-owner meeting agenda.
- 4. Reimbursement to Kelly re: recent plumbing repairs:** Board is unclear of the scope of the work completed and how it applies to the definition of limited common element areas (e.g. # of units responsible). In addition, without a clear understanding of current governing rules, it is not clear who is responsible for the repairs. The Board is also adding this to the agenda for the all-owner meeting and is requesting assistance from A&M.
- 5. General Policies and Procedures:** Discussed need to follow governing documents more closely. Discussed need to elect new officers. Discussed possibility of having A&M take on additional responsibilities to assist with repairs. Board expressed concern about increase in costs vs. reducing stress and drama among the board and homeowners. Also discussed quality of work issues and best procedures for having work completed by reputable companies. Board members would like to better understand protocol for emergency repair situations. Table for all-owner meeting and request input from A&M.

6. **Winter services- time to collect bids:** Board discussed buying shovels and having home-owners remove snow this winter. Discussed need to collect bids soon if decide to hire snow removal service. Tabled for all-owner meeting.
7. **Summer lawn care 2018:** Board voted to collect bids and pay for a lawn service company next summer. Board voted to sell lawn mower after this season.
8. **Reimbursement to Ali re: lawn work:** Board agreed that reimbursement had previously been approved. Ali to submit receipts to A&M for reimbursement.
9. **Couch in basement:** Joanne will remove within 6 weeks (by mid-September).
10. **Sump pumps:** Board discussed need to fix the sump pump vs. need for regular cleaning. Board is requesting clarification from A&M on limited common element. Also, Board needs resolution on how these types of repairs will be made/paid for.
11. **Brown spots in grass caused by dog in unit 810:** homeowners will talk to tenants to try to limit effects.
12. **Additional items/Wish list:**
  - Repair fences
  - Concrete work
  - What would it cost/entail to replace plumbing in the building? The Board would like to reduce risk of continual plumbing issues throughout the building.

#### **Tasks Assigned:**

- Ali will confirm a date for the all home-owner meeting with A&M to ensure their participation in the meeting. Aug. 24 was tentatively proposed.
- Ali will write a letter requesting all homeowners to attend the meeting. The letter will specify the date, time and location of the meeting and will be sent via mail. The letter will include the following agenda items:
  - o Elections for HOA Board officers (is there a special process for this?)
  - o Vote on amending the governing documents to ban smoking in/outside the building (requires approval from 5 of 7 units)
  - o Policies and Procedures for completing work to individual units to ensure quality and conformity. How to enforce guidelines in governing documents?
  - o Missing Voting Results re: responsibility for limited common element areas. Where to go from here? Consider a re-vote.
  - o Determine responsibility for recent plumbing repairs/reimbursement to Kelly
  - o Determine responsibility for repair/cleaning of sump pump
  - o Protocol for emergency repairs
  - o Vote whether or not to collect bids for winter snow removal services
  - o Additional items...