

HERITAGE GLEN TOWNHOME OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 4, 2017, 10:30 AM at 414 Bluebird Lane

Board Members present: Jean Crotty, Jerry Peterson, Jill Frazier, Tami Hagen and Larry Cozad
Others present: Karl Bozicevich, Gene Roggeman, and Kay Sands of Personal Touch Management

Kay distributed the December 31, 2016 financial report. The Operating Fund balance is \$57,884.99. The Replacement Fund balance is \$94,497.34 for a total of \$152,382.33.

Karl Bozicevich provided the two bid proposals for updating the irrigation system. After discussion, the Board voted unanimously to award the \$1,900 contract to Green Companies LLC located in Hastings, Minnesota. Nine bids were solicited.

Rain Gardens: Gene Roggeman provided an informational update on the rain gardens. Necessary replanting in the first rain garden occurred the first week of November. Necessary replanting in the second rain garden will occur in the early spring. The third rain garden is being designed. The HGTA will receive \$12,000 in grant money to help fund the third rain garden. The approximate cost to HGTA is \$5,000.

Social Committee: no report
Architectural Committee: no report

Jill reported the results of the solicitation of HGTA members for creating a Woodbury affiliated Neighborhood Watch program. Fifty is the minimum required by the City of Woodbury. At this time 60 residences have indicated an interest. An effort will continue to increase the number.

Discussion focused upon security issues related to outgoing mail being placed on the interior of the mailbox lid. Some theft has been reported. Two suggestions were made to address the problem. These suggestions will be included in the next newsletter.

1. Do not utilize the flag on the mailbox when sending mail.
2. Utilize a centralized mail pickup unit for sending mail.

Four locations were identified: The UPS Store, Cub grocery store, Holiday gas Station at the junction of Tamarack and Radio Drive and the main post office drop off.

NEXT BOARD OF DIRECTORS MEETING DATE AND LOCATION
February 20, 2017 at 10:30 AM at 414 Bluebird Lane

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: February 20, 2017

Time: Meeting called to order at 10:30

Attendance

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jean Crotty – Vice President | <input checked="" type="checkbox"/> Tami Hagen – Architectural representative |
| <input checked="" type="checkbox"/> Jerry Peterson – President | <input checked="" type="checkbox"/> Jill Frazier – Secretary |
| <input checked="" type="checkbox"/> Larry Cozad – Finance Representative | <input checked="" type="checkbox"/> Kay Sand – Personal Touch representative |
| <input type="checkbox"/> Dave Smith – Personal Touch representative | <input type="checkbox"/> Guest _____ |
| <input type="checkbox"/> Guest | |

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
<p>Management report: Update on legal issue on resident in violation of the by-laws. Declaration 5.6 outline the rules and regulations. Section 13.2 outlines the actions within the authority of the HOA Board.</p>	<p>Board decision needed on next steps by the HOA</p> <ul style="list-style-type: none"> • Attempts to speak neighbor to neighbor were unsuccessful, (no response to knocks) • Dog feces mess in the neighbor’s yard and on the deck of the property continues – encourage neighbors or others to report to the HOA or the Woodbury police as needed. • HOA Board has the right (by the by-laws) to fine the current owners/occupants. 	<p>Actions defined</p> <ul style="list-style-type: none"> • Personal Touch will send three (3) Priority Mail letters notifying the owners/occupants of the intent fine in the event the dog feces is not cleaned up and managed in the future. Failure to comply with the terms of the letter will result in a daily fine assessed to the owners/occupants until the terms of the request are met. • Fine will be in the amount of \$50.00/day.
<p>Rental vs ‘contract for deed’ occupancy of property within the HOA</p>	<p>Ongoing issues continue with a resident and plans with regards to occupancy of the property. Several questions remain with regards to violations of the HOA Declarations.</p>	<p>Personal Touch continues to work with the attorney to clarify and determine what actions can and should be taken.</p>
<p>Finance Report Written report provided by Dave Smit</p>	<p>As of end of January;</p> <ul style="list-style-type: none"> • The HOA continues to be in healthy financial situation. 	<ul style="list-style-type: none"> • Operating Funds – cash <ul style="list-style-type: none"> ○ \$59,615.00 • Replacement Funds – cash <ul style="list-style-type: none"> ○ \$95,540.49
<p>Architectural Committee</p>	<p>No Report</p>	

Maintenance Committee	No report	Garage sale; 6/23 & 24, 2017 Picnic; 6/24/17 5:00-7:00PM – location TBD Bunco; April 22 nd at 414 Bluebird Lane (Jean Crotty's home)
Social Committee	Dates set for; Summer Picnic / garage sale Bunco Night	
Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Neighborhood Watch Program	81 residents have agreed to participate to date. Sign selection is at the discretion of the Board. Cost is approximately \$25.00 per sign. City of Woodbury will install the signs with input on placement in the community from the Board. Block Captains have volunteered. Communication with this group to discuss guidelines and accountabilities of the block captains.	Jill Frazier - Neighborhood spreadsheet lists will be sent to board members via email. Jill will manage the lists for now. Sign #PKE 13392 will be ordered. 10 will be ordered to get the 5% discount – Kay Sand will take care of the order and have them sent to Jill Frazier. Frazier will follow-up with City of Woodbury when signs arrive. Meeting of the block captains will be set up by Jean Crotty.
Tree Health Update from Trecology	Tami Hagen shared information about general tree care for the community. The document shared included the general health and well-being of the trees in the neighborhood along with types of actions recommended for healthy trees	Tami Hagen will set up a meeting walk-around in the neighborhood for any board member who is interested. When dates are confirmed Tami will continue the discussion. Add to April Agenda for update from Tami
NEXT MEETING DATE	NO MARCH MEETING	Next Meeting April 5, 2017 10:30 – at Jean Crotty's

