



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

Date: 05/15/2023

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, Premier Association Management, and homeowners from 20576, 20592, 20600, 20603, 20616, 20619, 20624 and 20632.

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

Minutes: Review of 03/01/2023 Minutes: Motion Steve, Dave seconded to approve 03/01/2023 minutes as presented. **Approved**

Business From the Floor:

- **Feedback Form** – Two email messages sent – the first one regarding the building and the second one for landscaping. A landscaping google form was sent last week. Please be sure to submit your form if you have any concerns. Be sure to check your spam folder for the google email form. It was sent by office@premieram.com.
- **HO6** – Some homeowners were not fully covered for the 5% wind hail deductible. Every homeowner must be sure they have HO6 deductible coverage, of which \$50,000 is now recommended for the loss assessment deductible.
- **Downspout – Catch Basin** – A homeowner found his downspout and catch basin was clogged with junk. Reminder that homeowners need to clean out the debris by simply taking off the end and scooping the debris out.
- **Water Issue** – 20592KP and 20596 KP – Possibly related to a Green & Black project in 2022 where areas were dug out? Premier will research last year's work by Green & Black and report to the Board and homeowners.

Master Insurance Claim and Update:

- All claims are completed. There are two homeowners on payment plans totaling \$23,093.33 and \$1,313,090.86 has been collected thus far.
- All money collected very efficiently. Homeowners did a great job of helping through this process onto completion. To date, roofing is about 40% complete. SPS may not go in order of homes as weather plays an important part in the selection of which homes will be done next. Roofing materials are being staged on Kalmeadow turnaround. There was a theft of material from the site, and it was reported to Lakeville Police. SPS put up a barrier to block the materials, so it was not so visible to the street. SPS has cameras watching the material. If you see anything suspicious, please call 911 and report it.

Maintenance

- **Other Roof Damage:** Decide responsibility (HOA vs. homeowner) for any damage the roofing contractor may uncover when the old roofing material is removed. Motion Tim, Steve seconded that fixing any damage or other maintenance issues will be covered by the HOA not the homeowner. **Approved**
- **Turf Restoration Strategy in 2023:** some Board members went on a walkthrough with G&B to review turf restoration. The Board is aware and looking for aeration and overseed, as well as lawn burnout restoration. Currently waiting for bids from G&B.
- **Update on Rainbow Work Orders - #475689:** Motion Tim, Dave seconded to proceed with the proposal as noted on proposal for trimming, tree numbers (4-6-10-14-26-35-47-82-90-108-126-127-130-152-154-155-161-293-357). **Approved**
- **Law Firm:** discussion, and vote on the selection of a law firm to handle collections if necessary. Smith, Jadin Johnson have provided exceptional advice at no charge. The Board would like to proceed with Attorney Finn Jacobsen, if needed, to handle legal matters of the HOA. Premier Management will also be using them from this point on.

- Resident Handbook: just so it is in the Board meeting minutes under “New Business.” Rebecca went through documents for changes to the handbook. Suggested adding a cover letter that would change every listing of current Board members, etc. Add a section on when to contact a Board member and when to contact management as homeowners may be unsure as to who to contact. The Board will continue to work on this, and the goal would be completion in 2023.
- Bids for Driveway/Apron Replacement/Repair: differed until after walk through. Need to investigate gutter downspout drainage being tied into drainage systems. This was noted by the contractor as a major issue of the frost heaving the apron area.
- 2023 Approved Irrigation Bike Path Zone Install (west side of the bike path).
Green & Black will install irrigation systems using a Hunter Wi-Fi controller, Rainbird valves, Hunter spray heads and Rainbird Rotors. If an irrigation backflow is needed it will be installed by a licensed plumber. Green & Black will provide a 5-year warranty from the date of installation on all systems we install.
20745 head install for center of front yard Per Visit
20640 head installed on the side of the yard. NE corner of Kaiser Way and Kearney Path. Need to have Green & Black move on it.
- Garage Door Panel: 20531 Kalmeadow - unanimous motion to approve garage door panel replacement. **Approve**
- Bituminous replacement drives at 20561 Kaiser Way & 20533 Kalmeadow- Need schedule from contractor.
- Spring Walkthrough: Homeowner input regarding spring walkthrough items – 31 homeowners have responded to the building survey so far.
- First Walkthrough for building items (landscape items not included) - May 22, 2023, at 8:00 a.m.

Financials

- FYE Financials and April & YTD and accountants report. Motion Tim, Jeanne seconded to approve accountants audit, and 2023 YTD financials. **Approved.**
- There are no legal issues for or against the association and no late homeowner fees or dues.

Other Business:

- Homeowner Contact List given to the Board.
- Closing List supplied to the Board for review.
- Landscape walkthrough was emailed out on google form last week.

Next Meeting Dates: 05/22/2023 walkthrough pending weather. Next meeting July 27, 2023, at Lakeville Library – Large Meeting Room at 6 p.m.

Adjournment: Motion Dave, Steve seconded to adjourn meeting at 7:25 p.m. **Approved**