**Minutes of the Board Meeting**

**Second Jefferson Green Homeowners Association**

**May 9, 2016**

The May meeting of the Board of Directors of Second Jefferson Green Home Owners Association was called to order at 6:30pm by President Karen Wildenstein. In attendance were Karen Wildenstein, Jana Kosutova and Alma Hernandez as Board Members and Debbi King representing IPM Residential Property Management.

**Home owners Forum/ Correspondence**

There were six homeowners in attendance.

* One homeowner asked again about switching the parking space numbers for #25 & #26.
* All of the homeowners present had questions about the aluminum wiring.
* Another homeowner had questions about the parking passes and requested forms.
* One of the homeowners notified the Board of several violations.
* One of the homeowners attended the meeting to see how the business is run before deciding to join the Board.

**Approval of April Minutes**

The Board approved the minutes from the April meeting. Karen motioned to approve the April minutes, Jana seconded the motion, all were in favor and the motion carried.

**Financial Reports**

Karen motioned to approve the April Financial Statements. Jana seconded the motion, all were in favor and the motion carried. The Board approved a transfer to reserves in the amount of $16,500.00 that was missed in January.

 **New Business**

* The Board approved two revisions to the HOA Rules & Policies – for Section 1.a. regarding smoking in the units & Section 9.4 where landlord responsibility now includes the parking passes. At a subsequent informal meeting of the Board on May 26, 2016, it was decided to only roll out the revision to Section 9.4 regarding the parking passes at this time.
* The Board will review bids for repairs on north side fence.

**Finished Business**

* The Board approved and signed the AP Restoration contract for the final 6 balconies.
* The Board approved tree trimming – Richard Patterson will do the work.
* HPS de-winterized and prepared the pool cabana for pool use on May 4, 2016.
* The Board did a walk in the south native area (post Board meeting) to locate water valves.

**Business performed between meetings via E-mail**

* Violation letter was sent about the color of the front door of a unit. Ultimately, a design request was approved by the Board for that door.
* Repairs were approved to fix the leak at #99.
* Unit #37 complained about ivy growing around the A/C unit, gas meter and gutters and grass growing into the electrical panel; however, when it was checked out, no such things were found.
* Received a complaint about a broken water damaging the drywall in the garage as well as personal property. The responsible homeowner has denied knowing anything about it. However, during another informal meeting of the Board on May 18, 2016, the Board was able to check out the situation. And, after meeting with the homeowner whose property was damaged, the Board recommended he submit a time line detailing the sequence of events leading up to the 2 days where the water heater was doing the damage as well as a detailed list of all damaged items and receipts for those he has replaced.
* Received a complaint from a homeowner that his neighbor dug up the ground cover in his 3-foot area. The HOA contacted the neighbor to correct the situation.
* A violation letter was sent to a homeowner that put grass seed down in the common area and fenced it off to let it grow back.
* Ten violation letters were sent out for storm doors, deteriorated planters in the common area, gardening tool clutter in a wheelbarrow and putting up a fence in the common area.
* The HOA is currently seeking bids to repair pot holes in the parking lots after a homeowner complained about them.
* The Board approved to waive late fees for a homeowner.
* A violation letter was sent to a homeowner about an aggressive dog in the community.
* A homeowner complained about a hole that mysteriously appeared next to the barbeque pad. Apparently it was caused by a broken sprinkler head.
* A homeowner complained that Waste Connections has missed the recycle bin in parking lot #2 for a couple of weeks now. Waste Connections responded that the bin is always blocked by cars. Debbi is requesting proof via pictures.
* The Board approved a payment plan for a delinquent homeowner.
* The new homeowner in #18 reported a sewer line break between buildings 5 & 6. Bids were received and HPS did the repair.
* A homeowner suggested planting some wild flowers in the native area behind the cabana.
* The homeowner in #29 reported a broken sprinkler head by her unit.
* The homeowner in #26 reported that the unit next to him has a garden and grill in front of his electrical box which is against code.
* A violation letter was sent to a homeowner about loud music.
* A violation letter was sent to a homeowner about driving their vehicle on the grass in the common area.
* A violation letter was sent to a homeowner about the tenants blocking ingress and egress in the garage area.

**Executive Session**

* Delinquencies were reviewed and discussed.
* Aluminum wiring was discussed.
* Checks were reviewed and signed.
* Michael Teague was appointed to the Board as Member at Large.

**Adjournment**

The May meeting of the second Jefferson Green Home Owners Association Board of Directors was adjourned at 9:00pm

**Next Meeting Date**

The March meeting will be held on June 13, 2016 at the WMFR training building and will begin at 6:30 pm.

Respectfully Submitted

Alma Hernandez

Secretary