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: April 5, 2017

Time: Meeting called to order at 10:30

Attendance

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|---|---|
| <input checked="" type="checkbox"/> Jean Crotty – Vice President | <input checked="" type="checkbox"/> Tami Hagen – Architectural representative |
| <input checked="" type="checkbox"/> Jerry Peterson – President (via Face time) | <input type="checkbox"/> Jill Frazier – Secretary |
| <input checked="" type="checkbox"/> Larry Cozad – Finance Representative | <input checked="" type="checkbox"/> Kay Sand – Personal Touch representative |
| <input type="checkbox"/> Dave Smith – Personal Touch representative | <input type="checkbox"/> Guest: Karl Bozicevich |
| | <input type="checkbox"/> Guest: Gene Roggeman |

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions needed:	Accountabilities / Deliverables (Who does what by when?)
Management Report:		
Rental Unit Legal Issue: The Board was updated on the various actions by the attorneys. Depositions are scheduled for early May.	No action from the Board/HOA at this time.	Personal touch will keep us advised of any issues that may arise.
Social Committee:		
Reminder that the Annual Picnic is scheduled for June 24 th at 5:00 – 7:00 PM. Location to be determined		Betty Koreltz will solidify the location soon.
The Resident’s directory is currently being updated and will publish soon.	Kay @ Personal Touch will verify the remaining names and contact information of those yet to be done. Kudos to Betty Koreltz for her work getting this done.	The directory will be published to the website when it is available. Karl Bozicevich
The Garage Sale schedule for the same date as the Annual Picnic has a scant number of folks that have said they will have a sale that day.	If you are interested please contact Deb Mullen at 651.253.6042	This may need to be cancelled as a HOA event due to lack of participation.
The Neighborhood Watch effort has attained a 97% participation rate in the development.	Thanks to all that have worked to get us to this point.	Karl Bozicevich will submit a plan to the Board for likely sign locations. Members

		will review and suggest changes or additions.
Bunco Party Reminder: Jean Crotty will host the next Bunco Party on April 22 nd at her home at 414 Bluebird Lane. Time is 7:00 PM		
Maintenance Committee:		
Treecology has been engaged to visit the site and update the Tree Inventory plan. A number of trees have been replaced in the last few years.		Tammi Hagen is spearheading this effort and will continue to follow.
Rain Garden Phase 3 Andy Schilling of South Washington County Watershed District presented a plan and budget for the third rain garden to located between the homes on the south side of Bluebird Alcove and the north side of Bluebird Lane.	Schilling took a number of comments from those present and will incorporate them in a revised design. The revised plans and budget will be available shortly and will be published to the website for homeowner's review.	Andy will forward a PDF copy to Karl Bozicevich for posting to the website.
Karl Bozicevich noted that a number of number decals on the mailboxes are starting to curl. Some were replaced last year and some may need it this year. The most prevalent problems are on those boxes that face south and west as the are affected by the solar heat gain on the front of the boxes.	We will continue to monitor the issue and make repairs as needed. Some consideration/exploration will be given to a complete replacement at some point in the future if warranted.	
Some residents have asked about replacing driveways. A number of them have been done already and as time goes on more may need to be done. Please note that this is a homeowner responsibility, not the HOA.	If you are interested, call Karl at 651.739.6067 and perhaps we can get a small break by doing several at once.	Karl will be pursuing a concrete drive in lieu an asphalt driveway. Perhaps someone will be good enough to take up the challenge to investigate asphalt driveways.
Next Board Meeting scheduled for May 10, 2017 at 10:30 AM at Jean's home.		

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: May 17, 2017

Time: Meeting called to order at

Attendance

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|--|---|
| <input checked="" type="checkbox"/> Jean Crotty – Vice President | <input checked="" type="checkbox"/> Tami Hagen – Architectural representative |
| <input checked="" type="checkbox"/> Jerry Peterson – President | <input checked="" type="checkbox"/> Jill Frazier – Secretary |
| <input checked="" type="checkbox"/> Larry Cozad – Finance Representative | <input type="checkbox"/> Kay Sand – Personal Touch representative |
| <input checked="" type="checkbox"/> Dave Smith – Personal Touch representative | <input checked="" type="checkbox"/> Guest: Gene Roggeman |
| | <input type="checkbox"/> Guest: |

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions needed:	Accountabilities / Deliverables (Who does what by when?)
May HOA Board meeting called to order at 5:30 PM		
Minutes of the April meeting are approved as posted		
Management Report:		
Home at 283 Blue Heron is preparing to list for sale. Personal Touch and legal resources will manage any required details related to any unresolved issues with this property	No action needed by the Board	Personal Touch will follow on all details
Financial Report		
Dave Smith from Personal Touch reviewed the current financial report. Overall the HOA remains in good financial status. While there will be some expenses incurred in June, there are adequate resources to meet the needs of the HOA	No action needed at this time	
Social Committee:		
Reminder that the Annual Picnic is scheduled for June 24 th at 5:00 – 7:00 PM.		The location of the picnic will be the same as last year, 311 Woodduck Circle

