

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: 1/10/2018

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
	Larry Cozad – Finance representative		Guest: Julie Wright, Louise Jacobs
	Tami Hagan – Architectural representative		

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
<p>Management Report New owners at 283 BHL. The sale closed and an appropriate amount of proceeds were held in escrow for further determination by the court.</p> <p>PT will review the insurance policy for the Association to ensure that volunteer help is covered in the case of an accident while working on a project or maintenance activity within the development.</p>		PT to report back at next board meeting.
PT was asked to review and advise the Board of the protections carried by PT that insures the safety of the financial assets of the Association.	The Board is satisfied with the safeguards currently in place.	No further action is required
Financial Report	The monthly financial report was reviewed and accepted with no changes.	
<p>Committee Reports</p> <ul style="list-style-type: none"> Architectural 	Julie Wright attended the meeting to ask for clarification on how the process of approving colors for exterior work on individual homes. It was noted that there are no colors defined in the Architectural Guidelines.	

• Maintenance Committee	No report	
• Social Committee	Louise Jacobs attended for the Social Comm.	
Bunco Party	A Bunco Party will be held at 291 BHL on January 20 th . Look for the flyer in the mail for additional details.	
Garage Sale	The development wide garage sale will be discontinued due to a lack of interest.	
New Business		
Hagen to provide an update on the new tree planting for 346 BBL.		
It was suggested that Board should announce in the minutes of the meeting when a new neighbor has joined the Association. Welcome to:		
Thomas Calderone & Melissa Barrott	283 Blue Heron Lane	?
Dawn Mroszak	320 Blue Heron Lane	651-592-5701
Eugene Tokhtuev & Anna Pilichenko	393 Bluebird Alcove	1-218-343-3717
Dave & Eileen Middelton	401 Bluebird Alcove	612-701-4070/ 651-208-8930
Adjournment: 11:45 AM		
Next meeting: Feb 13 2018 @ 342 BBL		
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	Completed
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 March Bd. Meeting.

Committee Structure Review	After discussion, it was determined that the current committee structure is appropriate and that no changes are required at this time.	It was noted during the discussion that Committee chairs are always welcomed to attend the Board meetings. Moreover, Committee chairs will be invited to attend a Board meeting once a quarter. Completed
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

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: 2/13/2018

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		

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Management Report Financial Report	PT reported that non-home owner volunteers are not covered under the HOA liability policy. Handed out preliminary information regarding Preventive Maintenance plans to use as reference materials in complying with the requirement to have a PM plan in place by the end of the year.	
Committee Reports	No report	
• Architectural		
• Maintenance Committee	No report	
• Social Committee	A new newsletter is planned for March	Jean Crotty will provide Board information for the newsletter.
New Business		
Newly revised Block Captains list is published to the website.		

Woodbury reimbursement plan for upgrading irrigation systems.	The city is once again offering a reimbursement plan for upgrading irrigation systems. Submittals due by April 13	Maint. Committee will look into alternatives.
Adjournment: 12:00 PM		
Next meeting: March 14, 2018 at 331 Bluebird Lane		
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	Completed
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 March Bd. Meeting.
Committee Structure	After review, no changes are suggested.	Noted that a Nominating Committee for Board members has not been used in the past and is part of the Declaration documents.
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

Heritage Glen Home Owners Association (HOA)
Board Meeting

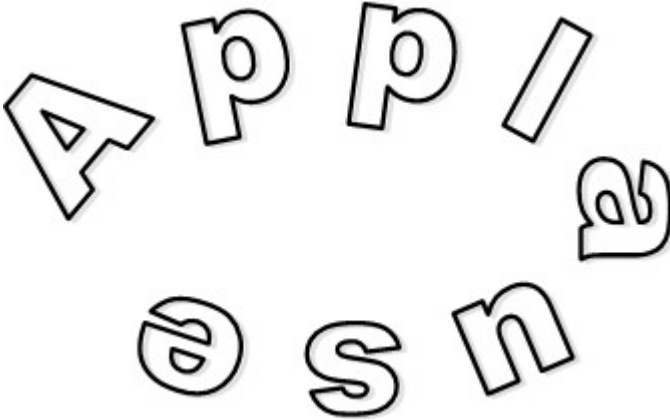
Date: 3/14/2018

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		

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Management Report Financial Report	Reviewed current status of pending legal bills and potential solutions.	
Committee Reports		
<ul style="list-style-type: none"> Architectural 	No Report	
<ul style="list-style-type: none"> Maintenance Committee 	Received a quote from Green Co., our irrigation contractor, to furnish and install 2 new irrigation controllers. After consulting with the Maint. committee and reviewing the payback it was decided to not pursue this at this time.	
	Information: Our sprinkler system is set to turn on only from 10:00 PM to 6:00 AM. If you see the sprinklers running during the day, then someone is probably working on the system. The system is also controlled by moisture sensors in the ground. If there is sufficient moisture, it doesn't go on. That means that the sprinkler system may go on somewhere else in the development but not the one around your home.	

