



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

Date: 07/27/23

Lakeville Library - Large Meeting Room

Call to Order: Tim called the meeting to order at 6:00 p.m.

Board Members Present:

President: Tim Flodin
VP: Dave Callahan
Secretary: Jeanne Cooley
Treasurer: Steve Pfiefer
Director: Rebecca Tofte

Members Absent: N/A

Others Present: Kimberly from Premier Association Management; homeowners from 20513 Kalmeadow; 20603 Kearney Path; 20576 Kearney Path; 20745 Kaiser Way; 20506 Kalmeadow; and 20533 Kalmeadow

Agenda: Motion by Rebecca; seconded by Tim to approve agenda as presented. **Approved**

Minutes: Review of 05/15/23 Minutes: Motion by Tim; seconded by Dave to approve 05/15/23 minutes as presented. **Approved**

Business From the Floor:

- Homeowner asked for a copy of the roofing contract with SPS. Tim will set up a meeting with that homeowner to review the roofing contract. Kimberly noted that the contract is a legal document so cannot be copied or disseminated.
- Garage Door Trim at 20745 Kaiser Way needs painting – this home is included in the 2023 painting bid.

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Master Insurance Claim and Update:

- All work (some siding and fascia) to be completed this week. One homeowner wanted the back gutter replaced because all the others were new (that unit was not on the list) but Shae from SPS replaced it for “good will”.
- SPS will present the final bill with adjustments.

Maintenance:

- Turf Restoration in 2023: Kimberly from Premier Management has walkthrough with Green & Black on 08/01/2023 – Green & Black’s Operations Manager has been on vacation.
- National Night Out: Tuesday, August 1st, 2023, Time: 6:00 p.m. - 8:00 p.m. in the area across from 20515 Kalmeadow. Bring a chair and a generous donation for the local food shelf. This information was e-mailed to homeowners by Premier on 07/07/2023. Premier will also send a follow up e-mail on Friday.
- Sprinklers and Driveway Replacement/Repair: Green & Black will be notified by Premier to turn off all involved zones for paving project. Premier will send a reminder to those homeowners by e-mail on 08/03/2023.
- Bituminous Replacement Driveways: 20561 Kaiser Way and 20533 Kalmeadow driveway replacements are scheduled for 08/07/2023 for removals and 08/08/2023 for paving. Residents were notified on 07/26/2023 that they will need to wait two days to drive into the garage after the driveway is paved and there is no parking on the driveways for one week after they are paved.
- Down Spout Resolution: Reviewed Green & Black’s proposal. Premier will contact Bituminous to see if they can run drain tile from downspout at time of driveway replacement under driveway to pop out in yard. Premier will request pricing.
- Irrigation Review and Audit Update: Kelly from the City of Lakeville indicates that “Water in Motion” has completed their system assessment and are now compiling collected data. Final reports are expected by 09/15/2023.
- Garage Door 20511 Kalmeadow: The door is ordered, and contractor will call Premier when it arrives.
- Rainbow Tree Management Plan/Inventory: This is completed in the field and the office is putting together the plan. Once complete Rainbow will reach out for a meeting to review.
- Rainbow 20640 Kearney Path Tree Removal: Work is completed but not yet billed by Rainbow.

- Rainbow Tree Pruning Proposal: There are eight trees that do not clear building by exact footage. The plan was very specific about the amount charged and the cut back distance. Tim Flodin communicated with Rainbow, and they acknowledged two trees were not done correctly but the rest were. Two other trees were touching structures and Rainbow was asked resolve. The proposal presented tonight has two trees added. The list needs to be addressed as we are looking to be proactive, but this plan is taking too long to address. Rainbow should be leading the team. Table proposal until Dave Callahan and Jeanne Cooley can follow up after detailed review of proposal and will take a second look at the results. They will bring the results back to the Board. Premier will send specs to Wes at Pro-Tree for a bid to possibly have them do our tree trimming. Proposal on hold for now.
- SPS List Approved Timeline: Shae will begin all miscellaneous work within 3 weeks from today.
- SPS Deck and Siding: Waiting for some material quote items.
- Green & Black Landscape Repair and Shrub Removal/Replacement: Board will review, project on hold.
- Wydert Painting Quote: Premier will e-mail the proposal to the Board for approval.

Financials:

- There are no legal issues for or against the Association and no late homeowner fees/dues.

Other Business:

- A Homeowner Contact List was provided to the Board and Premier will also send by e-mail.

Next Meeting Dates: This will be the Annual Meeting Wednesday September 27th at 6pm. More information online once confirmed. Annual meeting packet will be mailed to owners 21-30 days in advance.

Adjourn: Unanimous motion to adjourn at 7:10 pm **Approved.**