<p>The Resident's directory is currently being updated and will publish soon. Currently waiting for new owners names and contact info as two homes have recently closed.</p>	<p>No action needed at this time</p>	<p>The directory will be published to the website when it is available by Karl Bozicevich</p> <p>In addition copies of the directory will be sent to each HOA household</p>
<p>The Garage Sale has been cancelled for this year due to limited interest in participation</p>	<p>Thanks to Betty Koreltz and Deb Mullen for working on this event. Consideration for future sales will be discussed at a later date</p>	
<p>The Neighborhood Watch effort is well underway. The current status is waiting for the City of Woodbury to install the street signs that will acknowledge the program in our community.</p> <p>When dates are set for sign installation the residents who agreed to be Block Captains will be notified of a short introductory meeting to discuss guidelines of the program.</p> <p>The goal is to plan a kick-off event in early August.</p>	<p>Continue follow-up with City of Woodbury to determine dates for sign installation.</p> <p>Set-up introductory Block Captain meeting prior to July 31, 2017</p>	<p>Jill will continue to follow up with City of Woodbury and the maintenance crew.</p> <p>Jill Frazier will initiate date/time for initial Block Captain meeting in July</p>
<p>Maintenance Committee:</p>		
<p>Rain Garden Update Rain Garden community meeting was well attended by 10 residents in attendance. Great participation, good discussion. Completed a walk-around to see what and where the work needs to occur. Rain Garden #1 needs work – the recommendation is that it occur this season. Likely will need more than volunteer work can accomplish Rain Garden #2 is in good shape and will be on the volunteer weeding schedule. Rain Garden #3 – all bids will be in by May 22. More details to come when decisions are made</p>	<p>Further discussion and decisions needed for rain garden repair and development. Requests for proposals (RFP's) have been sent out to local companies; returned RFP's will be reviewed and discussed by the Board when received.</p>	<p>Gene Roggeman will get schedule to Karl B. for posting to the website</p> <p>Gene Roggeman will bring RFP's to the Board at the June Meeting.</p>

<p>A community volunteer weeding crew is developing. The weeding schedule will begin on May 24 at 0915. The group will meet at Rain Garden #1.</p> <p>Weeding will be regularly scheduled on 2nd and 4th Wednesday mornings at 9:15 am. ALL are welcome to join.</p> <p>The sprinkler system continues to be evaluated for any updating needs.</p>	<p>The weeding schedule will be posted on the HOA website so all residents have access to volunteer.</p>	
<p>New Business Treecology update from Tami Hagen</p> <ul style="list-style-type: none"> • Recommending Ash Tree treatment for Ash bore disease. The cost to cover all trees is \$1865.00. This treatment may need to occur annually to keep the trees healthy. • Alternative to replace all Ash Trees at the cost of \$32,000.00 (to remove and replace all of the Ash Trees) • Plans for treatment of Linden Trees for Japanese beetles are in place and will occur this season. <p>Further discussion ensued related to Board request for current update on the trees that have been tended to or will need attention in the near future</p>	<p>Action: Motion to approve expenditure for Ash tree treatment – board voted unanimously to proceed.</p> <p>Create a table of current priority tree issues for review at the June HOA meeting. Further discussion and decisions will be made at that time</p>	<p>Tami Hagen will follow-up with the vendor to confirm the approval to move ahead with Ash Tree treatment.</p> <p>Tami Hagen will put current information in a table format for review at the June HOA Board meeting</p>
<p>Spring Walk Around Summary A Spring Walk-Around has been completed. An electronic format of findings be reviewed at June’s meeting.</p>	<p>Actions will be planned at June HOA meeting</p>	
<p>The meeting adjourned at 7:00PM Next Board Meeting scheduled on June 22 at 2:00PM at Jean Crotty’s house.</p>		
<p>Future agenda items</p>	<p>Create some draft language for potential updates of rules and</p>	<p>Tami and Larry will work to provide a starting point for discussion for updated</p>

Discussion of landscaping beyond the landscaping originally provided by the developer.	regulations related to planting on the property	rules and regulations related to homeowner added permanent landscaping.
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Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: June 5, 2017

Time: Meeting called to order at

Attendance

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|--|---|
| <input checked="" type="checkbox"/> Jean Crotty – Vice President | <input checked="" type="checkbox"/> Tami Hagen – Architectural representative |
| <input checked="" type="checkbox"/> Jerry Peterson – President | <input checked="" type="checkbox"/> Jill Frazier – Secretary |
| <input checked="" type="checkbox"/> Larry Cozad – Finance Representative | <input checked="" type="checkbox"/> Kay Sand – Personal Touch representative |
| <input type="checkbox"/> Dave Smith – Personal Touch representative | <input checked="" type="checkbox"/> Guest: Karl Bozicevich |
| | <input type="checkbox"/> Guest: |

