

HERITAGE GLEN TOWNHOME ASSOCIATION

BOARD MEETING

Meeting Date and Time:

Monday, January 28, 2019

7:00PM -9:00PM

Location:

414 Bluebird Lane

MEETING ATTENDEES:

X **Jean Crotty**, *President and Liaison to Personal Touch*

X *Mary Helbach, Secretary*

X **Susan Kallman**, *Vice President and Liaison to Architecture and Treecology*

X *Scott Kienitz Treasurer and Liaison to Maintenance Committee and Green Irrigation and A-1*

X **Dawn Podolske**, *Member at Large and Liaison to Social*

_ *Kay Sand – Personal Touch*

- PERSONAL TOUCH MANAGEMENT (KAY)
- *General Management Report (Review utilizing template: Discuss business items applicable from last Board Meeting)*

PROPOSED SAMPLE REPORT:

The Board will talk to Personal Touch about providing an ongoing standard management reporting options.

- Minnesota Common Interest Ownership Act
- **Distribution will occur to all homeowners**
- **TREASURER'S REPORT -**
- Two CDs are maturing end of January 2019
- Personal Touch is researching interest rates
- **SOCIAL COMMITTEE REPORTS (Dawn)**
- Book Club is active and always looking for new members
- Women's lunch group and Men's breakfast group are active and looking for members
- **ARCHITECTURAL CONTROL (Susan)**
- No action at this time
- **MAINTENANCE**
- Woodbury Water Efficiency Program (debrief from Maintenance Committee meeting)
The Efficiency Program allows Heritage Glen the possibility to receive a rebate for upgrading its irrigation system.
- Maintenance Committee met with the City of Woodbury representative regarding the Water Efficiency program.

A-1 Maintenance (vendor)

- Maintenance Committee met with Jon at A-1 regarding the irrigation system.
- Further meetings are needed to vet the Efficiency Program requirements.

- **AD HOC BYLAWS and DECLARATION REVIEW (JEAN/MARY)**

- Review will continue. This is an ongoing project.

- **HERITAGE GLEN WEBSITE**

- Options for providing ongoing website maintenance is under consideration
- Update existing website information

- **OTHER/ OPEN FORUM**

- For the Birds
- Reminder to homeowners that dues are \$103.00 per month
- Heritage Glen Website is active- same address www.heritageglenHOA.com
- Maroney's Trash- pick-up information reminder (dates, recycling) www.maroneysinc.com

- **AGENDA ITEMS FOR NEXT MEETING/DETERMINE TIME AND LOCATION**

- Next Board Meeting: Monday February 25, 2019: 414 Bluebird Lane

HERITAGE GLEN TOWNHOME ASSOCIATION

BOARD MEETING

Meeting Date and Time: Monday, February 25, 2019 7:00PM

Location: 414 Bluebird Lane

MEETING ATTENDEES:

X **Jean Crotty** *President and Liaison to Personal Touch*
Mary Helbach *Secretary*
X **Susan Kallman** *Vice President and Liaison to Architecture and Treecology*
X **Scott Kienitz** *Treasurer and Liaison to Maintenance Committee and A-1*
X **Dawn Podolske** *Member at Large and Liaison to Social*
 Kay Sand *Personal Touch*
X **Jim Jacobs** *Maintenance Committee Member*

PERSONAL TOUCH MANAGEMENT (KAY)

General Management Report

Two Homeowners with Association Dues in Arrears

Homeowner's dues payments were returned. Personal Touch left a message, and sent a letter to the Homeowner regarding the returned payments.

Homeowner is three months Past Due paying Association dues. Personal Touch called the homeowner, and will follow-up with a letter.

