

Maryknoll Townhomes Board Meeting
2024-02-12

- Directors Present - Emery A, Joe S, Bob O, John F, Gary K, Paula O, Bob F
- Directors Absent - none
- REIS - Charles Freitag
- Homeowners present - Todd S, Nancy B

1. **Call to Order** - 6:33 pm

- a. Quorum declared

2. **Open Forum** (Two minutes each.)

- a. Todd S - no agenda items, just listening
- b. Nancy B - no agenda items, just listening

3. **Review of the Agenda** - ok

4. **Secretary's Report**

- a. Approval of Previous Meeting Minutes - approved

5. **Treasurer's Report**

The cash balances are as follows as of 1/31/23:

\$71,362.43	Checking
<u>39,071.96</u>	Reserve
\$110,434.39	Total

Responses to Paula's questions:

- Special Project line item of \$5,000 was funded in Bob's discretion from other accounts.
- Salting - two saltings this year so far
- General Maintenance and Repairs - light pole (5,049), gutter cleaning (2,400), driveway sealing (1,100)
- We are on a cash basis, not accrual

a. Reserve Transfers / Expenses

- i. \$3,275 transferred every month, all up to date

b. Income Expense Report

c. Accounts Receivable Report

- i. Two owners who didn't make their payment in January, they have been contacted and promised to resolve
 - i. There are no other delinquencies
- ii. Balance sheet has been updated - we should get around 2/20 - and the owner receivable number will be corrected.

6. **Community Association Manager Report**

- a. 2024 Meeting Dates - all meeting by Zoom except 11/11
 - i. 3/11 Brief board meeting - 6:30 pm

- ii. 4/8 Regular board meeting - 6:30 pm
- iii. 5/13 Brief board meeting - 6:00 pm
- iv. 6/10 Regular board meeting - 6:30 pm
- v. 7/8 Brief board meeting - 6:00 pm
- vi. 8/12 Regular board meeting - 6:30 pm
- vii. 9/9 Brief board meeting - 6:00 pm
 - i. (Budget Preparation Meeting)
- viii. 10/14 Regular board meeting - 6:30 pm
- ix. 11/11 Annual Meeting (6:30 PM / In Person - Need to book health track. Gary to do.

b. ARC Requests

- i. None this month
- ii. Gary explained to Beth that the stainer communicated back that he never did it. She plans to replace the boards and we will stain in 2025 (after a year)

c. Emergency Contact List

- i. Charles reports most emergency contacts are old and need to be refreshed. He will be sending out a new census form for the residents to supply fresh information.
- ii. Bylaws don't require owners to supply that information. We will adopt such a rule next month requiring census info to be submitted
- iii. Charles will circulate the current emergency list tomorrow

d. Insurance Certificates from Unit Owners

- i. Bylaws require residents to supply insurance certificates

e. Street Sign Replacement

- i. 2 regular STOP signs 18x18 will be ordered, the other signs will be removed, except for the one by the last house on N Driveway (which Charles will pound in so as to be upright)

7. Committee Reports

a. Landscaping

- i. Kramer Tree 2024 Plant Health Care Recommendations Proposal - deferred until March, Charles to email Emery the contract from last year
- ii. Bono Consulting Yard Drainage Issue Survey Proposal - deferred and to be watched for ice hazard on the path
- iii. Courtyard Path - waiting on another quote

b. Streets & Driveways

- i. Asphalt Repair Walk for Spring 2024 - deferred
- ii. Sealcoating Proposals for Summer 2024 - deferred
 - i. Streets
 - ii. Driveways
 - iii. Paths
- iii. Cypress has been notified of the damage to lawns, the oil slick, and damage to paving stones (834 N Driveway - now fixed). To be followed in the future with Cypress.

c. Building

- i. Painting Buildings 7 and 9 in 2024 - painting contract from PACER in this meeting's packet, \$17,990 for 2024 work. Approved and signed in 2022
- ii. Determine Decks to be Stained in 2024 - deferred
 - i. 825 N Driveway Requesting Deck Staining in 2024 -

[director Bob F left the meeting at this point]

8. Old Business

- a. 2024 Project Planning
 - i. Reserve Study Recommendations for 2024:
 - 1. Landscape, Partial Replacements \$10,712.00
- b. Light Pole Damage and Replacement - in process
 - i. Discussion of color temperature of residents' lights on the garages, strong sense of the Board that the color temperature should be warm white

9. New Business

- a. Workers Compensation Insurance Renewal - covers volunteer work by residents and board members.
Bob to review documentation from Charles as to the necessity of workers comp coverage.
- b. Gary - Maryknoll Townhomes website needs updating as to officers and meeting dates.
 - i. Bob O volunteers to update the website
- c. John F discusses succession plan and proposes that Gary take over his position in the fall.

10. Executive Session - no need

11. Adjournment - 7:50 pm