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions needed:	Accountabilities / Deliverables (Who does what by when?)
June HOA Board meeting called to order at 10:30 AM		
Minutes of the May meeting are approved as posted		
Management Report:		
Property at 283 Blue Heron Lane; Personal Touch is in contact with Real Estate Agent to assure sale is managed to assure any legal fees are appropriately addressed at the time of the sale.	No action needed by the Board	Personal Touch will follow on all details
Financial Report		
Kay Sand from Personal Touch reviewed the preliminary FY 2018 budget proposal for Board review and input. Final status of FY 2017 Budget is as follows: <ul style="list-style-type: none"> • Operating Fund = \$33,579.64 • Replacement Fund = \$99,704.21 	Board members are responsible to review the proposed FY 18 budget before the next meeting.	
Social Committee:		
Reminder that the Annual Picnic is scheduled for June 24 th at 5:00 – 7:00 PM.		The location of the picnic will be the same as last year, 311 Woodduck Circle

<p>The Resident's directory is currently being updated and will publish soon. Currently waiting for new owner's names and contact info as two homes have recently closed.</p>	<p>No action needed at this time</p>	<p>The directory will be published to the website when it is available by Karl Bozicevich</p> <p>In addition, copies of the directory will be sent to each HOA household</p>
<p>Architectural Committee</p>		
<p>No report</p>		
<p>The Neighborhood Watch effort is well underway. As of June 5th, the City is reviewing sign locations and we are expecting approval and scheduling of installation dates by June 16th.</p> <p>When dates are set for sign installation the residents who agreed to be Block Captains will be notified of a short introductory meeting to discuss guidelines of the program.</p> <p>A resident raised the question of adding a sign to the walking path. While the city will not install signs on non-public pathways. However, the HOA may approve and pay for these installations.</p> <p>The goal is to plan a kick-off event in early August.</p>	<p>Continue follow-up with City of Woodbury to coordinate installation of the road signs</p> <p>The Board agrees to installation of signs on the pathway – more details need to defined (cost, location, etc.) The HOA will incur the cost of installation on the non-public locations.</p> <p>Set-up introductory Block Captain meeting prior to July 31, 2017</p>	<p>Jill Frazier will continue with City follow-up.</p> <p>Karl Bozicevich has agreed to work with the Board to install signs on the pathway.</p> <p>Jill Frazier will initiate date/time for initial Block Captain meeting in July</p>
<p>Maintenance Committee:</p>		
<p>Discussion occurred regarding the maintenance needs from A1 Landscape Services. Included in part are the following topics</p> <ul style="list-style-type: none"> Lawn edging in need of repair in several areas. Confirmation of the required work in terms of timing, location and estimate of costs. 	<p>Get an estimate from A1 with regards to timing, location and costs of lawn edging work. Once estimate is received the HOA will authorize what work will be done and when.</p>	<p>Personal Touch representative will follow-up with A1 Landscape representative.</p>

<p>Watering system has switched to a new company; Green Company is now managing the watering system. At this point, the system is in and should be operational by June 14. Concern raised about delay in watering due to the recent stretch of dry weather.</p> <p>Preliminary Japanese Beetle Treatment will be treated this week by A1 landscapers. This will occur in all areas with Linden Trees.</p> <p>During a recent maintenance walk-around the Maintenance committee identified concerns about some of the retaining walls in the community. The Board reviewed and confirmed that the maintenance of any retaining wall is the responsibility of the HOME OWNERS when the walls need repair.</p> <p>If you have any concerns or questions about retaining wall(s) on your property, please feel free to call Karl Bozicevich (committee chair) for information.</p>		<p>Karl Bozicevich will follow-up with the service people on the sprinkling system.</p>
<p>Old Business</p> <p>Treecology update from Tami Hagen</p> <ul style="list-style-type: none"> • Ash Trees were treated with the exception of 4 trees that did not meet the 4 criteria outlined by the Treecology Team. • Tami outlined the reasons outlined per the criteria as to why 4 trees were not treated. (location, size, health, structure) • Discussion included how to proceed with Ash tree management, specifically the 4 trees in question. 	<p>Decision regarding Ash Trees: Proceed with the recommendations of Treecology to remove the 4 Ash Trees. In addition, contact Treecology to determine why an Ash tree identified in 2015 for removal was not removed.</p> <p>Homeowners identified with trees to be removed will have a choice of the following replacement tree options:</p>	<p>Tami Hagen will follow-up with the vendor to proceed per the Board decision.</p> <p>Personal Touch to contact the homeowners with trees to be removed via written communication to select the type of tree they would like to have as replacement.</p>

	<ul style="list-style-type: none"> • Maple, Hackberry, Oak or Elm. 	
<p>The meeting adjourned at 12:30 PM</p> <p>Next Board Meeting scheduled on July 25 at 10:30 AM at Jean Crotty's house.</p>		
<p>Future agenda items</p> <p>Discussion of landscaping beyond the landscaping originally provided by the developer.</p>	<p>Board members to review the draft of the proposed by Tami and Larry. Continue discussion and final recommendations at the July meeting.</p>	

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: July 25, 2017

Time: 10:30am – 12:45 p.m.

