

**Forest Greens Condominium Association**  
**Annual Meeting Minutes**  
**Date: April 23rd 2019**  
**Location: Skogman Realty, Hiawatha, IA**

The meeting started @ 6:05pm

A total of 50 members were present or their proxy was obtained. Members that were present are in Bold. the rest listed were represented by proxy:

**Condo Owners:**

Building 1: 102, 103, 105, 109, **115, 119, 123**

Building 2: 201, **202, 205**, 206, 209, **211, 213, 216, 221, 224**

Building 3: **302, 303, 309, 310, 311,315, 317, 318, 323**

**Townhome Owners:**

401, 402, **403**, 405, **406**, 409, 411, **412**, 413, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 433, 435, **437**

**Proof of notice:** Yes

**Recognition of Volunteers:** Karen Matthews has done an excellent job maintaining the website. She reviewed all the legal documents posted, publishes the monthly reports, and put together the survey used for information gathering.

**Minutes:** The minutes were read and approved.

**Guest Speaker:** Chris from Mow & Snow Pros came and talked about their plan for snow removal this winter. Addressed questions and concerns about having the common areas such as sidewalks cleared of snow in a timely manner. Spoke about how they determine snowfall and how they respond during a snow event. Showed the map they have made of the property and how they will go about keeping the road ways clear.

**Treasurer report:**

- Phase I: Trust Account - \$3,463.86, Reserve Fund - \$82,790.47, **Total - \$86,254.33**
- Phase II: Trust Account – \$10,291.02, Reserve Fund - \$30,641.94, **Total - \$40,932.96**

Would recommend going forward that the treasurer deposits funds into the reserve every other quarter as able instead of every quarter. This will help to keep funds liquid in the event they are needed for things such as excessive snow removal.

**Secretary Report:** Tomlinson Cannon completed the work on the condo buildings and the townhomes. We are using Tomlinson to do the work because they installed the original gutters on the Phase I buildings and much of that work is still under warranty.

- The work was to be done in two phases as we were not able to get started before the first snow fall last fall:
  - Phase I: adding 4 additional downspouts to the 200 Building to manage water flow, cleaning gutters on the 200 building, cleaning gutters and installing screens on buildings 411-417. Added 4 additional downspouts and gutter cleaning for buildings 100 and 300.
  - Phase III is planned for fall of 2019 and will be resealing corners on Garages 105, 120, 124, and 211 as well as installing standard screens on the backs of garages 4 and 6

**Director Report:**

- The parking lot lines painting project went very well, we had almost 100% cooperation. The company returned to paint what they did not get done the first time and this project is complete.
  - Please remember that there is only to be one vehicle per parking spaces, and that these spaces are not to be used for oversized vehicles, boats, or RV's.
- We have done the research into the best companies to replace the windows in the Phase I units. If you would like to replace any of the windows in your home feel free to send an email to [board@forestgreenscondos.com](mailto:board@forestgreenscondos.com) and we can provide you with that information.
- Russ was the point person for snow removal this year and will handle speaking with Cutting Edge about our snow needs.
  - There were many conversations this winter about snow removal
  - The damages this year were down compared to the year before
- We need to be looking to refill the reserve funds
  - This will help us fix problems as they arise
  - Banks look at this when owners are looking to buy and sell units

**VP Report:**

- The carpet cleaning with ServPro has been completed and the rugs returned to all the Phase I buildings
- Reviewed the garbage/recycling contract and it was determined that the best course of action would be to fulfill the current contract and the renegotiate in 2020
  - Continue to be mindful about disposing of large items in the dumpsters and of breaking down your recycling
- There are no air fresheners allowed in the common areas of the Phase I buildings. Please be courteous to your neighbors. If air fresheners are found in the common areas they will be removed during the weekly cleaning.
- Doug handled bringing the board into the computer age by creating a share drive for the board to store all documents.
  - Everything the board needs is now online

- All the legal documents are now up to date and have been reviewed by the lawyer
- Landscaping was done in the courtyard to fill a giant hole by one of the drains. It was determined that the pipe was not leaking water so the hole was filled with dirt. The board is encouraged to monitor the situation in case there needs to be more work done on the area.

#### **Questions and Concerns:**

- Window replacement - addressed in the president's report
- Lights, who is responsible - the there is a switch for the light in your unit, you are responsible for replacing that bulb
- If you notice a light out in a common area, contact the board so they can have it replaced
- Dryer vents - Affinity has them cleaned. If you are running into problems with your vents contact Affinity
- Handicap Stickers - If you encounter someone using the handicap parking illegally, that is a matter for the police as the board has no legal jurisdiction.
- Building within your unit - you own the inside of your unit. If you have specific questions Affinity will be able to answer them
- Recycling - still picked up twice a week
- Deck grills - no gas or charcoal, electric ok
- Painting decks - You are responsible for your deck, if you need help color matching the stain contact the board
- Powerwashing decks - you are allowed to wash your deck. Please be courteous to your neighbors and let them know if you are going to be power washing so as to not damage what may be on the deck below you.

#### **President report:**

##### Old Business:

- The new snow removal company has been chosen and this year we will be using Mow & Snow Pros. The board as signed a 3 year contract with them in order to lock down the discounted price.
- Forest Greens has a new lawyer: Laurie Dawley, Attorney and Senior Vice President at Shuttleworth and Ingersoll
  - They have obtained all 24 Forest Greens documents on Recorder's site
  - Printed each document and made copies and delivered to Laurie
  - Saved each PDF and those will be added to the share drive
  - Has compared those documents to that is posted on the website and the website has been updated
- Handled a list of resident concerns

##### New Business:

- Windows - This has been reviewed by the lawyer and given to the new board to evaluate. Windows have been ruled a common element and the board will discuss further how to fill window replacement needs.

- During the walk around it was noted that some of the seals in the condo buildings in the common areas are starting to go bad. The board will need to start looking at what it will take to replace these windows
- Reminder that you can not tether your dogs to anything and let them out in the common areas. All grass is a common element of the property. Dogs are not allowed to be left unattended on any area of the property.

**Election of new Board members:**

All current board members have resigned.

New board members were elected as follows:

Karen Matthews: Unit 406

Ashley Klein: Unit 310

Meeting adjourned at 8:16pm