

## **Heritage Glen Townhome Owners Association**

### **Board of Directors Meeting, March 21, 2016**

**Location: 414 Bluebird Lane, Woodbury 4:30 pm**

Present: Board members; Jerry Peterson, Jean Crotty, Susan Kallman, Gene Roggeman, Jim Jacobs plus Kay Sand & David Smith of Personal Touch Management (PTM)

#### **Management Report**

- A back dues payment issue has been resolved with the owner making a significant payment with the second and final one to follow.
- Some H-G residents dues payments failed to reach PTM when Wells Fargo banking made changes but did not inform their clients who use bill pay.
- 334 BBL reported that the snow plows got stuck and tore up the grass.

#### **Financial Report**

As of February 29 the balance Sheet indicated the Association had \$\$49,844.78 in the Operating Fund and \$87,800.56 in the Replacement Fund for a total of \$148,361.20. Currently \$57,684.93 of the Replacement funds are invested in CDs. We are moving another \$20,000 of the replacement fund into a CD since interest rates justify such a move.

#### **Committee Reports**

Architectural - No report

Maintenance - No Report

Social – H-G residents are invited to a Bunco Party on April 9<sup>th</sup>. See the enclosed flyer for details.

**If you have articles, ideas, information that you believe should be shared in the Newsletter contact Betty at 651 501-0897 or e-mail to [fbkoreltz@comcast.net](mailto:fbkoreltz@comcast.net)**

#### **New Business**

- Jon/A-1 has been authorized to aerate the Association lawns this spring.
- We continue our interest in updating the lawn irrigation system. Dave/PTM will provide data on annual water consumption and costs over the years. He will also contact Jon/A-1 concerning a proposal he provided last year on a particular system to upgrade what we have. Dave will provide information regarding other suppliers so we can compare systems and determine which best fits our needs.
- The area adjacent to the rock wall behind 313/315 Woodduck Drive will need to be seeded. We have a quote from the company referred to us by the installer but will seek other bids before proceeding.

#### **Old Business**

- PTM has been the management company for the H-G Home Owners Association since its inception. In response to some health concerns with the principals the H-G Board members inquired if any contingency plans are in place should something unexpected occur. Kay and Dave indicated that a plan does exist. They will put it in writing for the benefit of this and future Boards. PTM has provided their services at the same price over the years relying on improvements in efficiency, partially through automation to achieve this.
- The lawn damage caused by Woodbury plows along Woodduck Drive was repaired by A-1.
- A-1 also sent out a crew to pick up trash and repair some of the lawn damaged throughout the winter.

- While PTM has long been our management company the Board believes due diligence requires that we check with other companies to make certain we are receiving the services and value available in the market place. A letter of inquiry will be sent to a half dozen companies to determine if there is any interest.
- Considering the number of H-G home sales since the Association directory was last provided to members the Board will consider updating it in the fall.

**Next Meeting**

The next board meeting will be on Tuesday, April 26th, 6:30 pm at 414 Bluebird Lane.

## Heritage Glen Townhome Owners Association

### Board of Directors Meeting April 26, 2016

**Location: 414 Bluebird Lane, Woodbury 6:30 pm**

Present: Board members; Jerry Peterson, Jean Crotty, Susan Kallman, Gene Roggeman, Jim Jacobs plus Karl Bozicevich & Kay Sand, Personal Touch Management (PTM)

#### **Management Report**

- Received a call from a loan officer inquiring about the Association insurance agent and coverage. Responded that the Association does not have blanket coverage and individual homeowners are responsible for insuring their dwelling.
- Request from a member to remind A-1 not to use large mowers behind 446, 450, 454 and 458 due to soft ground and resulting turf damage.
- A new buyer had the impression that the mortgage company paid the Association dues. Explained that it is the responsibility of the real estate agent to provide a Resale packet and dues forms as well as explaining what is in the packet and the functions of a homeowners' association.

#### **Financial Report**

As of February 29 the balance Sheet indicated the Association had \$63,141.22 in the Operating Fund and \$88,836.48 in the Replacement Fund for a total of \$151,977.70. An additional \$20,000 was invested in CDs to gain some interest since we paid for the extra projects completed this past year and have sufficient funds in the operating budget to cover our needs.

#### **Committee Reports**

Architectural - Considering a request from a resident to enlarge their deck.