Attendance

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jean Crotty – Co-Chair | <input checked="" type="checkbox"/> Tami Hagan – Architectural representative |
| <input checked="" type="checkbox"/> Jerry Peterson – Co-Chair | <input type="checkbox"/> Jill Frazier – Secretary |
| <input checked="" type="checkbox"/> Larry Cozad – Finance representative | <input checked="" type="checkbox"/> Kay Sand – Personal Touch representative |
| <input type="checkbox"/> Dave Smith – Personal Touch representative | <input checked="" type="checkbox"/> Guest - Karl Bozicevich |
| <input type="checkbox"/> Guest _____ | |

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Management Report Nothing to report		
Year End Financial Report Operating Fund: 72,545.27 Replacement Fund 96,862.20		
Architectural: No report Maintenance: Rain garden: Social:	Green is resetting sprinklers for dry spots on lawns Waiting for cost estimate to rehab 1 st rain garden 44 people attended annual picnic	
New Business: Damage to base of some trees from weed whipping Edging: 400 linear feet of repair Japanese Beetles	Add mulch around all trees next spring Will seek quotes for edging Board would like to replace plastic edging with steel edging throughout Heritage Glen Residents can view steel edging in the rain gardens Repair plastic edging for 455 Bluebird Lane & 284 Blue Herron now Lindens have been sprayed	Jerry will talk with Jon regarding damage. Kay will get estimate from A-1 and Treecology for spring mulch around trees All-weather steel edging 8.00 a linear foot & 3.50 for plastic Kay will get more estimates on steel edging Kay will check with Treecology for treatment estimates

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: August 16, 2017

Time: 10:30AM – 1:15PM

Attendance

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jean Crotty – Co-Chair | <input checked="" type="checkbox"/> Tami Hagan – Architectural representative |
| <input checked="" type="checkbox"/> Jerry Peterson – Co-Chair | <input checked="" type="checkbox"/> Jill Frazier – Secretary |
| <input checked="" type="checkbox"/> Larry Cozad – Finance representative | <input type="checkbox"/> Kay Sand – Personal Touch representative |
| <input type="checkbox"/> Dave Smith – Personal Touch representative | <input checked="" type="checkbox"/> Guest – Karl Bozicevich |
| <input checked="" type="checkbox"/> Guest Pam Buczkowski | <input checked="" type="checkbox"/> Guest – Chris Romer (Treecology) |

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Approval of Minutes from July Meeting	Approved as written/posted to website	
<p>Management Report Group Home update on sale and new information.</p> <p>Financial Report</p>	<p>Personal Touch representative unable to attend, management report was shared via email. Included in the information was the following: The Group Home at 471 Bluebird Lane is now owned by:</p> <ul style="list-style-type: none"> • Rhistel LLC under the direction of MDM Rubicon. Located at 582 Hayward Ave, Oakdale, MN • Contact person: Karen Hultgren @ 651-731-8621 ext. 117 <p>No further action needed</p> <p>Copies of the report provided was reviewed</p> <ul style="list-style-type: none"> • Operating funds = \$73,921.00 • Replacement funds= \$97,906.41 • Total = \$171,827.41 	
<p>Committee Reports</p> <ul style="list-style-type: none"> • Architectural 	See discussion regarding plantings below in Old Business.	
<ul style="list-style-type: none"> • Maintenance Committee 	See discussion on lawn edging in Old Business below.	
<ul style="list-style-type: none"> • Social Committee 	Please get any information and updates to Betty K ASAP as she is preparing the next edition of the newsletter – For the Birds.	
New Business		
Treecology Representative present at the Meeting Chris Romer, Arborist	Trimming of HOA owned trees will be done by Treecology. Pruning begins in late September and into October	Chris Romer will follow-up with estimate of cost to treat the Japanese Beetles for 2018.

	<p>Japanese Beetle Control – 2018</p> <ul style="list-style-type: none"> • Expecting the same or worse next summer • “little leaf” Lindens are most at risk at this time – treating these may result in migration of the pests to other trees. • Option for treatment is either September or May/June timeframe. <ul style="list-style-type: none"> ○ Recommendation from Treecology is to do 2 sprays; early July and repeat mid-July. This has provided best results as experienced by Treecology. • ACTION – Board decides we will plan on deploying (pending the determination of costs) the Treecology recommendation (2 sprays in July '18) • An estimate will be provided by Treecology before the end of the 2017 season. • Because the pest may move to “other plants”; recommendations to homeowners with information on commercially available products to treat plants in yards as needed. This would be a homeowners responsibility. 	<p>Information will be sent to Tami</p>
<ul style="list-style-type: none"> • Yard Signs and Free items 	<p>No verbiage currently in the By-Laws related to placing “free” items in yards.</p> <p>There is verbiage in By-Laws expressly prohibiting advertising signs in yards.</p> <p>Actions will be taken as needed by “Personal Touch” via communication to the homeowners regarding the rules.</p>	<p>Jerry and Jean will discuss and draft new verbiage to define the guidelines for yard signs.</p>
<ul style="list-style-type: none"> • Management of feeder behind 434 Bluebird Lane 	<p>Animal feeder located at this location is in question. It was determined to be on City property. It is unclear as to who owns the feeder or who fills the feeder.</p> <p>Because this feeder attracts undesirable animals, including rodents, and contributes to a messy appearance, the intent is to have this feeder removed.</p> <p>ACTION Personal Touch will notify the homeowner at that address. The Feeder will be removed no later than September 1, 2017</p>	<p>Kay Sand from Personal Touch will generate a letter to the homeowner at this address by Monday, August 21st.</p>
<ul style="list-style-type: none"> • House numbers for the back of 	<p>Discussion about adding these numbers at Board expense was discussed and agreed upon.</p>	<p>Karl Bozicevich will coordinate this project and</p>

