

Masters at Deacon's Walk Association-Minutes
Annual Meeting
October 27, 2016

Several residents enjoyed a social dinner prior to the meeting.

Check-in sign-in began at 6:15 p.m. Proxies were collected and the stewardship (tree/shrub) plan was made available.

- I. Called to order by President Kaufenberg at 6:43 p.m.
- II. Introductions
Sunnie Bergh introduced herself to the members of the association. She is our new community manager.
- III. A quorum was established.
After sign-in was completed, the number of owners in attendance was determined. The association required at least 10% of the owners to determine a quorum. One proxy and 19 homes were in attendance. A quorum was established.
- IV. Review of Meeting Minutes
The minutes of the 2015 Annual Meeting had been reviewed prior to the meeting. There were no changes or corrections from the floor. There was a motion to approve the 2015 Annual Meeting Minutes (1st-Tom Johnson, 2nd-Mike Chmielecki) which passed by voice vote.
- V. President's Report-Bob Kaufenberg
 - a. President Kaufenberg invited Phil Jubert update the work he has been doing on the property.
 - i. He has worked at MADW for 4 years and is proud of the looks and condition of the property. He is especially happy that the ash trees are in better condition since he applied the treatment. All trees are maturing nicely and enhance the property. He mentioned that he has a degree in forestry and he considers his approach to be reforestation.
 - ii. He addressed the work that has been done on the four end units. Even though some of the landscaping looked healthy, it was overgrown, contained buckthorn, violated some of the State mandates, and intertwined trees and scrubs because people had done their own planting and some of them were not compatible. His goal for the end units is to address variety, size, patterns, and maintenance of what is put in.
 - iii. One concern that he intends to investigate is how fast the trees are growing. He is making recommendations about how and what fertilizer is being used on the grass. The trees also take in that fertilizer.
 - iv. Judy Hekel asked a question about the redwood dogwood on her property that backs into the creek. There are certain restrictions placed by the Coon Creek Watershed that restrict what can be done to plants that border the creek. Carri Johnson plans to contact the watershed people and request that they make an onsite visit.

- v. Tom MacGibbons asked if there was a plan for the kind of trees that will be added to the property. Specifically, what the criteria for the plantings is. Phil replied that some of the trees will not be replaced because of the crowding. He stated that some of the trees were removed as a preemptive move because storms can easily topple the trees as we experienced in the past. None of the trees removed were diseased which is good. Most addressed spacing issues which would result in some trees overtaking other trees. That could result in trouble for both trees. Phil plans to use trees from the list of 80 native trees approved by the State. He will select from the list based on specific site conditions and addressing biodiversity. He will not necessarily be replacing trees at the exact site where a tree was removed but will consider the overall needs of whole property. Tom followed up with a question about stump removal. Phil said the stumps will be removed but they have not begun that process yet. Tom also expressed a concern when healthy trees are removed and requested that great consideration be given before that is done. Phil assured him that he loves trees and that he always makes his recommendations after great consideration.
- vi. Greg Gurewitz states that there should be a long-range plan for the landscaping of the property. He was referred to the stewardship plan that was available to residents tonight. Greg also inquired about how Phil's contract is setup. Phil replied that he does not have a year-to-year contract like the lawn/snow service has. Instead, he presents recommendations to the BOD and they are approved or denied based on available budget and other considerations.
- vii. Carol Gurewitz asked whether the homeowners can choose what goes into their site. Carri replied that the individual homeowners do not own the plantings, they are owned and maintained by the association. The BOD has an obligation to do what is best for the overall community. Barb Braaten stated that the BOD has taken strides this year to be sure that nothing is planted without the approval of the BOD to assure that the items fit with the plan. She also acknowledged that the homeowners had been very responsible about making requests to the BOD for approval.
- viii. Mark Jeppson acknowledged the BOD and Phil for the new plantings on the end units. He expressed his opinion that they looked nice.
- ix. Peter Dalgaard thanked the BOD for listening to the concerns of the residents regarding two trees that were infringing on the house. It was appreciated that the trees were removed.
- x. Fred Kunze asked Phil if he liked the pond behind the inner circle. Phil replied that he would like to see some water tolerant plants around the pond and to make it a more community oriented area. All three members of the BOD emphasized that this was not acted upon by the BOD and that there are currently no plans to act on Phil's ideas.
- xi. Phil was asked to address the concerns of many residents about the browning needles of the spruce trees on the property. He replied that every now and then the spruce trees have a massive shedding of the inner

needles much like a snake periodically sheds its' skin. He is not concerned about the browning and noted that it is happening all across the metro area.

