

St Frances Woods Townhomes

Annual Meeting Minutes

10/20/25 at 6:00 P.M.

Location: Lakeville Liquors Keokuk – The Emporium Room

Website: stfranceswoodshoa.com

Meeting called to order: Meeting called to order by President Dave Callahan on Monday, October 20, 2025 at 6:01 p.m.

Quorum was met in person and by proxy (25%) 54 units = 14 by Proxy or In Person

Board Members Present: President: Dave Callahan; Secretary: Jeanne Cooley; Vice President: Terry Hunst; Howard Neren Treasurer: Steve Pfiefer

Board Member Absent: N/A

Others Present: Kimberly G. from Premier Association Management

Units Represented in person 20506, 20509, 20510, 20513, 20525, 20529, 20531, 20533, 20569, 20576, 20603, 20616, 10624, 20734, 20742, 20745 and 20758.

Welcome: Dave Callahan

Introduction of Board & Opening Comments from the President Dave Callahan. Welcome everyone and thank you for attending the 2025 Association Annual Meeting. Introduction of the Board.

G&B Presentation:

Q&A

Reading of the 2024 Annual Meeting Minutes: Motion by Anita Pfiefer and seconded by Mike Lang to suspend reading of the minutes and move for approval. Unanimous motion to waive the reading of the 2024 Annual Meeting Minutes and move for approval. All in favor unanimous. **Approved.**

Election of Directors: Kimberly G.

- There are five positions open on the Board of Directors. Four of five current Board members expressed interest in again serving.
- One other owner, Ernie Papacek submitted his name and was introduced as a candidate for the Board.
- Kimberly called for nominations from the floor. Hearing none from the floor, a motion by Lowell Timmersman and seconded by Rick Schmidt-to close nominations was unanimously approved.
- A motion by Lowell and seconded by Anita to elect the four current Board members (Dave, Steve, Terry, Howard) and Ernie for a one-year term was unanimously approved.

Officers Report: Dave Callahan

Thank you all once again for joining us this evening! Over the past year, the Board has been working hard to use the resources available to better take care of the association. As always, we welcome input from every homeowner. Please remember that e-mailing and calling directly to Premier is the most effective way to communicate questions and concerns as these are documented and forwarded to the Board for review and response. At times the demand is high, and we all appreciate your patience.

To assist the Board, we are forming new committees; one is landscape management to help in evaluating and addressing overall concerns in our ever-aging landscape. This is chaired by Howard. The other committee needs volunteers to help get it off the ground. We see it as a social committee to connect residents and to include welcoming new owners. Please consider helping with either of these.

De-Icer: salt delivery service to homeowners will continue this winter.

Here is a list of 2025 Projects that are either scheduled, completed or in progress:

- Kearney Path looks great as this project removed and placed a new top layer of asphalt on the main roadway, repaired 6 catch basins and replaced some curbing. Lawn restoration was later done by G&B.
- The work completed for the hardscape walkthrough items include: tuck pointing of brick, siding repairs, painting, and caulking the gaps on driveway aprons. Two homes had woodpecker damage on their posts that was repaired.
- National Night Out: many of you participated in the National Night Out celebration. I encourage others to attend in the future as a great way to meet your fellow homeowners.
- Over \$17,000 was spent on landscape repairs and replacements. Please remember to water any new shrubs and bushes planted at your homes.
- An update on tree removal, replacement, warranty work, pruning and treatments.
 - According to Chris Naselli, Rainbow tree service arborist, disease and changes in climate have caused stress to many of our 160 spruce trees.
 - Unfortunately, many that act as sound buffers along 205th St & Kensington Ave are dying.
 - Rainbow has begun implementing a plan to replace these spruce trees with a diverse selection of native trees that grow large and can tolerate environmental changes. Any trees that are planted near your home, we ask that you do your part and water them.
 - The 4th treatment to combat the emerald ash bore EAB was completed this year.
 - This highly successful program is performed every other year by injection into the trunks of all 63 of our healthy green ash trees, at the cost of around \$5,400.
 - Quite a bargain when the average cost to remove just one tree is between \$500-\$1000.
 - This treatment has been an amazing victory compared to the destruction we see in other places, such as the cemetery by Aronson Park, and much of Farmington, where they chose not to do a citywide treatment like Lakeville.
 - Also please contact Premier if you notice any tree branches rubbing on siding or roofs.
- A new financial reserve study for the association was approved and is in the final process now.
- We just received wonderful news from our association's insurance agent; the renewal for next term has come in under a 5% increase. We will have more information once it is finalized.
- Any questions?

