



**St. Frances Woods Townhomes
Board Meeting Minutes**

Date: 03/01/23

@ Lakeville Library Large Meeting Room

I. **Call to Order:** Tim called the meeting to order at 6:00pm

Board Members Present:

President: Tim Flodin

Secretary: Jeanne Cooley

Treasurer: Steve Pfiefer *appeared by phone

Director: Rebecca Tofte

Members absent: VP: Dave: Callahan

Other Present: Kimberly, Premier Association Management, 20508, 20511, 20531, 20533, 20624, 20632, 20635, 20638, 20640, 20734, 20758, 20768,

II. **Agenda:** Motion Jeanne, Rebecca seconded to approve agenda as presented. **Approved**

III. **Minutes: Review of 11/21/23 Minutes:** Motion Tim, Jeanne seconded to approve minutes as presented. **Approved**

IV. Business from the floor: Master Insurance Claim and Q&A

- Pertinent details of the SFW master insurance policy has been communicated to all home owners at least annually for several consecutive years, going back prior to 2018. With the exception of 2020 (a year where no in-person annual meeting was held due to COVID), every year has included the following methods of communication: mailed to home owners in the annual meeting information packet, emailed to home owners as part of the invitation to attend the annual meeting, distributed hard copies at the annual meeting, and summarized in the annual meeting minutes which are posted on the HOA web site.
- 2018: Master insurance policy has a \$10,000 deductible and 2% wind hail which falls into the \$10,000 deductible. HO6 insurance would need to be carried to cover this loss assessment which is the responsibility to split among all units involved.
- 2019: Deductible \$10,000, 5% wind hail all in Policy. HO6 policy that owners acquire coverage of \$20,000.
- 2020: \$10,000 deductible, 5% wind hail. Recommendation is a HO6 policy with loss assessment coverage of \$21,000.
- 2021: Policy has a \$10,000 deductible and 5% (of building insured value) wind hail, in which an HO6 policy would need to be carried by the owner to cover this loss assessment which in whole is the responsibility to split among all units involved and the owner must pay their own portion of the deductible.
- 2022: Policy has a \$10,000 deductible and 5% (of building insured value) wind hail, in which an HO6 policy would need to be carried by the owner to cover this loss assessment which in whole

is the responsibility to split among all units involved and the owner must pay their own portion of the deductible. Recommended loss assessment coverage of \$30,000.

- SFW home owners have been consistently informed, at least annually, regarding insurance. Ultimately, the home owner is responsible for carrying their own HO6 policy, and understanding the required coverages to avoid out-of-pocket costs upon suffering a loss.

Pertinent Facts & Chronology of Events:

- The HOA relies on trained professionals to assist in the maintenance, and upkeep of the community
- The management company also relies on trained professionals to perform specialized services such as lawn & green space care, tree maintenance, snow removal, and hard surface maintenance which includes things like the buildings, private roadways, driveways, sidewalks, etc..
- In August 2022, Premier received notification of hail damage discovered as part of a routine pre-sale inspection in a neighboring community), also managed by Premier.
- This notification prompted Premier to request a roof inspection at SFW
- An initial inspection revealed compelling evidence of hail damage
- The board requested a comprehensive inspection on all buildings be performed including photos, and a written report of the findings
- The contractor, SPS Roofing, provided a detailed report including photos, and descriptions of hail damage throughout the SFW community
- The detailed report consumed 3+ days of time to collect, and prepare the information
- Additional supporting information was obtained from weatherhub.com that confirmed large hail impacted SFW on May 11, 2022
- In September 2022, the board reviewed the report created by the contractor, as well as the weatherhub data, and decided to pursue a claim with Travelers
- In September 2022, Premier filed a claim with Travelers
- Travelers dispatched a claims assessment team to SFW (this is when numbers were chalked on a driveway for each building)
- The Traveler's team was accompanied by SPS Roofing
- Insurance adjusters will not go on site without a contractor being present in these type of situations
- In November 2022, results of the claims assessment process was communicated to Premier. The contractor and premier review all documents and sent back any issues in December. The claim was adjusted mid November.
- Total roof replacement was the decision from Travelers Insurance, the Master association Insurance agency.
- The amount of the loss was determined as a result of the selected contractor working together with the insurance company on all details of the damage, and costs associated with the claim
- The amount of the loss did not meet the 5% wind/hail deductible per building.
- Since the loss did not meet the 5% wind/hail deductible, the loss is passed on to individual homeowners, and subsequently their HO6 loss assessment insurance coverage. The Board voted to send all information out to owners and assess each unit their portion of the 5% in January of 2023.
- Letters were drafted and sent to home owners February 1st 2023 outlining the details of the loss, and the required action on the part of each homeowner

Other important facts:

- 54 homes consisting of 20 buildings were impacted
- 100% of the buildings within SFW community
- As of yesterday, Premier has received payment from 50% of the units
- Expect work on site to begin in late April - weather dependent
- Expect work to take 6 weeks of good weather
- HOA Master insurance policy updates are sent to each homeowner at least annually by multiple methods of communication: Email, USPS mail in advance of each annual meeting, discussed verbally at each annual meeting, documented in the annual meeting minutes, and posted to the HOA web site

- Roofing contractor is selected based on reputation, past performance, fairness, responsiveness, and ability to consistently deliver in a timely way
- HOA insurance claims do not typically go through a multiple bid process - the HOA selects the preferred contractor
- Insurance companies work with the selected contractor to assure compliance with industry standards for material, and cost
- Contractors must comply with insurance decisions regarding amount of loss, and agree to perform work within the cost structure determined by the insurance company
- The board conducted multiple interviews with Premier, as well as SPS Roofing, and determined no conflict of interest between the organizations, or individuals within each of the organizations existed
- Email remains the best way to communicate with Premier
- The \$600 management fee covers administrative tasks that are above & beyond the scope of Premier's management contract.
- Specific to the roof replacement project
- Unfortunately, some homeowners have ignored repeated communication from Premier
- Important information regarding insurance has been consistently communicated since at least 2018
- Ultimately, the homeowner is responsible for carrying their own HO6 policy
- The HOA is subsidizing the HO6 loss assessment deductible up to \$1,000.

V. Financials

Steve indicated that water costs are up 33%; sanitation costs are higher; plow/salt is 4 times higher. We will spend more on tree care this year. Fiscal year end 2022 Financials and January 2023: Motion Tim, Rebecca seconded to approve the 2022 financials as well as January 2023, and approved sending to accountant for a complete audit. **Approved**

VII. Old Business: N/A

VIII. Other Business:

- Owner Contact list given to the Board.
- Closing list supplied to the Board for review.
- A new google form will be sent for owners to complete for walkthrough. No more paper, all filled out online. Look in your email in April for the link.

IX. Next Meeting Date: TBD

X. Adjournment: Motion Jeanne, Steve seconded to adjourn meeting @ 7:29pm. **Approved**