

Summer Pines – Board of Directors Meeting – September 15, 2016

Roll Call

Attendees: Gary Ujifasa; Chad Nieland; Adam Cybulski; Kyle Jentzsch; Carleen Walsh (Kingwood Management); Tina Bohl; Greg Stenger (homeowner); Sandy Stenger (homeowner); Sara Wenzel (homeowner)

Proof of Notice of Meeting

Reading of Minutes of Preceding Meeting

- Board reviewed minutes from July 14 prior to meeting – waived reading during meeting.

Homeowner Participation

- The Board welcomed Greg and Sandy Stenger, new Summer Pines homeowners.
- Greg Stenger discussed an issue he found with the concrete slab in front of his home. The slab has separated from the concrete step, and sunk considerably. He noticed the townhome next to him had the same issue. Greg spoke to a contractor who recommended replacing the slab.
- Chad Nieland stated the Association's position on homeowner expenses as opposed to Association expenses, and a repair such as this is typically the responsibility of the homeowner.
- The concrete/step issue was mentioned in the initial Reserve Study conversation. The Board is waiting on recommendations/costs.
- Sara Wenzel discussed her disapproval of the level of information distributed in advance of the roofing project launch. She felt more detailed information was required.
- Sara Wenzel discussed her disapproval of the roofing project replacement schedule. She requested explanation of the process used to determine which roofs would be replaced first, and questioned the reliability of the information/data used. Sara expressed concern as there has been water damage in four units in her building. Gary Ujifasa and Chad Nieland stated some research came from previous Community Development Inc. (CDI), but the majority was conducted post-CDI via independent sources/vendors. Infrared photos were also taken of each rooftop. Information was used from each of the roofing company bids, and analysis from Buildtec Contracting Company.
- Adam Cybulski reiterated the importance of homeowner insurance and an accurate "loss assessment."
- Sara Wenzel requested a status update pertaining to the Rules and Regulations documents. Gary Ujifasa explained this project has been handed off to Kingwood Management, as they can better create a document that is easy for homeowners to understand, and contains all governing documents connected to the rules.
- Sara Wenzel presented a concern regarding a commercial vehicle that is parked near her townhome and protrudes into the street. Vehicle is in violation of Association rules, and creates a safety hazard for emergency vehicles and children playing in the street. Chad Nieland requested Kingwood Management send a notice of violation to the homeowner.

Unfinished Business

CDI Reports/Files

- Mudge Porter Lundeen & Seguin secured files requested. Carleen Walsh and Chad Nieland will meet to review files and match up with delinquencies.

Roofing Project Feedback

- All homeowner feedback has been positive.

Renter Information/Survey

- A Renter Information Survey was sent to rental homeowners. 25% response to date. Kingwood Management will send a follow-up letter reiterating the importance of renter information.
- Tina Bohl will create a confidential online form to be attached to summerpines.com, making it easier for rental homeowners to submit renter information.

Lawn/Snow Contract

- Seven bids have been received for lawn/snow service.
 - SCH Service, LLC.
 - LCS Lawn & Tree
 - Branum Landscaping & Lawn Care
 - Strehlau Outdoor Services
 - H&B Services
 - MSP Outdoor Services
 - Settlement Hill
- Current service, Outdoor Images, will send bid.
- Board members agreed that one vendor for both lawn service and snow removal would be ideal.
- After reviewing all contracts, Kingwood Management will provide their recommendations.
- A new contract should be finalized mid-October.

Association Insurance Deductible

- To better manage the Association insurance premiums, Adam Cybulski recommended increasing the deductible amount from \$5,000 to \$10,000. A \$10,000 deductible is currently the standard for townhome association insurance.
- Motion by Chad Nieland, second by Kyle Jentzsch to increase the Association insurance deductible from \$5,000 to \$10,000, effective immediately. Motion carried.

Rules & Regulations

- Document project has been handed off to Kingwood Management, as they can better create a document that is easy for homeowners to understand, and contains all governing documents connected to the rules.
- Rules & Regulations project should be complete approximately mid-January.
- Carleen Walsh shared an example of a fine matrix used by a townhome association.
- The Board will work with Kingwood Management to create a clear Summer Pines fine matrix.

New Business

Property Management Report

- Buildtec provided a bid to temporarily protect the deteriorating rubber roof vent boots on roofs that were not replaced this summer. Taking action will prevent potential leaks around boots. Buildtec will also seal areas they identify as possible water penetration weaknesses. Cost \$5,340.
- Motion by Kyle Jentzsch, second by Chad Nieland to proceed with Buildtec service to protect deteriorating rubber roof vent boots for \$5,340. Motion carried.

Meeting Minutes
September 15, 2016

Finances/Monthly Dues

- In an effort to start rebuilding a comfortable reserve fund, the Board discussed a 5% increase in monthly association dues.
- Bi-laws state not more than a 5% increase is allowed annually.
- A Reserve Study was conducted on Tuesday, September 13 by Reserve Advisors. The Board is awaiting a complete report/findings.
- The Board will wait for the results of the Reserve Study before making a decision regarding monthly dues.
- Carleen Walsh shared a local association dues comparison table.
- Chad Nieland reported on delinquent association dues. Demand letters were sent to two delinquent homeowners (or previous homeowners). One responded with full payment. No response has been received from the second. A lawsuit will be authorized if no response is received by the end of September.

2017 Board Members & Positions

- Positions will be voted upon at the November 17 Annual Meeting.
- The Board will announce positions prior to Annual Meeting and a Nominee Information form will be available.
- Adam Cybulski discussed his interest in the Board President position.

Adjourn