Other Dues

Several homeowners are not sending the correct dues amount (\$103.00)

Personal Touch will personally call homeowners about the incorrect amounts received to ensure knowledge about the proper dues amount

Treasurer's Report - Scott

(JANUARY 2019 Financial Report)

Heritage Glen's Operating Fund total: \$ 43,487.04

Heritage Glen's Replacement Fund Total: \$113,952,38

CD Maturing end of February 2019: **Personal Touch is reviewing rates**

November 2018 CD: **Scott will follow up with Personal Touch regarding CD reissue status**

SOCIAL COMMITTEE REPORTS (Dawn)

The HG Book Club is having a Movie Night on March 27th in lieu of book club/reading a new selection

ARCHITECTURAL CONTROL (Susan)

ARCHITECTURE REQUEST: 292 Blue Heron submitted an Architecture Request to install a drain tile and pipe to move water away from the foundation. Architecture Committee Chair placed this request on hold/pending spring thaw

MAINTENANCE (Scott)

Woodbury Water Efficiency Program (debrief from Maintenance Committee meeting)

The Efficiency Program allows Heritage Glen the possibility to receive a rebate for upgrading its irrigation system.

Water Efficiency Incentives Program deadline is April 30, 2019. Goal is to submit proposal by end of March.

A-1 Maintenance (vendor)

Potential need for excess snow removal

The Board identified on-site locations for A-1 to dump snow. Jean will communicate the location with A-1. Hauling snow offsite is a last resort.

Tree Pruning

Treecology (vendor) will perform tree pruning on February 26, 2019 (weather permitting)

Mailbox Damaged & Replaced

Damaged Mailbox was replaced for 466 Bluebird Lane

Next Maintenance Committee Meeting

March 13, 2019 at 12:30PM 442 Bluebird Lane

HERITAGE GLEN WEBSITE

The website is accessible at <http://heritageglenhoa.com>

Past meeting notes and Newsletters will be added to the site

Jean is following up with Personal Touch regarding webmaster recommendation and cost.

OTHER/ OPEN FORUM

Proposed Project Meeting at eFunds Building

River Valley Church is proposing to remodel 19,000 sq. ft. of tenant space in the existing office building located at 7805 Hudson Road

The City of Woodbury provided notice to residents residing 500 feet from the proposed project. Several homeowners plan to attend the February 26th meeting at the Woodbury City Hall.

AGENDA ITEMS FOR NEXT MEETING/DETERMINE TIME AND LOCATION

Next Board Meeting: Wednesday March 20, 2019: 414 Bluebird Lane

Action/Agenda items:

Susan will provide the Board a copy of our Association's past due/collections policy

Heritage Glen Townhome Association
Special Board Meeting
March 6, 2019, 7 p.m.
414 Bluebird Lane

Present:

Jean Crotty, President

Dawn Podolske, Member-at-Large

Scott Kienitz, Treasurer

Susan Kallman, Vice President

The board convened to discuss the issue of piles of snow blocking sight lines. Jon of A-1 proposed that for \$5000, he would push some of the existing snow piles at the corners of driveways back on to the lawns toward the homes. If necessary, snow would be moved to other onsite locations.

Jon was concerned about the logistics of where to put the 6-9" of snow forecast for the coming weekend. He stressed the need to provide safety for his workers and for Heritage Glen residents.

The board noted that we have a contingency budget of \$309 for the year. Taking in to consideration the safety of Jon's workers and our homeowners, approaching warmer weather, and the forecast for heavy rain that will reduce the size of the piles before it starts snowing, the board voted to approve \$2500 to fund A-1's work before the snowstorm.

Jean will communicate the board's decision to Jon.

Next regular board meeting is March 20, 2019.

HERITAGE GLEN TOWNHOME ASSOCIATION BOARD MEETING

Meeting Date and Time:

Wednesday, March 20, 2019

7:00PM

Location:

414 Bluebird Lane

MEETING ATTENDEES:

<i>XJean Crotty</i>	<i>President and Liaison to Personal Touch</i>
<i>XMary Helbach</i>	<i>Secretary</i>
<i>XSusan Kallman</i>	<i>Vice President and Liaison to Architecture and Treecology</i>
<i>XScott Kienitz</i>	<i>Treasurer and Liaison to Maintenance Committee and A-1</i>
<i>XDawn Podolske</i>	<i>Member at Large and Liaison to Social</i>
<i>XKay Sand</i>	<i>Personal Touch</i>
<i>X Jim Jacobs</i>	<i>Maintenance Committee</i>