Financial Review:

- **2025 Annual Report**

- **A statement of capital expenditures in 2025 Fiscal Year over \$5000 or 2% of current budget that has been approved by Board for this year and the next year.** This year 2025 the following expenses have been approved: Road, Curbing and Catch Basin replacement, Landscape replacement, tree replacement and Tree treatments
- **A statement of reserve balances and any funds that are specified for any specific project.** No reserve replacement funds are specified.

- **Funds as of 8/31/25:**

- Checking Balance:
 - 08/31/25 Balance: \$14,625.58 (\$3,395 fees paid in advance)
- Operating Savings:
 - 08/31/25 Balance: \$48,468.71
- Replacement Reserve:
 - **Replacement Reserves 08/31/25**

• 1015 · Replacement Reserves	•
• 1016 · US Bank Replacement Res 966	• 210,621.37
• 1060 · MN Life Ins Co 3.6% 7/19/25	• 256,877.54
• 1061 · Athene Annuity 3.9% 10/3/25	• 238,420.67
• 1065 · Schwab	•
• 1066 · Schwab Sweep	• 0.02
• 1067 · Schwab MM	• 3,289.25

• 1068 · Schwab Bnk of Am 4.35% 3/30/26	• 200,000.00
• 1069 · Schwab Pop Bnk 4.15% 3/29/27	• 100,000.00
• Total 1065 · Schwab	• 303,289.27
• 1099 · Replacement Accrued Interest	• 1,450.00
• Total 1015 · Replacement Reserves	• 1,010,658.85

- **A copy of the revenue and expense for the previous fiscal year 2024 and the balance sheet for same.** A copy of the 2024 CPA Audit is available on your website. [St. Frances Woods HOA Home \(stfranceswoodshoa.com\)](http://stfranceswoodshoa.com)
- **Pending Litigation or judgment the association is involved in – None.**
- **Fee Assessment Status – No owners are behind on fees.**
- **Statement of Insurance coverage provided by the association: 11/01/24-11/01/2025**

• **St. Frances Townhomes No 7**

- The Board of Directors of St. Frances Townhomes No 7 have elected to renew your master insurance policy with Horizon Agency a division of HUB International for the policy period of 11/01/2024 to 11/01/2025. The insurance carrier for the master policy is Standard Fire Insurance Company (Travelers).
- Your association's declaration calls for original specifications building coverage. This means that the master policy will cover the building and all permanently attached items checked below:
- Items **not** checked below should be covered on your individual personal insurance policy (HO-6)
- ☒ ceiling finishing
- ☒ wall finishing
- ☒ carpeting
- ☒ finished flooring
- ☒ cabinetry
- ☒ finished millwork
- ☒ electrical fixtures serving an individual unit
- ☒ plumbing fixtures serving an individual unit
- ☒ heating, ventilating & air conditioning equipment serving an individual unit
- ☒ built-in appliances
- ☒ improvements and betterments (anything over and above the original construction of the individual unit, whether made by you and/or any previous owners.)
- The standard property deductible in the master insurance policy is \$25,000 Deductible. The applicable Wind/Hail deductible is 5%. It is recommended that you contact your insurance agent to confirm your HO6 Policy's loss assessment coverage is in the amount of at least \$30,000.
- Please note, the Association's master policy does not include flood coverage or earthquake.
- We suggest you discuss how to protect yourself in the event of a loss with your personal insurance agent. Common exposures and coverages to consider on your HO-6 policy, include but are not limited to: Building Coverage A, Personal Property Coverage C, Loss Assessment and Loss Assessment deductible coverage, Sewer Backup, losses below the master policy property deductible, and personal liability. It would be beneficial to include the Cooperative as an additional insured on your policy.
- Please have your personal insurance agent contact Horizon Agency a division of HUB International at
- 952-944-2929 directly with any questions they may have on your Association's master insurance policy.
- Any request for certificates of insurance or questions on the Master Policies can be directed to Ruthi Siegel, 952-914-7137 or ruthi@horizonagency.com Claim questions can be directed to CPL.claims@hubinternational.com, 1-800-288-5501 PLEASE advise them your lookup code is STFRANC-01

Open Forum:

Q: Spring walkthroughs In spring – wanted new shrubs and thinning out. Did limited trimming of crab apple trimming of flowing crab apple which was rubbing on roof and porch. Need to trim away from buildings.