Maintenance - **You are invited to participate in the annual Spring walk-around to be held on Wednesday, May 11<sup>th</sup> 10:30am. Meet at 387 Bluebird Alcove.** This typically provides an opportunity to meet Kay/ Personal Touch Management and Jon/ A-1 Maintenance as well as others in our community.

Social – They are meeting May 5<sup>th</sup> to discuss the annual Heritage-fest gathering as well as the potential for a combined garage sale. Look for more details in the next “For the Birds” newsletter. The Association bunco party was an enjoyable social gathering and included new participants.

#### **New Business**

- The area adjacent to the rock wall behind 313/315 Woodduck Drive still needs to be seeded. After receiving a couple of bids Karl and Gene will follow up on this project .
- Real estate agents often contact PTM regarding the signs permitted on Association properties. They are told that step wire frames are permitted but not wooden posts. The Board agrees and this applies to both real estate agents and individuals advertizing a home sale. Posts damage turf, which is rarely repaired by the agent and also creates a greater potential for damaging underground wiring, plastic pipes, etc.
- Tree mulching: Since trees in the Association have not been mulched for a couple of years should mulch be applied this year? Kay/ PTM offered to contact Chris Romer/Treecology for an opinion.

### **Old Business**

- Kay/PTM stated the following in response to a Board inquiry regarding their contingency plan: “Our response should the owner of Personal Touch Property Management be unable to perform personally her management services. My legal counsel Kathleen Goddard has in place at her office the direction taken that would allow for the business to continue under the direction of very capable hands. Should this happen our staff at all times has this information and is fully capable of continuing business as usual.”
- Karl Bozivceвич was present to discuss upgrading our irrigation system. He contacted Jim Westerman/ Utilities Supervisor for the City of Woodbury regarding their new attempt to conserve water by providing some financial assistance to qualifying HOAs. Jim stated that “Information gathered under this irrigation retrofit program including the HOA name may be used in recommendations to the City Council, City publications, presentations and the like.” We are too late to qualify for the 2016 program. The Board will return to this issue in the fall after obtaining quotations from several suppliers to upgrade our system. Water conservation versus return on investment are the driving forces in this decision.
- Last fall Lynn Michael indicated an interest in staining the mail box posts to improve their appearance in our community. **She will be seeking volunteers to assist her. Contact Lynn if you are interested.**
- Considering the number of H-G home sales since the Association directory was last provided to members the Board will consider updating it in the fall.

### **Next Meeting**

The next board meeting will be on Wednesday, May 25th, 6:30 pm at 414 Bluebird Lane.

## Heritage Glen Townhome Owners Association

### Board of Directors Meeting May 25, 2016

**Location: 414 Bluebird Lane, Woodbury 6:30 pm**

Present: Board members; Jerry Peterson, Jean Crotty, Susan Kallman, Gene Roggeman, Jim Jacobs & Kay Sand, Personal Touch Management (PTM)

#### **Management Report**

- Sent Board reviewed letter from legal counsel to a homeowner stating the HG Bylaw regarding the no further rentals clause.
- Combined the observations made during the spring walk around/ May 11th and presented them to the Board for discussion and possible action by the appropriate entity:
  - \* Many plastic egress window covers in need of repair.
  - \* Some sump pumps causing very wet areas: Should be redirected.
  - \* Many shrubs and some trees overgrown and too close to the houses.
  - \* Some retaining walls not properly installed and show signs of collapsing.
  - \* Bird feeders in trees too low, hazard to those mowing the lawns.
  - \* Ground feeders can produce weeds and draw mice.
  - \* Numerous decks not stained.
  - \* Plants around some boulevard trees not consistent/ maintained.
  - \* Exterior lights need painting or replacement. Garage door trims need painting.
  - \* Dog feces needs cleanup.
  - \* Junk under deck
  - \* Utility boxes damaged.
  - \* A few original roofs remain in the community. Judged by their appearance they may leak and ultimately result in internal damage to the structure.

#### **Financial Report**

As of April 30 the balance Sheet indicated the Association had \$61,976.43 in the Operating Fund and \$89,874.71 in the Replacement Fund for a total of \$151,851.14. The rollover of a \$20,000 CD brought our investment in CDs to \$77,759.44.

#### **Committee Reports**

Architectural - No report Maintenance - House numbers on the deck posts/back of homes visible to those individuals walking the back yards during the spring and fall walk arounds would be very helpful. Exterior lights on the rear of some homes might also be beneficial.

