

Jay Street Townhome Association

Annual Meeting Minutes

February 4, 2020

In attendance: Jim, Leslie and Lee, Derrik, Cliff, Amanda, Stacia, Cass (proxy for Sam), Amy (with Sunny's proxy), Joe on the phone.

1. Call to order 6:10p.m.
2. Report of Quorum
 - a. We had 10 of 12 units represented in person or by proxy.
3. Approval of Minutes of Prior Annual Meeting January 30, 2019
 - a. Minutes were approved. Cliff first, Derrik second, all in agreement.
4. Board of Directors Report
 - a. Community Clean up
 - i. Community Clean-ups were successful. The community feels that it should be voluntary, but overall is in agreement to continue for another year.
 - b. Deck Repair 4440 A
 - i. This cost came out of reserves. This was a structural issue on the front deck and needed to be repaired for safety. Front decking is covered by the HOA.
 - c. Roof and drywall repair 4430 B and D
 - i. This expense also came out of reserves. There was water leakage between the roof and where the walls meet for these two units. We believe it was isolated to the 4430 building.
 - d. Trash
 - i. Do not overfill or leave trash next to the dumpster as we get charged extra. If you see any illegal dumping, please take a picture or let the board know who is doing it so we can address it.
 - ii. We pay \$6,600 per year for trash removal and recycling. Going to two trash cans would be cheaper than having a recycling bin. The initial feedback was that the community wants to keep the recycling bin, even if it costs more. Jim is going to check on the cost difference of having two trash cans vs. one trash can and one recycle bin.
5. New Business
 - a. Snowplow
 - i. There will be snowplow when there is 3"+ of snow. We can use Clif's snowblower that will be stored at 4430B as well. Leslie will look at their garage door keypad and let the board know the code for a few members. There needs to be middle or high grade gasoline used in the snowblower.

- ii. We are asking each unit to help with light snow shoveling as they are able (3" or less).
 - b. Concrete Repair/Sealing
 - i. We are looking to maintain the concrete this year. Sealing, repairing in sections, replacing all concrete, or looking into pavement or a pavement seal are all options.
 - ii. The Board will get an assessment of what is recommended by professionals and then e-mail the information out to the community for a vote in the summer.
- 6. Financial report / Treasurer
 - a. Our reserves are growing which will help to cover concrete maintenance and other unforeseen issues. We have about \$35,000 in reserves after paying for several large repairs at the end of 2019. Our reserves are growing annually.
- 7. Budget
 - a. Financials
 - i. The 2020 budget was approved.
 - ii. \$36,000 income from dues again this year (same as last several years).
 - iii. \$4,000 goes into reserves annually.
 - b. Loss Assessment insurance adjustment (Jim Discussion)
 - i. This year we have to go to a loss assessment deductible on our HOA insurance. It will be a 2-5% deductible, meaning if we have wind or hail damage, we will pay 2-5% of the value of each building. If it affects all three buildings, we pay that fee on all three buildings. Each unit should have personal loss assessment insurance on our homeowners insurance to cover for this change. Jim will provide more information when our insurance comes up for renewal in March. Jim always gets several insurance bids when it is time for renewal.
- 8. Homeowners Forum
 - a. Some front decks may need to be stained in the near-ish future.
 - b. Lid on the dumpster has been called in to be repaired, but it was not done so Jim will call again.
 - c. Please flatten your boxes and do not throw plastic bags in the recycle bin.
 - d. We need two new ice melt buckets for 4430 A and B.
 - e. Cut down the tree over by 4430A? We will try to trim it first.
 - f. Rocks by visitor parking are hard for opening doors when parked in visitors spots.
 - g. The majority at the meeting approved to remove the wooden numbers over the garage doors now that we have the new address plaques.
- 9. President's Report- Cliff Carrillo
- 10. Election of Board Members
 - a. The three board members volunteered to serve again. It was uncontested and the three board members will serve in the same positions.
- 11. Adjournment at 7:55pm.