- b. (President's report continued) Governance and Community
Bob reported that the BOD has the Association Rules and Regulations updated and adopted in 2016 to ensure all association regulations are in line with the Declaration and Bylaws.

The BOD planned and funded community events throughout the year to foster a sense of community and to engage with all homeowners in the association. Carri clarified a rumor about what is funded for social events. There is a budget for soda, beer, and wine. Whenever a resident hosts an event for the community, those are the items covered. Some paper products have been purchased in the past and they have been passed on to the next host. Any other costs have been assumed by the host in the past.

Estimating 10% increase in Insurance although actual renewal rates not yet available (\$28,135)

After reviewing the actual costs, YTD, and projected costs, it was determined that the projected dues increase will be 2.9% this year. This is down from a 10% increase last year. Current dues of \$284.43 will increase to \$292.80.

VI. Treasurer's Report/Financials Review-Carri Johnson

- a. The 2015 year end financials were included the packet which was sent to residents prior to the meeting.
- b. The 2016 budget was included in the packet which was sent to residents prior to the meeting.
- c. The current financials-August 31, 2016
Operating budget \$19,751.19
Reserve balance \$22,026.75
There are no delinquencies
- d. Questions:
 - i. Greg Gurewitz asked if, when the lawn company skipped a week of mowing, the cost of that week was deducted from their payment. Carri replied that we are on an annual contract which includes lawn and snow. If conditions require more frequent service (know removal specifically) there are not added charges. If conditions prevent services (excessive rain/moisture), there is not an additional service. If there are additional charges, they are for services that BOD requests (irrigation for example) and we have a list that indicates what the charge will be attached to the contract. It was also noted that our service providers notifies the management company from performing the service. Residents were reminded that no lawn service activities are permitted during the 3M

Tournament. Eva Jeppson requested that the lawn service provider be reminded that grass clippings need to be directed away from the pond. Sunni will remind them. Bob Kaufenburg told the group that we have two more cleanups scheduled this year.

- ii. Peter Dalgaard asked about the reserve balance. MADWA is behind on reserves. The BOD is prepared to address that issue and it will require addressing the current dues and assessment structure.
- iii. Roseanne Miller had three questions:
 1. Is the BOD inspecting the work of the contractors? How are issues noted and reported? Answer: We do not have a specific plan to note whether something is amiss in the association. We rely on the residents to bring concerns to our attention. The preferred procedure is to notify the management company (Sunnie) as soon as you notice something that needs attention.
 2. When projects are done can you notify residents? Many times contractors return to finish projects and it is unclear when the work is actually completed. Answer: Sunnie will assume that responsibility.
 3. Are meetings of the BOD open for the residents to attend? There are never 'closed' meetings but very few people have expressed interest in attending. When someone wants to bring an issue to the BOD, or if the BOD needs information from a resident, the individuals are invited to attend. The meetings do not happen on a regular schedule. Currently, much of the work of the BOD is done by email and the BOD is meeting quarterly. There is no reason why the meetings aren't open to all residents. We will try to coordinate with Sunnie and Fred to post the meetings on the two websites.
 - a. Karen Sturm reminded the BOD that guidelines for participation at the meetings should be established before the meetings are just opened. This had been tried before and the meetings became very long.
 - b. The BOD will work with Sunnie to establish some guidelines for residents attending the BOD meetings.

VII. Nomination of Candidates and Board of Directors' Election

- a. Bob thanked Barb Braaten for her service to the Board for the past three years.
- b. Barb acknowledged the appreciation and stated that candidates for the BOD now had job descriptions for each office. A list of information, roles, responsibilities, and duties has also been created for owners and members of the BOD.
- c. Three candidates were nominated to fill the 3-year vacancy on the BOD:
 - i. Peter Dalgaard
 - ii. Greg Gurewitz

- iii. Tom MacGibbon (nominated from the floor-1st Tom Johnson, 2nd Mike Chmielecki)
- d. All three candidates made brief statements about their desire and qualifications.
- e. Ballots were counted by Elaine Butorac and Jill Jerierski.
- f. Sunnie announced the results of the vote and congratulated Tom MacGibbon.

VIII. Old Business-None

IX. New Business-Jo and Tom MacGibbon volunteered to host the winter association social event. Date and details to follow.

X. The meeting was adjourned at 8:34 p.m.

Respectfully submitted,
Barbara Braaten, Secretary