



**St Frances Woods Townhomes
Annual Meeting Minutes
09/27/2023 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, Tim Flodin

Wednesday, September 27, 2023, at 6:02 p.m.

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

Board Members Present: President: Tim Flodin; Secretary: Jeanne Cooley; Vice President: Dave Callahan; Treasurer: Steve Pfiefer – Treasurer and Rebecca Tofte.

Board Members Absent: N/A

Others Present: Kimberly G. from Premier Association Management

Units Represented in person or by Proxy:

Kearney Path: 20576, 20587, 20588, 20596, 20603, 20624, 20632,

Kalmeadow: 20506, 20508, 20509, 20510, 20513, 20515, 20517, 20529, 20531, 20533

Kaiser Way: 20734, 20742, 20745

Welcome: Tim

Introduction of Board & Opening Comments from the President Tim. Welcome everyone and thank you for attending the 2023 Association Annual Meeting. Introduction of the Board.

Reading of the 2022 Annual Meeting Minutes: Secretary Jeanne

Move to suspend reading of the minutes and move for approval. Unanimous motion to waive the reading of the 2022 Annual Meeting Minutes and move for approval. All in favor **Approved**.

Insurance Review: Kimberly

Policy 12/31/22-12/31/23 has a \$25,000 deductible and 5% (of building insured value) wind hail deductible, 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. This is an all-in policy including betterments. The carrier for the master policy is Fidelity and Guaranty Insurance Company. The policy is currently held by Horizon Insurance.

Any requests for Certificates of insurance or questions on the Master Policies can be directed to Dave Cutler, (952)914-7140 or davec@horizonagency.com. Claims questions can be directed to Libby Flaa, (952)914-7132 or libby@horizonagency.com. Insurance Agent is Tim Scattarella, (952)914- 7122 or tims@horizonagency.com

Renewals in the industry of Associations are really being hit hard by the losses in Minnesota. This includes wind/hail and tornados. Next year's budget and any dues increase will not be finalized until the insurance numbers are in and a renewal is completed which will be the very end of November. Please watch your email closely so the budget, increase and insurance information are not missed.

Election of Directors: Kimberly

There are 5 positions open on the Board of Directors. Call for nominations from the floor and there were two: Jerry Wulf and Larry Wesolik.

Nominations from the floor were then closed by motion from 20506 Kalmeadow and seconded by 20510 Kalmeadow. **Approved**

Unanimous motion to elect Board of Directors: Jeanne Cooley, Dave Callahan, Steve Pfiefer, Jerry Wulf and Larry Wesolik. **Approved**

Thank you to Tim for his many years of service for the community Rebecca for your service on the Board during a very trying year of the major insurance claim and replacements.

Officers Report: Tim

This past year there were two first-term board members.

Reminder, homeowners are welcome to attend all board meetings - see the HOA web site for guidance if you want to be recognized.

*Doubled our budget for tree maintenance.

*Worked to significantly improve the condition of the lawns by strategically adding sprinkler heads; modifying irrigation system along Kensington to add water on west side of sidewalk; completed selective re-seeding, and community-wide aeration.

*Enrolled, and participated in a third-party irrigation audit, results will be evaluated by the Board.

*Brought back deicer delivery service to homeowners, and modified salt/sand dispatch criteria for private roadways to improve safety for residents.

*Improved the method for homeowners to provide input for spring walkthrough concerns.

*Replaced all roofs.

*Replaced 2 driveways.

*Updated Resident Handbook

*Participated in the National Night Out celebration which was well attended. Donations were collected for the local food-shelf: 129 lbs. of food and \$135.00 to 360 in Lakeville! Pictures were posted on the website.

*Increased emphasis on posting information to the HOA web site.

Thank you all for helping to make this last year successful and productive.

Adding support help within the Association:

We are asking for volunteers on each street to help with review of items, liaison with questions, welcoming new owners and getting to know and interact with neighbors to bring feedback to the Board. Anyone can help, even with limited hours. Please contact Dave or Premier to sign up to assist, a signup sheet was also circulated at the meeting.

New Rules and Regulations: Copies that were requested were brought to the meeting and given to those owners. They were also emailed and put on the website for further reference. This was to bring clarity and correct some information that was not consistent.

Financial Review: By Kim

- A statement of capital expenditures in 2023 Fiscal Year over \$5,000 or 2% of current budget that has been approved by Board for this year and the next year. This year 2023 the following expenses have been approved: Driveway replacement, Landscape and turf rejuvenation work, and Irrigation replacement.
- Review of the P&L Handout: Where we are so far for the year-to-date income and expenses and work yet to be completed.
- A statement of reserve balances and any funds that are specified for any specific project. No reserve replacement funds are specified.

