

2025-02-10 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. Posted schedule for trim painting, deck staining, paving/sealcoating, and wood repair on web page
- b. Section on regulation of exteriors needs some work. **Bob** will post paint and stain specifications
- c. **Bob** will also post contractual standards for snow plowing (see below in Old Business/Snow Plowing)
- d. Approval of Previous Meeting Minutes - APPROVED

5. Treasurer's Report

1/31/2025			
Checking a/c bal-4055		30,947.00	
CD #1-3165 (21st odd month)		20,565.00	
CD #2-3999 (21st even month)		20,412.97	
Total Operating Cash		71,924.97	
Reserve a/c bal-1350		3,857.37	
CD #1-3224 (21 Feb/May/Aug/Nov)		25,411.52	

CD #2-4000 (21 Jan/Apr/Jul/Oct)		25,545.23	
CD #3-6000 (20 Mar/Jun/Sep/Dec)		25,000.00	
Total Reserve Cash		79,814.12	
Total Total Cash			151,739.09

- a. Reserve Transfers & Expenses - 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. Automatically set to rollover, such that we are never more than 30 days away from accessing cash.

6. Community Association Manager Report

- a. 2025 Meeting Dates - all at 6:30 on Zoom except Annual meeting
 - i. March 10
 - ii. April 14
 - iii. May 12
 - iv. June 9
 - v. July 14
 - vi. August 11
 - vii. September 8
 - viii. October 13
 - ix. November 10 - Annual Meeting
- b. ARC Requests - none
- c. Auto Pay Sign Up Reminder - **Charles** will send out this month (Feb) and then quarterly. Form APPROVED
- d. Unit Owner Insurance Certificates - **Charles** will send out request to HOs in March
- e. Unit Owner Emergency Contact Information - **Charles** will send out request to HOs in April

7. Committee Reports

- a. Landscaping - Emery
 - i. Mulching quote reduced by \$1,800 to \$10,000 owing to Emery's efforts; Board congratulates him for his cost-saving success
 - ii. Bobcat coming tomorrow in anticipation of weather coming
 - iii. We salted one day following the ice storm on 2/3/24; cost \$600
 - iv. Landscaping Subcommittee will redo the courtyard flower pots, they need to submit an estimate to Emery.

- v. Drainage survey - TBD in the spring
- vi. Kramer Tree quote to be discussed next month
- b. Streets & Driveways - Gary
 - i. Spring walkaround to examine need for any repairs to streets and walkways
- c. Building
 - i. Umbrella or Pergola Options for the Courtyard Patio - Robin
 - 1. Options - cantilevered umbrella (~\$1500 plus cost of base ~\$2,000),
 - 2. Wood gazebo with metal roof is a little cheaper but perhaps too permanent; Gazebo/pergola option REJECTED by Board
 - 3. One umbrella option is about \$2,000. Discussion of a rule that residents would have to put it down or be charged if it was damaged.
 - 4. Sense of the Board is negative for now, unless there is an outcry by the residents in favor. Discussion of possibly anchoring it into the ground.
 - 5. Board TABLED the proposal.
 - ii. Flagpole Survey - deferred for now. **Bob** to organize a committee meeting

8. Old Business

- a. Fence Damage (1/7/25)
 - i. Repair Proposal - 30 feet, five sections, six posts - \$2,680
 - 1. Gate Option with closer and lock - \$750 without the lock
 - ii. Insurance Claim - the first quote has been submitted to the driver's insurance company, they asked for a second quote
 - iii. Discussion of the gate option - TBD at next meeting after some research into lot lines, etc. Discussion of moving an intact section of the fence over to permit the gate to be at the end of North Driveway in a new section. A few pieces of flagstone should suffice as a walkway.
- b. Snow Removal
 - i. Salting
 - 1. Approval Process - done
 - 2. Tracking Spend - in process by Bob F. So far, we have only salted once.
 - ii. Snowcat to be stored on Site when storms are anticipated - see above
 - iii. Website Info on Snow Removal Service Level - clarify when there will be plowing
 - 1. **Bob** to post the following sentence on the website and include in the cover email to HO's with the minutes:

"Snow Plowing Standards: Our agreement with the snowplow contractor provides as follows, in the normal course:

1. Plowing snowfalls less than 2 inches is not covered by our contract.
2. Plowing snowfalls of 2 to 5 inches will be completed within 4 to 6 hours of the end of a snowfall.
3. Plowing snowfalls of 6 to 10 inches will normally commence when 4 inches have accumulated, and will be completed within 6 to 8 hours of the last snowfall, although this standard is subject to the severity and duration of the storm."

9. New Business

- a. Mulch Proposal - \$10,000 revised quote, down from \$11,800
- b. Insurance Renewal - we need coverage for the fence and for our share of the lower lake; **Charles** will take up with the agent

10. Executive Session - none needed

11. Adjournment - adjourned at 7:22 pm