R: The shrubs are very old, and we are taking steps in replacing them. All dead and dying shrubs were prioritized. Did major trimming this fall.

Q: Trees removed – will they all be replaced?

R: Not back *yard trees* -replacing fronts only and sound buffer trees.

Q: Will evergreens be replaced **east of 20745 Kaiser Way**?

R: Not at this point.

Q: Pruning, is being done now,

Q: Pruning and trimming notices go out the spring to mark shrubs owners do not want trimmed, why not in the fall?

R: The decision was to do aggressive pruning overall to rejuvenate old woody shrubs, they will come back much healthier in the spring. Shrubs are to be kept at acceptable heights for spaces and create issues later once overgrown. We spend a lot of money in replacements and this will help get them under control, healthier and minimize replacements needed each year. All shrubs are common property and maintained by the association. If owners disagree, this is why we need a committee and make decisions for what is best for the whole community. Please sign up for this if you want a voice.

Q: Putting ribbons did not always guarantee they would not be pruned. Nothing is perfect but a meeting before pruning would help call out the expectations.

Q: 8am starting to prune is a bit early.

R: Premier will seek notification in advance so owners know and be sure start time is reasonable.

Q: Coverage now includes improvements and betterments?

R: This could change in any given renewal. The association has had both types of policies. Please be sure each year to have your agent review the letter and be sure you coverage is adequate for current policy. New HO6 letter will be sent in November once this is secured for the upcoming renewal at the end of the month.

Q: Reserve Contribution and roll over? Question of the 7/2025 Annuity was reinvested.

R: The funds are reinvested as soon as the review of funds needed for the following year or several years is OnTrack.

Q: Native planting could be replaced instead of current shrub selection, owner would send to Premier some possibilities after winter research.

R: Please send me some suggestions to Premier if you have any.

Q: Scattered Board terms, will those concern be reviewed and voted on?

R: That is the goal for 2026 and see if any other changes should be voted on.

Q: Last meeting minutes – Troy (Premier) has authority for financials and signatures?

R: Troy prepares the AP/AR – all items are reviewed by the Board and approved before any payments, investments are made. He has no authority to approve expenditures or authority to act as the Board.

Q: Concern about inclines on driveways at top of hill, houses on hill on Kaiser Way. Mentioned snow plowing drives. Are they using the wrong equipment to get these down to the asphalt?

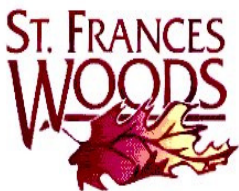
R: Jeremy spoke with the Board about that and the equipment. Volunteers needed for the grounds (Landscape) Committee to help be a part of the solution in a respectful manner.

Q: Is G&B in charge of landscape?

R: Yes, G&B has contract for grounds, landscaping and snow removal.

Adjournment: Motion by **Merlyn Meinerts** and Seconded by Bob **Elsen** to adjourn the Annual Meeting at 7:15 pm.
Approved

Meeting minutes respectfully submitted by Kimberly, Premier Association Management



St Frances Woods Townhomes
Board Meeting
10/20/2025 at 7:18 PM
Location: Lakeville Liquors Keokuk – The Emporium Room
Website: stfranceswoodshoa.com

Meeting called to order:

Tuesday, October 20, 2025, at 7:18 p.m.

Meeting called to order by Dave Callahan

Board Members Present: Dave Callahan; Terry Hunst; Howard **Neren**, Steve Pfiefer and Ernie Papacek Board Members Absent: None

Others Present: Kimberly Gannon from Premier Association Management

Board Positions: Unanimous motion to approve positions as follows:

President: Dave Callahan

Vice President: Steve Pfiefer

Secretary: Howard **Neren**

Treasurer: Ernie Papacek

Director: Terry Hunst

Motion Howard and Seconded by Ernie to accept the following Board appointments'. **Approved.**

Adjournment: Motion Dave and Steve Seconded by to adjourn the Board Meeting at 7:22 p.m. **Approved**

Meeting minutes respectfully submitted by Kimberly Gannon, Premier Association Management