<p>homes (on the decks)</p>	<p>The goal is to be able to identify the house by address without walking to the front of the building. This contributes to safety, security of the properties in the community.</p> <p>ACTION The Maintenance Committee will select, purchase and mount the numbers in 'similar' locations on each deck. If the deck is not suitable for mounting, the homeowner will be notified as to where the numbers will be mounted.</p>	<p>look for volunteers to assist in the work.</p>
<ul style="list-style-type: none"> Report on meeting with A1 Landscaping and maintenance services. 	<p>Meeting was held with Jerry Peterson – several topics were discussed about the landscape maintenance in the HOA.</p> <p>There is mutual interest in improving overall communication with A1. The primary focus needs to be lawn maintenance and winter plowing.</p> <p>ACTION Future planning will include a meeting with A1 at the beginning of each season. The goal will be to discuss the A1 recommendations for work/management of the HOA grounds – this will be followed by a discussion and approval of those recommendations the HOA is authorizing to be completed.</p>	<p>Jerry Peterson (or designee) will make arrangements for A1's participation in future meetings.</p>
<p>Old Business</p> <ul style="list-style-type: none"> Neighborhood Watch update 	<p>The Block Captains have had initial meeting. A follow-up is planned.</p> <p>ACTION Block Captains will do a presentation at the Annual HOA meeting in September.</p>	<p>Jill Frazier will continue to provide updates until co-chairs are finalized.</p>
<ul style="list-style-type: none"> Update on planting regulations in common areas 	<p>From the Architectural Committee</p> <p>Some history was discussed. It has been discovered that records of previous approvals for plantings requested by residents have not been kept on file to date.</p> <p>Board Members prepared a draft set of recommendations for planting guidelines for HOA residents.</p> <p>This is to assure changes and developments of the landscaping, adjacent to the foundation of the home, (ie: in the rocks around the home) by a homeowner will be maintained by the current homeowner and any future homeowners.</p>	

	<p>Trees that were/are planted by past or current homeowners outside of that adjacent area or in common areas remain a topic of discussion.</p> <p>ACTION Final decisions will be made as the Board considers the discussion that took place at the meeting.</p>	
<ul style="list-style-type: none"> • Rain garden installation to begin on August 21st • Lawn Edging 	<p>Significant investigation has occurred with regard to the replacement of the lawn edging that needs replacement in the community. The Board is doing extensive review on the process, product and cost of replacement a large amount of the edging that needs to be replaced.</p> <p>ACTION The Board will consider the issues and recommendations/options presented and the associated costs of this action and make a decision about next steps.</p>	
<p>Open Forum Pam Buczkowski – Woodbury City land adjacent to the HOA</p>	<p>Notes from a meeting with Mike Adams, Woodbury City Parks, were distributed.</p> <p>Some history of what has occurred since the inception of the HOA community in 2000 was shared with Board Members.</p> <p>Mike Adams (City of Woodbury) will prepare a summary of City-owned trees and the proposed maintenance plan to be deployed by the City. Board Members can expect to get a copy of the plan via email within the next week or so. Review and approval from the Board will initiate the plan to begin with the City.</p> <p>This will be done in conjunction with Treecology, the company that provides HOA tree management.</p> <p>Important to note; Any homeowner with property adjacent to City property where trees will be maintained and/or removed will be notified PRIOR to the initiation of any work in the area.</p> <p>Emerald Ash Borer disease has been identified in Woodbury. The City removes Ash trees that appear stressed, damaged or diseased but does NOT remove healthy Ash Trees. HOA's have the option of treating Ash trees on</p>	<p>Scanned copy of the Notes from City of Woodbury will be attached to the August Minutes.</p> <p>Jill Frazier will scan and attach to the minutes.</p> <p>Plans to meet with the City representative (Mike Adams) will be made by a designated Board Member after the plan is received and reviewed.</p>

	adjacent city property by working with the City.	
ANNUAL HOA MEETING DATE SET	The Annual HOA Meeting open to all Heritage Glen Residents will be held on Tuesday, September 26th at 7:00 PM Location: <ul style="list-style-type: none"> • Trinity Presbyterian Church • 2125 Tower Dr., Woodbury PLEASE PLAN TO ATTEND	
Adjournment:	1:15PM	
Next Board Meeting Date/time	Wednesday, September 13, 2017 at 10:30	

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: September 13, 2017

Time: 10:30AM –

Attendance

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jean Crotty – Co-Chair | <input checked="" type="checkbox"/> Tami Hagan – Architectural representative |
| <input checked="" type="checkbox"/> Jerry Peterson – Co-Chair | <input checked="" type="checkbox"/> Jill Frazier – Secretary |
| <input checked="" type="checkbox"/> Larry Cozad – Finance representative | <input checked="" type="checkbox"/> Kay Sand – Personal Touch representative |
| <input type="checkbox"/> Dave Smith – Personal Touch representative | <input checked="" type="checkbox"/> Guest Mark Adams, Asst. Director Parks and Recreation, City of Woodbury |

