

**2024-04-08 Board Meeting Minutes for
Maryknoll Townhome Owners Ass'n**

- Directors Present - Bob O, John F, Gary K, Paula O, Emery A, Bob F, Joe S
 - Directors Absent - none
 - REIS - Charles Freitag
 - Homeowners present - none
1. **Call to Order** - 6:32 pm
 - a. Quorum declared
 2. **Open Forum** (Two minutes each.)
 - a. None present
 3. **Review of the Agenda**
 - a. Agenda approved
 4. **Secretary's Report**
 - a. Approval of Previous Meeting Minutes - APPROVED
 - b. Website Updates - Bob O. can do it. We should probably redact the last names of the officers and board members from the website and any minutes we post.
 - c. Newsletter – an an experiment, Bob will post the Board minutes (in draft) on the Website and send the URL to the mailing list. Minutes will be redacted to eliminate last names of Board members. This will leave the Newsletter free to focus on more fun and interesting things, or could repeat the minute items in a more accessible form
 5. **Treasurer's Report**

Chase bank account amounts as of 3/31/24.
\$ 86,219.71 Checking
\$ 45,622.60 Reserve
\$131,842.31 Total

 - a. Reserve Transfers & Expenses
 - b. Income Expense Report
 - c. Accounts Receivable Report
 - d. Chase Bank Account Signers
 - i. Updated by Paula and Bob - Signatories are now Paula, Bob F., Bob O. and Charles
 - e. Opportunity to invest Reserve Funds - CDs -
 - i. Paula and Bob informed the Board of an opportunity to earn \$800 in two months
 - ii. The Board agreed to defer the proposal until further consideration by Bob F.
 6. **Community Association Manager Report**
 - a. 2024 Meeting Dates
 - i. 5/13 Brief board meeting - 6:00 pm
 - ii. 6/10 Regular board meeting - 6:30 pm
 - iii. 7/8 Brief board meeting - 6:00 pm

- iv. 8/12 Regular board meeting - 6:30 pm
- v. 9/9 Brief board meeting - 6:00 pm
 - i. (Budget Preparation Meeting)
- vi. 10/14 Regular board meeting - 6:30 pm
- vii. 11/11 Annual Meeting (6:30 PM / In Person -Health Track booked.

b. ARC Requests

- i. Deck at 840 Seminary Circle - extension proposed - APPROVED
- ii. Radon installation proposed. 870 Seminary. New owner. Using reputable contractor, per Charles. Cover for exterior fan unit will be black; the exhaust pipe , which extends to the roof, will be brown to match gutter. APPROVED.
- iii. Discussion of issuing some guidelines on deck extensions. Some ideas for language is below, and we will consider in the future.
 - 1. General language about not being inconsistent with other decks.
 - 2. Adjacent homeowners to be notified and be given an opportunity to be heard.
 - 3. Final discretion is vested in the Board, whose decision will be final.

a. Emergency Contact List -

- i. Charles reports that half of the owners haven't submitted. Charles will have an admin in his office make calls.

d. Insurance Certificates from Unit Owners -

- i. Same as Emergency Contact list

e. Light Pole Replacement and Insurance Claim

- i. We received a payment from State Farm on March 25 for \$9,231.94
- ii. Extensive delays on the replacement

a. Street signs

- i. Installed two stop signs and repaired the others

g. Insurance Policies

- i. Why do we have a mortgagee listed (Compass Mortgage)?
- ii. Charles will follow up with the agent to remove it.

7. Committee Reports

a. Landscaping

- i. Courtyard Path & Landscaping
 - i. Work has started on the pathway
 - ii. Garden will be planted starting May 1
- ii. Tree Walk with Kramer Tree & IL Tree - Emery to do in the future
 - i. Tree Health Report
 - ii. Tree Removal Proposal
 - iii. Tree Trimming Proposal
- iii. There is reserve money allocated to landscaping; do we need to use it? Emery thinks not at this point.

b. Streets & Driveways

- i. Sealcoating Proposals for Summer 2024 - deferred until June
 1. Streets
 2. Driveways
 3. Paths

c. Building

- i. Painting Buildings 7 and 9 in 2024
 1. This contract has already been approved (3-year contract) so no Board action is necessary
- ii. Determine Decks to be Stained in 2024
 1. 825 N Driveway is redoing their deck this year and are requesting deck staining this year, but because new wood will be used the new deck will have to age a year before it can be stained by the HOA. Charles to inform homeowner.
 2. Discussion of deck stain brands - TBD by Gary K. and the contractor and then reconsidered by the Board.
 3. Pacer Decorating Proposal for \$5,600 to stain the decks in Building 8 and 10 - APPROVED, subject to a discussion of the stain type

8. Old Business

- a. Insurance Renewal
 - i. Workers' Compensation Policy - premium is \$601. Bob O. reviewed the situation and the documents and advised the Board to renew the Workers' Comp policy. This was approved last meeting.

9. New Business

- a. Lupe Lawn Irrigation Proposal - Annual contract for \$5,250 - APPROVED

10. Executive Session

- a. None needed

11. Adjournment - 7:40 pm