

Masters at Deacon's Walk Annual Meeting
October 30, 2014
TCP Club House

Call To Order

Meeting was called to order by Bob Sturm, President, at 7:10 PM

Determination of Quorum

President Sturm announced that a quorum was attained. Owners from 21 houses were present and three owners had submitted proxies.

Secretary's report

Minutes from the 2013 Annual meeting were not available.

Board of Directors' report

President Sturm reported the following activities of the BOD during the year:

- A new lawn/snow removal service was retained (Alex's Lawn and Turf)
- Gutters were repaired at nine homes
- The concrete contractor addressed problems with rails, steps, and one driveway
- Estimates for gutter extensions were collected
- An arborist was retained to address trees, shrubs, and horticultural diseases. He also provided a 'Stewardship Plan' for Masters at Deacon's Walk (Jubert Tree Care)
- Bachman's identified and replaced plants that had not survived the winter; there are several plants still on the watch list. The guarantee was for 2 years with a one-time replacement.
- Irrigation was added at each unit's under the front windows to insure that the new plants receive water

Treasurer's Report

Steve Anderson of Cedar Management presented the financial status of the Association.

- The financials are done on a zero-based budgeting system
- Reserve funds are low; reserve funds have selling implications as sellers must disclose the balance of the reserve fund.
- Cedar Management is creating a document that will provide specifics of the association responsibilities for maintaining the properties
- Dues will be raised by 10% for 2015 in order to begin addressing the low reserve budget and permit the BOD to address needs of the property without a special assessment to home owners
- Most of the components of each unit are fairly new due to the remediation and roof replacement caused by a storm. This impacts our planning for the Reserve Fund. Cedar Management will present a long range plan to the BOD.

Q & A

Q: What is an adequate per unit reserve? A: It depends on the property.

Q: Can you put a projection together? A: Yes.

Q: When? A: It has already been started.

Q: When will it be completed? A: Within the next 2-3 months.

Q: When is the target date for completion? A: The projected completion date for the plan is February, 2015.

Q: What takes that long? A: The management company assumes the costs associated with the projected plan. With 70 associations to manage, it takes time.

Q: The roofs are 5 years old; we know what it cost 5 years ago, you should just account for inflation and make the projection. A: It is difficult to anticipate what issues will come up. Currently, the rear landscaping, the monuments, and the retaining walls need work. Estimates must be gathered and the work must be specified. Then, a timeline of the work must be established with projected inflation depending on the year the work needs to be done.

Discussion was stopped and the report continued.

- It is important that all members of the Association understand who is responsible for what and the responsibilities and authority of the BOD. The Association has responsibility for maintenance of the exterior dwelling. The owners have other responsibilities including, but not limited to, the decks and patios. The Association has responsibility for the lot and maintaining those lots. The Association, through the BOD, is responsible for all contracts with vendors. The BOD, alone, is responsible for communication with vendors—not the residents. The BOD also maintains architectural control and requests for architectural changes must be made to the BOD.
- Vendors are responsible to the BOD. Any concerns or requests of vendors must be made through the Management Company who represents the BOD.
- Should an owner receive permission to make a change to the lot (adding a tree, shrub, other landscaping), the Association assumes ownership and responsibility for the products of that change. The BOD must monitor all changes because the Association assumes the costs of maintaining those additions.
- The BOD will retain all vendors for the Association to maintain that work is done with consistency and done correctly.

Committee Reports

There were no formal committee reports. Residents were requested to email Sue Thaxton of Cedar Management with any issues about snow removal. This is a new company and Sue will walk the property with them to direct where the snow should be piled and how the steps should be shoveled.

Sue reported that when the lawn/snow removal contract is up in the spring, specificity to the wording will be added (edging the lawns, weeding). Residents who have suggestions or requests should direct them to Sue.

Nomination of Candidates and Board of Directors' Election

President Sturm opened the floor for nominations to fill the opening on the BOD.

Carrie Johnson was nominated by Eva Jeppson. The nomination was seconded by Gary Reinecke.

Carrie accepted the nomination. There were no further nominations and President Sturm called for a vote. Carrie Johnson was elected to the BOD by unanimous vote.

Old Business

There was no business from last year.

New Business

There was no new business

Other Business

President Sturm acknowledged Bill Aschenbach who has served on the BOD for the last three years. Residents thanked Bill with a round of applause.

Q: When does the new BOD take over? A: The new BOD takes over immediately after they are elected.

Q: Bill Aschenbach asked if the team who worked on the irrigation system was willing to continue with that work.

A: All members who had worked on the team replied that they would continue. NOTE: The bolts for the irrigation system are being stored at Bill's house.

Q: When does the new dues amount begin?

A: The new dues amount will begin in January, 2015

Announcements:

The Holiday party needs a volunteer host.

There are screens being stored at Reinecke's that were left from the remediation. Anyone who needs or wants one should connect Gary.

Jerry Jackson reminded residents to check their gutters for leaves. It was suggested that the BOD discuss the need for gutter cleaning at the next board meeting.

Greg Harvey asked if the management company had a recommendation of someone who could install roof coils to prevent ice dams. Sue said that she would follow-up on that request. She reminded anyone who may be thinking of installing roof coils to be sure that they meet code with a separate GFI outlet.

Judy Hekel asked whether the arborist had made any recommendations about the tree roots that are surfacing in the yards. Sue stated that he had noted them and said that there are several years of good life in the trees.

Sheldon Braaten thanked the BOD for the work they have done this year and the time they have committed to the Association. He then moved to adjourn. Gary Reinecke seconded.

The annual meeting of Master's at Deacon's Walk was adjourned at 8:15 PM.

Respectfully submitted,

Barbara Braaten, Secretary