<ul style="list-style-type: none"> Social Committee 	<ul style="list-style-type: none"> Planning for the summer Social event will begin shortly. Betty Koreltz will be stepping down in the near future as chair of the Social committee and will be succeeded by Louise Jacobs. 	
<p>How about a round of APPLAUSE for Betty!!</p>		<p>Thank you to Betty for all her efforts through the years to make Heritage Glen a great place to live.</p>
	<p>She says she's still doing the newsletter !!!!</p>	<p>Yeah!</p>
<p>New Business</p>		
<p>The Spring walkaround will be scheduled perhaps in the end of April or early May.</p>	<p>The purpose of the walkaround is to review the common areas for any damage that might need repair and individual properties for compliance with our architectural standards.</p>	
	<p>The Board discussed moving the date of their meeting to a later time in the month that would coordinate with other mailings. After discussion it was decided that there shall only be one mailing per month.</p>	
<p>A request to approve the rental of a home.</p>	<p>This request was denied.</p>	<p>Our attorney will be asked to reply.</p>

Our legal fees from the 253 BHL lawsuit took some discussion on the best way to pay these bills.	Ultimately, we owe in excess of \$15K and with the second suit we can expect this to rise.	The Board is exploring methods to get these bills paid through our current accounts.
The Board has been served a deposition notice relating to the second 293 BHL lawsuit wherein the previous owner is seeking the payment of legal fees, even though the first trial was dismissed as moot.	Jill Frazier, Board President, will represent us at the deposition.	Thanks to Jill for taking on this onerous task.
Adjournment: 12:00 Noon		
Next meeting: April 11 @ 10:30 AM	Location: 414 BBL	
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.	A report was presented and the Board will review and comment at the next meeting.
Committee Structure Review	This was reviewed and reopened for further discussion	Deliverable TBD
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.	A draft of the survey was presented for review at our next meeting.
Document Retention Plan	What and how are the HOA's documents stored and subsequently passed on to new Board members.	A report was submitted and it was decided that no further action was needed at this time. Current and archived HOA documents are available at the website. Complete
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

Heritage Glen Home Owners Association (HOA)
Board Meeting

Date: 4/18/2018

Time: 6:30 PM

Attendance:

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

Discussion Topic / Summary of issue(s) or concern(s)	Decisions / additional actions need	Accountabilities / Deliverables (Who does what by when?)
Management Report	N/A – Kay was unavailable to attend this rescheduled meeting due to a schedule conflict.	
	Frazier reported on her deposition relating to the ongoing lawsuit. The report was that it went well and no further deposition of the Board is anticipated, however, Personal Touch will be deposed in the near future.	
Financial Report	The Financial Report dated 3/31/2018 was reviewed and no exceptions taken.	Cozad inquired about the necessity of an audit of the financials and if there are any legal requirements that need to be met. Cozad will pursue and advise. It was noted that our fiscal year does match with the term of office for the Board members and should they match? TBD

Committee Reports <ul style="list-style-type: none"> Architectural 	No Report	
<ul style="list-style-type: none"> Maintenance Committee 	<p>The Maintenance Committee took notice of the mounting legal bills incurred due to our ongoing legal challenges. The Committee met at a hastily called meeting and discussed what if anything could be done to assist the HOA. It was noted that there are two funds that the HOA has. The Operating Fund is for the current ongoing and recurring cost to maintain the HOA. The Replacement Fund is meant to save a portion of our dues in a restricted account for those expenses that are not recurring and that deal specifically with the real improvements of the property. This can be trees, sprinkler systems, mailboxes, and other minor items. It is noted that this funds currently has in excess of \$100,000. The committee explored future plans and associated costs and determined that what is currently in the Replacement fund is sufficient for our near term (2-3 years) needs. Thus, given the need for funds in the Operating Fund, the committee recommended that for a period of time to be determined by the Board, that the funds currently going in the Replacement fund, instead go into the Operating fund.</p>	<p>Motion by Bozicevich to accept the recommendation of the committee was passed by the Board. Personal Touch will be directed to comply.</p>
<ul style="list-style-type: none"> Social Committee 	<p>The Annual Picnic has been scheduled for June 30th. 5-7 PM. Further details to follow</p>	
	<p>No Garage Sale is currently under consideration.</p>	
New Business		
	<p>Jill Frazier, the current Board President is resigning effective May 11th. Jean Crotty will assume the role of President of the Board.</p>	
	<p>With this development, the Board has the option to appoint a new member to fill the vacant position.</p>	<p>Recruitment of new members is expected to take place soon. If you are interested please contact a Board member.</p>

	A new Board liaison to the Neighborhood Watch group will be Larry Cozad.	
Adjournment:	8:30 PM	
Next meeting:	May 16 at Crotty home, 10:30 AM	
Strategic Planning Review and Update		
Quarter One Deliverables		
Protection of HOA financial holdings	Personal Touch to advise at the February Bd. Meeting	Complete
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.	A final draft of the survey was reviewed and approved and will be sent out with the monthly mailing with a SAS envelope for replies.
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. The recommendation was not to proceed. Complete with no further action.
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. The current plan is to utilize volunteers to make the necessary repairs.
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
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Annual Meeting Planning		TBD
Quarter Four Deliverables		
Ongoing website development and growth		Bozicevich to lead