Social - **June 18 is the date, 5:00pm the time, for the Heritagefest gathering. See the enclosed flyer for more information.** If you are needing a painter, handyman, etc note that some have been recommended in "For The Birds". If you have had a good experience with one of these persons a recommendation sent to Betty Koreltz might benefit one of your neighbors.

#### **New Business**

- Spring walk around/ May 11<sup>th</sup> observations and some Board input:
  - \* Many of the observations (like exterior light painting/ replacement) are individual home owner' responsibilities. They are mentioned because the Heritage Glen community benefits both visually and financially when we maintain an attractive/ appealing environment.
  - \* Dog feces are the responsibility of the individual's owning the dog. While gross when not properly treated they are an unpleasant experience for those doing the lawn care.
  - \* Correcting damaged utility/cable boxes is the responsibility of the home owner. Contact the service provider.

- Some issues have already been corrected and were dropped from the list. Others were referred to A-1 for correction or PTM to send letters to homeowners advising them of a maintenance issue needing correction or simply an observation of a potential maintenance problem.
- Estimates for seeding behind 313/315 WDC were very high. **A more reasonable \$2600 bid** from Ehman Landscaping was approved by the Board. The job should be completed in the next two weeks.
- The fall planted tree in front of 454 BBL has a decided slant and leaves are discolored. This will be reported to Treecology for handling.

### **Old Business**

- Gene Roggeman reported that ten plants have been added to each of the HG circles. He has been weeding the rain gardens and estimated that half of each had been weeded at this time.
- Last fall Lynn Michael indicated an interest in staining the mail box posts to improve their appearance in our community. **She will be seeking volunteers to assist her. Contact Lynn (Tel:651-206-3998) if interested.**
- The irrigation system was damaged during the work behind 313/315 WDC. Repairs cost between \$800 & \$900. Contracts for surface work normally (and in this case) exclude this type of damage because they are not detectable in the normal check for wiring/utilities and we had no information regarding the location. Boulder Images has offered to absorb some of this cost despite the exclusion.

### **Next Meeting**

The next board meeting will be on Wednesday, June 29th, 6:30 pm at 414 Bluebird Lane.

Agenda items:

- Budget for 2016/2017
- Consider setting the date for the Annual meeting.

## Heritage Glen Townhome Owners Association

### Board of Directors Meeting July 6, 2016

**Location: 414 Bluebird Lane, Woodbury 6:30 pm**

Present: Board members; Jerry Peterson, Jean Crotty, Susan Kallman, Gene Roggeman, Jim Jacobs & David Smith, Personal Touch Management (PTM)

#### **Management Report**

No report

#### **Financial Report**

As of May 31 the balance Sheet indicated the Association had \$63,293.52 in the Operating Fund and \$90,914.61 in the Replacement Fund for a total of \$154,208.13. \$77,803.37 of this are invested in CDs and with the current state of our operating fund the CD maturing this month will be reinvested to collect some interest in the coming year.

#### **Committee Reports**

Architectural - No report

Maintenance - No report

Social - No report

#### **New Business**

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- Since Japanese beetles have again appeared in significant numbers we will check with John/A-1 to determine if the granular deterrent was applied to at least reduce their numbers.

#### **Old Business**

- Gene Roggeman reported that much of the weeding in the rain gardens has been completed and the plants are looking good. He has checked with Tom/All Weather regarding replacement or reimbursement for the failed plants in the rain gardens. The rabbits are busy consuming some of the vegetation and efforts are being made to find a satisfactory deterrent.

- A member of Boulder Images indicated partial reimbursement for repair of damage to the irrigation system encountered while installing the rock wall behind 31-315 Woodduck Circle would be considered. The company decided against this as the contract specifically excluded any responsibility for underground irrigations systems which are not detectable by ordinary methods.

**- Our thanks to the volunteers led by Lynne Michaels (Jean Crotty, Judy Samuelson, LaVon Jalonack) for their excellent volunteer efforts improving the appearance of our Association by applying an attractive solid stain to the previously ugly mailbox posts.**

-Personal Touch has been our management company since Heritage Glen's inception. The board felt duty-bound to look into what other management companies might offer in comparison to Personal Touch. Requests for proposals were mailed to a number of companies, and we received 6 responses. The board voted on the question, "Are you in favor of retaining Personal Touch as our management company? Yes or No?" The majority voted "Yes," in effect tabling any further discussion of a management company change.

