

# Fountain Greens Patio Homes

## HOA Board Meeting Minutes

### November 4, 2022

Meeting convened at 9:04 AM at Heritage Property Management.

ATTENDANCE: President Alanne Conrad; Secretary Judy Brock; Treasurer, Karen Huntington; Barbara Butzen of Heritage Property Management, and William Rahorst of WD Yards. Thompson Buick and David Klemm were not present but available to approve contracts by text/email.

#### OCTOBER MINUTES

October minutes were approved with the understanding that the budget would be adjusted based on the 2023 annual quote from WD Yards.

#### LANDSCAPE & SNOW REMOVAL CONTRACTS FOR 2023

Will provided the WD Yards contract proposal for 2023 of \$46,435. As the contractual amount and services fit within the HOA budgetary limits and Board expectations, all HOA Board members present were comfortable with approving WD Yards to deliver Patio Homes' landscape services for 2023. Action:The board secretary contacted Tom Buick and David Klemm electronically regarding the proposed contract. Both approved proceeding with signing the 2013 landscape contract (David by text and Tom by email) making the decision unanimous.

Discussion followed regarding questions from board members about weed issues including poor control of weeds on graveled areas and some large elm weeds on specific lots on Wigeon and Merganser. Will requests that members/owners contact Barbara at Heritage whenever there are concerns regarding weed overgrowth and or elms growing in the Patio Homes and he would see to it that the problems are addressed. Will indicated he will address the issues just described. Dates for the final landscape trimming for 2022 will be on November 21 and 22.

The Snow Removal contract is not yet available for signature, but Will assured the board the hourly amounts for snow removal will remain the same for 2023. The amounts are \$100/hour for plowing and \$75/hour for hand-shoveling on week days, and for weekends/holidays the amounts are \$25/hour more. He was unable to provide exact number of hours it might take for each snowfall removal, as that would vary according to the number of inches of snow. It has been the board's practice to measure the snowfall once it has ceased, to assure the amount *exceeds* 1 1/2 inches specified in the governing documents, then contacting the snow removal contractor to remove snow from sidewalks and driveways. It was suggested that the Board develop a written policy for the board process triggering snow removal, and share with home owners in the next newsletter. Action: WD will get the updated snow removal contract to the board before December.

#### BUDGET & FINANCIAL

Now that the landscape contract has been approved, the proposed budget can be finalized. Once Karen Huntington has incorporated the final figures, board members will approve the 2023 proposed budget electronically (via email) during the next week or two.

Discussion ensued regarding some home owner dues that have been in arrears by a single payment for over a year or more, and how this might have happened. Karen Huntington has tracked some of these accounts back for two years. Barbara informed the board that Heritage has now programmed HPM financial software to apply the newly approved state and policy interest amounts automatically to past due accounts. Routine monitoring by the board and HPM accountant should help assure that home owners are apprised within a reasonable period when their assessments are past due so no accounts go for prolonged periods without home owner being informed and interest appropriately assessed.

Action: Board President Alanne Conrad and Secretary Judy Brock will meet at Alpine Bank this next week to complete forms as current signatories for Patio Homes HOA accounts. Alanne will enquire as to interest rates available through Alpine for our HOA, as the board deliberates the purchase of a CD for a portion of the association's reserve funds.

#### ANNUAL HOME OWNERS' MEETING & NEWSLETTER

Action: The annual home owners' meeting was set for Saturday, February 11, 2023 at 10 AM. Barbara will contact the Central Library in January to arrange for the annual meeting to be held at that location. Action: A newsletter will be sent to Patio home owners by December to advise them of Snow Removal Policy, anticipated date of the next annual meeting, as well as the need for volunteers for the board as three of the current board members' terms of office will end in February. The proposed budget, agenda, and minutes of the 2022 annual meeting will be forwarded to all owners the first week of January.

The meeting was adjourned at 10 AM.

Minutes respectfully submitted:

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Judy Brock, Secretary.

November 7, 2022