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Approval of Minutes from August Meeting	Approved as written/posted to website Update to action from August, the bird feeder discussed in the meetings was not removed by 9/1/17 as planned. Follow-up is underway to assure its removal as soon as possible.	Kay Sand will follow-up on homeowner communication
Management Report	No report	
Financial Report	No report – update will occur at Annual Meeting.	
Committee Reports	No report	
<ul style="list-style-type: none"> • Architectural • Maintenance Committee 	Home Addresses have been added to all properties on the decks in the back of the homes. Thanks to Karl Bozicevich and volunteers.	No further action needed
<ul style="list-style-type: none"> • Social Committee 	No report	
Old Business	Guidelines for Homeowner tree management-an exemption to the Architectural Guidelines- was proposed by Larry Cozad for Board review and discussion.	Board to readdress at a later date

<p>Follow-up with City representative; Mike Adams, Asst. Parks and Rec Director (PNR)</p>	<p>Discussion resulted in a decision to table this subject until later in the year or early next year. The Architectural committee will be included in future discussions. Discussion of community work related to trees that need tending. City plans include;</p> <ul style="list-style-type: none"> • Beginning work Fall of '17 when the ground is more suitable for tree removal • Significant focus on Cottonwood Trees that need removal • Woodbury Forestry Department will first; <ul style="list-style-type: none"> ○ Do an assessment of the trees needing attention ○ Then, plan the work that needs to be done – tentatively plan to begin in October, '17. ○ Residents whose property/trees will potentially be impacted will be notified before any trees are removed. ○ A plan for replacement trees is developing and will depend on factors including diversity, availability and choice. ○ Size of replacement trees will depend on access to site location and conditions of site, species, and availability. <p>Likely any tree needing removal will be done this fall</p>	<p>Tami Hagen will continue to coordinate the discussions with the City related to the tree management.</p>
<p>Signs and 'free-stuff' in yards</p>	<p>Discussion and Architectural guidelines are amended to clarify the language regarding setting 'free' items in yards. The new language states: 3.4 Miscellaneous Items 3.4.6 Signs/Notices Home "For Sale" signs are the only sign allowed in the common area in front of the home. Event signs such as garage sales, parties, open houses, gatherings, etc. are allowed only for the duration of the event. Give away items with "Free" signs such as furniture, exercise equipment, toys, etc. are not permitted"</p> <p>The new language was approved and will appear in the amended guidelines.</p>	<p>Jerry Peterson will verify the additions are correctly made to the guidelines and follow-up with the Chair of the Architectural committee.</p>
<p>New Business</p>	<p>Plans for Annual Meeting – 9/26/17 discussed</p>	
<p>Annual meeting agenda</p>	<ul style="list-style-type: none"> • Board Summary Report 	<p>Jerry Peterson will draft the report</p>

	<ul style="list-style-type: none">• Subcommittee Updates from the committee Chair persons<ul style="list-style-type: none">○ Maintenance○ Architectural○ Social	
Adjournment:	12:30PM	
Next meeting	To be determined following identification of the new board members.	

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: Nov 8 2017

Time: 10:30 AM

Attendance:

X	Jill Frazier – President	X	Karl Bozicevich – Secretary
X	Jean Crotty – Vice President	X	Kay Sand – Personal Touch
X	Larry Cozad – Finance representative		Dave Smith – Personal Touch
x	Tami Hagan – Architectural representative		Guest

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Called to Order at 10:30 AM.		
Minutes of last meeting reviewed with no exception taken.	Added to the minutes of this meeting were the minutes of a special teleconference meeting held regarding drainage issues at 455 BBL. Noted as Addendum #1.	
Management Report	<ul style="list-style-type: none"> Sand noted that a resale disclosure was requested for 283 BHL, indicating a sale may be in the works. Reported that 393 BBA appears to be sold. 	
Financial Report	The 10/31/2017 financial statement was reviewed and accepted without issue.	
Committee Reports		
<ul style="list-style-type: none"> Architectural Maintenance Committee 	No report Needs a new chair person.	Karl will seek new candidates. Anyone interested should contact Karl Bozicevich or any other Bd Member
	The lawn edging issue will continue to be studied with a resolution/recommendation hopefully before spring 2018	
<ul style="list-style-type: none"> Social Committee 	Jill Frazier will submit a newsletter article for the next issue concerning Board issues.	

	The idea of producing a Community Survey was introduced. The goal of this survey is to identify those projects, tasks or needs that may be implemented or resolved that will keep us an attractive, safe and thriving community.	Frazier and Hagen will work together to implement. A report to the Board at our next meeting is desired.
	The possibility of beginning a new charitable community project was discussed and several ideas were floated.	This is referred to the Community Survey effort.
Old Business	Previously, a survey of trees/shrubs in close proximity of the homes was conducted and a report issued and reviewed. The goal of the Board is to produce a consistent and clear policy on trees and their maintenance.	Bozicevich will pull together a working group of interested residents to make a recommendation to the Board for further action.
New Business	The website has been renewed for another year. Sand cautioned us that there may be material contained on the website that would best have restricted access. A request was made that we should try to password protect that website.	Bozicevich reviewed this after the meeting and it was noted that it was not possible using our current provider. No further action at this time.
	The City of Woodbury will be trimming and in some case removing trees along the southern and western property line.	Date to be determined.
	A long-term drainage issue along the southern property line was discussed. Hagen researched and reported that a rain garden may not be needed but that additional native planting may be installed to help rectify the issue. This will be in conjunction with the City's tree work in the same area.	Hagen will draft a plan for review and upon approval seek a permit for the work to be next year.
	Sand advised the Board that a new law requires the HOA to in place a comprehensive long-term maintenance plan for the common spaces. Per the law, this must be in place by 1/1/2019. Previous research indicates that a model of this plan may not exist for our type community and one may need to be created from scratch.	
	The Board spent some time looking at various issues and tasks with an eye toward developing a Strategic Plan for the HOA	Further action to be determined.
Strategic Planning	<p>Board Initiatives:</p> <ul style="list-style-type: none"> • By Laws Review – is there anything that needs to be revised. Q1 • Community Survey – what do we need? Q1 • Committee Structure Review Q1 <ul style="list-style-type: none"> ○ What do we need? ○ Development and Succession Planning? 	The following is a list of actions for the next year. The “Q” is the quarter in which the work is to be completed.