#### **Next Meeting**

The next board meeting will be on Tuesday, August 23rd, 6:30 pm at 414 Bluebird Lane.

Agenda items: Annual meeting date

## Heritage Glen Townhome Owners Association

### Board of Directors Meeting August 23, 2016

**Location: 414 Bluebird Lane, Woodbury 6:30 pm**

Present: Board members; Jerry Peterson, Jean Crotty, Susan Kallman, Gene Roggeman, Jim Jacobs & Kay Sand, Personal Touch Management (PTM)

#### Management Report

- Dave Smith met with irrigation suppliers. He has arranged a meeting on August 30<sup>th</sup> at 10:00am to connect them with Board members and the Maintenance committee chair.
- No seriously past due addresses.
- Kay is striving to meet with Jon, A-1 regarding some invoices related to work on the irrigation system during the installation of the boulder wall behind 313-315 Woodduck Circle. The invoices have been paid but would like to review them with the Board or a Board appointee.

#### Financial Report

- As of June 30, the end of the HG fiscal year, the balance Sheet indicated the Association had \$65,332.50 in the Operating Fund and \$88,276.83 in the Replacement Fund for a total of \$153,609.33. Of these funds \$77,845.87 are invested in CDs.
- **The revised budget projection for the coming year shows a 1.91 percent shortage for the coming year. As a response the Board decided to raise the monthly dues to \$99.50 per month beginning January 1<sup>st</sup>, 2017.**

#### Committee Reports

Architectural - No report

Maintenance - No report

Social – **A Bunco Party for the Association membership will be held October 22<sup>nd</sup>**. Look for more information on this event in the next “For the Birds” newsletter.

#### New Business

- The Board is investigating the potential upgrade of the irrigation system. Woodbury is raising water rates for 2017. Jim Westerman, Woodbury utilities superintendent, indicated that a new pilot program will begin in January, 2017. This could provide a subsidy (as much as 25 percent) for equipment or programs which have the potential for reducing water consumption.
- **Our Heritage Glen HOA annual meeting will be held on September 29<sup>th</sup> at the Trinity Presbyterian Church, 2125 Tower Drive in Woodbury beginning at 6:30pm. The start time is a change from previous years. A Woodbury Police Department representative will give a presentation on Neighborhood Safety and be available for questions.**
- Reviewed the A-1 Maintenance, Inc’s proposed “Lawn Care and Snow Removal Service Contract for November 1<sup>st</sup>, 2016 through October 31<sup>st</sup>, 2018. The cost for the 1<sup>st</sup> year of this contract is unchanged from the previous year with the second year showing a 3.0 percent increase. The Board requested that all reference to irrigation services be removed since they were only provided as optional services at additional expense. A contingency to contract approval was for Jon to adjust the contract to reduce fertilization applications from 3 to 2 per season and to add an application of granular Japanese beetle control. Jon countered our request but that counter offer has not been agreed to by the Board at this time.
- A question regarding the external appearance of homes in the Association was posed to the Board. Members of the Board believe that any significant changes from the original appearance, (structure, color) of homes should be reviewed with the Architectural Committee. The Board



requested the Architectural Control Committee to review the guidelines and make recommendations for changes about the color palette.

### **Old Business**

- Gene Roggeman reported that the heavy rain falls, 3.5 inch and 6 plus inches, have displaced the mulch in the second Rain Garden. The original retainers were inadequate. Andy Schilling / Washington Conservation District recommended placing a 12 to 18 inch border of river rock around the perimeter to slow the water and reduce the potential for erosion. As an added control he proposed that bushes be added along the upper/south rim. (If you have some excess river rock please contact a Board member as it could be used for this project)
- 24 plants that did not survive were replaced by the supplier. Rabbits are busy consuming some of the vegetation in the rain gardens. A rabbit and deer deterrent will be tested to see if that will provide sufficient protection.
- Tree branches in the rock area adjacent to HG properties were removed by A-1 Maintenance.
- The Association was fined because the city was called regarding a sprinkler operating in off hours. This apparently followed a storm which shut down power and changed the irrigation clock, which must be manually reset. **If you observe a situation like this which needs correcting call Personal Touch Management or one of the Board members listed in “For the Birds”.**

### **Next Meeting**

Annual meeting: September 29<sup>th</sup> at the Trinity Presbyterian Church, 2125 Tower Drive in Woodbury beginning at 6:30pm

The next board meeting will be decided by the new Board at the annual meeting.