Funds as of 7/30/2023:
Replacement Reserves

1016 · US Bank Replacement Res 966	\$603,647.02
1060 · MN Life Ins Co 3.6% 07/19/25	\$260,500.00
1061 · Athene Annuity 3.9% 10/03/25	\$238,222.50
Total 1015 · Replacement Reserves	\$1,102,369.52

Checking/Savings

1000 · US Bank Checking	\$10,669.19
1010 · US Bank Operating Savings	\$27,999.44
Total Checking/Savings	\$38,698.63
Accounts Receivable	
1100 · Accounts Receivable in advance	\$-2,768.00

- A copy of the revenue and expense for the previous fiscal year 2022 and the balance sheet for same. A copy of the 2022 CPA Audit was emailed when the Annual meeting packet was mailed. Also, it is available on your website: stfranceswoodshoa.com
- Pending Litigation or judgment – None.
- Past Due Fees as of 07/31/2023 – None; as of date of meeting: None

Open Forum:

Q: 20734 Kaiser Way: Trees have never been trimmed? *We are working on a comprehensive tree plan which will be presented by Rainbow very soon*

Q: 20510 Kalmeadow: Is the four-season porches covered by the HOA Master policy insurance? *Yes, they are by insurance, however, for maintenance, upkeep and replacement, this would still be the owners' responsibility unless damaged in a storm.*

Q: 20632 Kearney: concerned about water on sidewalk eventually eroding, can this be reviewed or is it on a list? *Premier will check to see if this has been highlighted as a issue and review. If needed it will be added to the watch list for review in 2024.*

Q: 20533 Kalmeadow: no mowing in the area where work was performed by the City, will this be done? *Yes, they have agreed to continue to mow, please let Premier know if this is not done at clean up.*

Q: 20742 Kaiser Way: Crab apples appear to have leaves turning brown and falling off, is something wrong with the trees? *Premier spoke with Rainbow, it is a factor with weather and stress on the tree. They are using a spring evaluation once leafed out next year to see any possible issues or solutions.*

Q: Rick requested to see the contract by the roofer for insurance claim, appears to have had the wrong number for Tim. *Steve will handle this with Rick so he may review.*

Q: 20742 Kaiser Way: Will all trees be trimmed this winter including the ones that have never been touched? *We have gone out for bids on an aggressive trimming that should only happen every couple of years. This would ensure all are reviewed and trimmed for safety and far away from buildings and avoid the costly reaction of doing a tree here or there. We will be getting them in for the budget time and secure the work for the winter when most safe to do so for the trees.*

Q: 20624 Kearney Path: There are voles damaging property and the City of Lakeville is not mowing near the sidewalk? *Aware of the voles and Premier has contacted the City.*

Q: 20506 Kalmeadow: There is some puddling on the deck, is there a plan to redo the decking? *It is not on the reserve for next year and may need to be moved ahead. Please take a picture when the problem can be seen and attach it to your spring walk through concerns in 2024.* She also wants to know how to go about getting a little library installed? *Was told to submit plans for review.*

Adjournment: Motion 20569 Kaiser Way; Seconded by 20510 Kalmeadow to adjourn the Annual Meeting at 7:32pm. **Approved**
Meeting minutes respectfully submitted by Kimberly, Premier Association Management



**St Frances Woods Townhomes
Board Meeting
09/27/2023 at 7:37 PM
Location: Lakeville Liquors Keokuk – The Emporium Room
Website: stfranceswoodshoa.com**

Meeting called to order:

Wednesday, September 27, 2023, at 7:37 p.m.

Meeting called to order by Dave Callahan

Board Members Present: Dave Callahan, Jeanne Cooley, Steve Pfiefer, Larry Wesolik, and Jerry Wulf

Board Members Absent: None

Others Present: Kimberly G. from Premier Association Management

Board Positions: Unanimous motion to approve positions as follows:

President: Dave Callahan
Vice President: Jerry Wulf
Secretary: Jeanne Cooley
Treasurer: Steve Pfiefer
Director: Larry Wesolik

Approved

Adjournment: Motion Steve, Larry seconded to adjourn the Board Meeting at 7:40 p.m. **Approved**

Meeting minutes respectfully submitted by Kimberly, Premier Association Management