

2025-01-13 Board Minutes for Maryknoll Townhomes Owners Ass'n

- Meeting Location: Zoom
 - Directors Present - Paula O., Bob O., Emery A., Gary K., Bob F., Todd S., Robyn B.
 - 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. No HOs present
 3. Review of the Agenda
 - a. APPROVED
 4. Secretary’s Report
 - a. Posting schedule for trim painting, deck staining, paving/sealcoating, and wood repair on web page
 - i. Charles will send Bob O a spreadsheet of details
 - b. Section on regulation of exteriors needs some work.
 - c. Approval of Previous Meeting Minutes - APPROVED
 5. Treasurer’s Report

12/31/2024			
Checking a/c bal-4055		21,852.69	
CD #1-3165 (21st odd month)		20,505.63	
CD #2-3999 (21st even month)		20,412.97	
Total Operating Cash		62,771.29	

Reserve a/c bal-1350		99.04	
CD #1-3224 (21 Feb/May/Aug/Nov)		25,411.52	
CD #2-4000 (21 Jan/Apr/Jul/Oct)		25,309.39	
CD #3-6000 (20 Mar/Jun/Sep/Dec)		25,000.00	
Total Reserve Cash		75,819.95	
Total Total Cash			138,591.24

- a. Reserve Transfers & Expenses - The reserve amount of \$3,275 was paid in December. All monthly payments to the reserve account are up to date. In 2025 the monthly contribution to the reserve account will be 3,758.33 per month.
- b. Reserve Funds - CDs - as shown above, we have two CDs in the operating account and three in the reserve account.

6. Community Association Manager Report

- a. 2025 Meeting Dates - second Monday of each month at 6:30 pm on Zoom.
 - i. February 10
 - ii. March 10
 - iii. April 14
 - iv. May 12
 - v. June 9
 - vi. July 14
 - vii. August 11
 - viii. September 8
 - ix. October 13
 - x. November 10 - Annual Meeting
- b. ARC Requests
 - i. none
- c. Email & Text Reminders for Monthly Assessments sent by REIS
 - i. New feature that REIS software vendor offers - can be turned on and off.

1. DECISION - We will leave the reminders on, with the clearly described option to turn off.
- ii. Many HO's pay by auto-deduct and don't need reminders
- iii. DECISION - Charles will send around info to HO's who don't currently use autopay and tell them that they can turn off the reminders.

7. Committee Reports

a. Landscaping - Emery

- i. Kramer Tree Report (12/12/24) - circulated to Board; this item is concluded and can be dropped from the agenda.
- ii. Charles and Emery have Spring items to be discussed in February (mulch year in 2025)
- iii. Discussion of stairs to the path between the Ks and the Ws? Current situation is undesirable because it requires clambering up a grassy and sometimes muddy slope. But building stairs there will cost thousands of dollars, per Emery.
- iv. Discussion of a gate with a keypad lock at the north end of N Driveway to Pershing.
 1. DECISION - Charles will get two quotes for the fence repair: one with a gate and lock, and one without.
- v. Landscaping Subcommittee report
 1. Sue K. - proposes reducing the amount of mulched garden area and planting grass instead. DECISION - Sue, Emery and Bob from Cypress and others will walk around and make specific proposals, will be in a month or two.
- vi. Paula raises the issue of an umbrella or a structure in the common area near the firepit. Robyn will lead this project and bring options back to the Board.

b. Streets & Driveways - Gary

- i. Discussion of patching of the street - to be determined in the future

c. Buildings - Gary

- i. Gutter Cleaning - happened last month
 - a. Leak Inspection - a few corners of gutters were sealed. The gutter company will come back in the Spring when it is raining to see if there are any other leaks.

- ii. Gary will recruit a few people to join these two committees as possible successors

8. Old Business

- a. Insurance Certificate effort and Emergency Contact list
 - i. DECISION - We will we get fresh insurance certificates annually
- b. Financials for 2025 should be done next week. Charles will circulate to Bob F. and the Board.
- c. Paula still wants to resolve the HO A/R issue which was raised last year and never resolved to her satisfaction
- d. Flagpole - DECISION - subcommittee formed -
 - i. Bob, Emery, Gary, Dennis and Joe S. Assess the costs, feelings, and report.

9. New Business

- a. Fence Damage (1/7/25)
 - i. Repair Proposal - will be obtained
 - ii. Insurance claim submitted
- b. Snow Removal
 - i. Our contract calls for 2" at least before Cypress is obligated to plow; salting is not included in each plow
 - ii. Salting - costs \$600 each time
 - 1. Approval process - Bob of Cypress calls Emery seeking a decision on salting. DECISION - Emery has authority by himself to decide whether to salt; Paula will be the backup if Emery is not available.
 - 2. Tracking spend - Charles should be emailed of the decision to track expenses
 - iii. Equipment storage on site - our understanding with Bob of Cypress is that he can store it for a few days if snow is expected in the short term.

10. Executive Session - not necessary.

11. Adjournment - adjourned at 7:28 pm.

FOLLOW-UPS AND TO DOS:

- 1. **Charles** will send Bob O a spreadsheet of details of the timing of trim painting, deck staining, and sealcoating (past, given that we don't sealcoat on a firm schedule).

2. **Bob O** will post info on the website about these activities, with appropriate disclaimers
3. **Bob O** will post info on the website concerning the regulation of exteriors
4. **Charles** will email HOs about the payment reminder system and emphasize that the notices can be turned off by any HO that doesn't want or need them. **Charles** will also contact HOs who don't use autopay for the monthly dues, and urge them to sign up for ACH transfers.
5. **Charles** will get two quotes from the fence company, one including a lockable gate at the north end of N Driveway, and one without
6. **Sue, Emery and Bob from Cypress** will walk around when the weather is right to assess whether the mulched areas can be reduced and returned to grass
7. **Robyn** will lead an effort to assess the idea of an umbrella or a structure in the common area to shield people from the sun and the elements
8. **Gary** will in due course this year recruit people to join him on the Buildings and Streets & Driveways committees
9. We will seek fresh insurance certificates from every HO every year - **Charles** to communicate with HOs
10. Subcommittee formed to discuss the flagpole issue - **Gary, Joe S., Bob, Emery, Dennis**