	<p>Priority Projects:</p> <ul style="list-style-type: none"> • Lawn Edging – repair or replace? Decision Required. Q2 • Tree trimming now and for the future. Q1 • Ground Maintenance Contract. Q3 • Traffic/Speed on Woodduck. Q2 <p>Ideas/Project/Issues for Further Consideration</p> <ul style="list-style-type: none"> • Ongoing leadership and followership development for Board members and residents. (Succession Planning) Q3 • Ongoing website development and use. What do we need and who can do it? Q4 • Philanthropy Projects Q4 <ul style="list-style-type: none"> ○ Part of Social Committee? ○ Support/Interest in ideas? ○ Separate committee? • File and Information Retention (Current and Historical in Nature) Q1 	
Adjournment:	11:45 AM	
Next meeting:	December 12 th at 446 BBL (Hagen Home)	

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: 12/12/2017

Time: 10:30

Attendance:

X	Jill Frazier – President – Management Co. Representative	X	Karl Bozicevich – Secretary – Maint. Comm. Representative.
X	Jean Crotty – Vice President – Social Comm. Representative.	X	Kay Sand – Personal Touch
X	Larry Cozad – Finance representative		Dave Smith – Personal Touch
x	Tami Hagan – Architectural representative	X	Pam Buczkowski

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Minutes of the last meeting and the phone conference with the HOA attorney were reviewed and accepted with no changes.		
Management Report <ul style="list-style-type: none"> 393 BBL has been sold and closed. 283 BHL has been sold but not closed as of the date of this mtg. Financial Report <ul style="list-style-type: none"> Monthly statement of financials was received and reviewed with no exceptions taken. 		
Committee Reports <ul style="list-style-type: none"> Architectural Maintenance Committee 	No report	
	<ul style="list-style-type: none"> Lawn edging issues and repairs are still being contemplated The City will be accomplishing their tree trimming and removals in mid-January. A new tree for 346 scheduled to be installed last fall will be delayed until the coming spring. 	

<ul style="list-style-type: none"> Social Committee 	Philanthropic projects will be put on hold.	
Old Business The lawsuit regarding 283 BHL was heard and no decision was issued from the judge. Subsequently, the HOA filed a lien on the property to recover our attorney fees. Subsequently, the Owner of 283 has filed a lawsuit against the HOA for recovery of their legal fees and removal of the lien on the property.	The Board reviewed the pending lawsuit with the attorney via a phone conference on 11/20/17. At this Board meeting, after much explanation and discussion, the Board decided to defend the new lawsuit and maintain the lien on the property rather than acquiesce to the demands of the 283 BHL owner.	
New Business		
None		
Adjournment: 12:15		
Next meeting: January 10 th 2018 at 414 BBL at 10:30 AM	Planned agenda items: <ul style="list-style-type: none"> Committee structure review. Do we have the right groups formed? Legal issues 	
Strategic Planning Review and Update		
Quarter One Deliverables		
Legal documents review	Board members are expected to review in detail the Bylaws, Declaration and Guidelines and note any changes that may be needed and where permitted.	Crotty and Cozad to lead this effort and report at the March Bd. Meeting
Protection of HOA financial holdings	Personal Touch to advise at the February Bd. Meeting	
Community Survey	Review the need for a survey and what it may accomplish. Include a homeowner talent list. What skills and resources do individuals have and who is willing to share their skills and knowledge with their neighbors.	Crotty, Hagen and Frazier to lead this effort and report at the Feb. Bd. Meeting
Document Retention Plan	What and how are the HOA's documents stored and subsequently passed on to new Board members.	Bozicevich to investigate cloud storage and report at January Bd. Meeting.
Quarter Two Deliverables		
Tree trimming plan/Tree management plan to include the resolution of homeowner vs HOA accountabilities.		Hagen to lead
Lawn edging issues	Repair or replace? To be determined.	Bozicevich and Roggeman to lead and report By Apr/May

Speed Control on Woodduck	What can be done to lower the speed and make it safer for the residents?	Bozicevich to lead. Note: PT sent us documents and directions from the city on this issue.
Quarter Three Deliverables		
Grounds Maintenance Contract is due to end Oct 31 2018.	Review and recommend next steps	Maint. Committee and other interested members.
Leadership and succession planning	TBD	Coordinate this with the Document Retention Planning
MN Common Interest Ownership Act. – This law, passed by the legislature requires Common Interest Communities like ours to have a plan in place for management of the common areas by the end of 2018.	The Board and PT are researching this and will report as information becomes available.	
Annual Meeting Planning		Frazier to lead
Quarter Four Deliverables		
Ongoing website development and growth		Bozicevich to lead