

**2025-03-10 Board Minutes for Maryknoll Townhomes Owners Ass'n**

- Meeting Location: Zoom
  - Directors Present - Paula O., Bob O., Emery A., Gary K., Todd S., Robyn B.
  - Directors Absent - Bob F.
  - REIS - Charles Freitag
  - Homeowners present - none
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- Terminology: In the minutes below, "APPROVED" signifies that a formal Board vote was taken and the proposal or proposition was adopted by a duly constituted majority vote

**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. Approval of Previous Meeting Minutes - APPROVED
- b. Website - is a plat of survey required for landscaping? Only if certain things are being done. Charles will draft language to post on the website.

**5. Treasurer's Report**

2/28/2025			
Checking a/c bal-4055		39,468.02	
CD #1-3165 (21st odd month)		20,640.72	

CD #2-3999 (21st even month)		20,473.04	
Total Operating Cash		<b>80,581.78</b>	
Reserve a/c bal-1350		7,615.73	
CD #1-3224 (21 Feb/May/Aug/Nov)		25,648.31	
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		<b>83,809.27</b>	
Total Cash			<b>164,391.05</b>

- a. Reserve Transfers & Expenses - In 2025 the monthly contribution to the reserve account is \$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 meetings at 6:30 pm via Zoom except Annual Meeting
  - i. April 14
  - ii. May 12
  - iii. June 9
  - iv. July 14
  - v. August 11
  - vi. September 8
  - vii. October 13

- viii. November 10 - Annual Meeting
- b. ARC Requests
  - i. 840 Seminary - Landscaping - APPROVED
  - ii. The other ARC was submitted late and requires more info so it's deferred until April meeting
- c. Auto Pay Sign Up Reminder - TBD
- d. Unit Owner Insurance Certificates - TBD in April
- e. Unit Owner Emergency Contact Information - TBD in March

## **7. Committee Reports**

- a. Landscaping
  - i. Landscaping Subcommittee -no report
  - ii. Drainage Survey - no report
  - iii. Benches to be repaired by Gary, thank you Gary
- b. Streets & Driveways
  - i. Spring Walk with Asphalt Contractor - Our current contractor may be going out of business. Walk around with Charles and Gary is planned for late March, or first week of April
- c. Building
  - i. Spring Walk with Painting / Wood Repair Contractor - walk through scheduled for this Thursday
  - ii. Flagpole Survey - in draft - to be sent to all homeowners within the month

## **8. Old Business**

- a. Fence Damage
  - i. Repair Proposals
    - 1. 3 bids received -
      - 1. Express Fence has done work for us, least expensive
      - 2. Cedar Rustic did the original installation of the fence about 10 years ago, price in the middle of the range
      - 3. Peerless -
    - 2. Decision on which vendor to use - Cedar Rustic - APPROVED

3. Bob of Cypress and Emery reviewed the situation, proposed waiting to see if the bushes come back to life (but we might waive the claim if we don't submit it now). Cypress coming tomorrow and will give us a quote on landscaping the area to submit to the insurance company. Chris Strong's quote will be sent to Emery
  4. Gate option - Resident adjacent to the end of N Driveway complaining. Discussion of whether to poll the residents before deciding, etc. Lock with keypad will be installed on the gate. Usage of the gate is not anticipated to be heavy.
  5. Motion to reinstall fence with the gate option - APPROVED
- ii. Insurance Claim
    1. Fence - discussed above
    2. Bushes - discussed above
  - b. Insurance Renewal
    - i. Common Area Location Description Update - in process
    - ii. Quote to Cover Fences - in process
    - iii. Lower Lake liability coverage - in process

## 9. New Business

- a. Kramer Tree 2025 Plant Health Care Proposal - Board decided to do elements of Kramer's proposal numbered - 2, 4, 5, 9, 13, 20, 21 - totaling ~\$5,800 - APPROVED
- b. Cypress Lawns 2025 Grub Control (\$2,100) and Core Aeration (\$2,300) Proposals.
  - i. Grub control is not budgeted.
  - ii. Weak winter without a hard freeze means grub control should be done -
  - iii. Grub control proposal is APPROVED *provided* we get the contracted snow plow rebate (which entitle us to a \$4,600 credit under our snow contract). If we don't get a rebate, we will reconsider at next meeting.
- c. Lupe Lawn Irrigation 2025 Proposal - mostly the same as last year. Emery recommends. APPROVED
- d. Pezza Landscaping 2025-2026 Lower Lake Landscape Maintenance Proposal - this contractor has done it the last two years, the price is roughly the same. Simple proposal - mow and go. - APPROVED

- e. Pacer Decorating 2025 Deck Stain for Buildings 7 and 9 Proposal - APPROVED
  - i. Option Proposal for 3 Additional Decks - APPROVED
- f. Walkaround tomorrow (Emery and Sue) about reducing the garden/mulch size and increasing the lawn area

10. **Executive Session** - not necessary

11. **Adjournment** - 7:23 p.m.