- PERSONAL TOUCH MANAGEMENT (KAY)

- A. General Management Report

- Treasurer's Report - Scott (**February 2019 Financial Report**)

- Heritage Glen's Operating Fund Total: \$ 45,815.54

- Heritage Glen's Replacement Fund Total: \$ 115,150.88

- Heritage Glen is within budget*

- CDs Maturing
 - **Follow-up on November 2018 CD**
Kay is checking on the CD rate

- **Past due collections Policy**

- Susan provided the Accounts Receivable/Collection Policy
Board will review the document for discussion at next meeting***

- B. Association Dues

- All homeowners dues are current*

- Auto Debit is available for homeowners. Homeowners are encouraged to submit their dues via auto debit.*

- Contact Personal Touch for more information.*

- SOCIAL COMMITTEE REPORTS (Dawn)

- No new activity*

- ARCHITECTURAL CONTROL (Susan)

- A. ARCHITECTURE REQUEST:

- Susan is following up with Architecture Group on Architecture Petition status*

- MAINTENANCE (Scott)

- Woodbury Water Efficiency Program (debrief from Maintenance Committee meeting)

- The Efficiency Program allows Heritage Glen the possibility to receive a rebate for upgrading its irrigation system Deadline April 30, 2019**

- **A-1 Maintenance (vendor)**

C. Tree Pruning

- **Treecology** (vendor)

Treecology has been trimming trees within the community.

D New Business

- Resident notified Personal Touch about water in basement

Board is following up with homeowner that homeowners are responsible for water intrusion

E. Resident Question on Dumpster Use

- *Dumpsters are allowed on the resident's driveway. The dumpster may not be placed on the city street. Dumpsters may remain for a reasonable time in conjunction with its use.*

F. Maintenance Committee Meeting Update

Jim Jacobs presented update:

- Conserva, and Water in Motion, (Irrigation Vendors) provided irrigation audit assessment estimates to assist with the Woodbury Water Efficiency program. Maintenance committee recommends Conserva bid (\$2250.00).
- JON/A-1 will be asked to provide a more detailed bid for the installation and programming of new irrigation controllers to assure their alignment with the Woodbury Water Efficiency application requirements. An ongoing \$638.00 annual cost will be assessed for internet access for the two irrigation controllers. (The first year is free).
- *Heritage Glen completes the Woodbury Water Efficiency application and supplements the application with the vendor bid.*
- *City of Woodbury will rebate 50% but no greater than \$8000.00*

- HERITAGE GLEN WEBSITE
 - *The website is accessible at <http://heritageglenhoa.com>*
 - *Webmaster recommendation is forthcoming*

- OTHER/ OPEN FORUM

Next Meeting: April 24, 2019 at 7PM

HERITAGE GLEN TOWNHOME ASSOCIATION BOARD MEETING

Meeting Date and Time: Wednesday, April 24, 2019 7:00PM

Location: 414 Bluebird Lane

MEETING ATTENDEES:

X Jean Crotty President and Liaison to Personal Touch
X Mary Helbach Secretary
X Susan Kallman Vice President and Liaison to Architecture and Treecology
X Scott Kienitz Treasurer and Liaison to Maintenance Committee and A-1
X Dawn Podolske Member at Large and Liaison to Social
X Kay Sand Personal Touch
X Gene Roggeman Maintenance Committee

PERSONAL TOUCH MANAGEMENT (KAY)

General Management Report

Treasurer's Report - Scott

Heritage Glen's Operating Fund Total: \$ 49,2672

Heritage Glen's Replacement Fund Total: \$ 116,334.78

Heritage Glen is within Budget

CDs Maturing (Scott)

Follow-up on November 2018 CD

CD was renewed automatically

Past Due Collections Policy

The Board will review the policy in conjunction with auto debit payment.

Association Dues

One homeowner is past due.

Banking systems are changing. In response, Heritage Glen Assn is moving toward all auto debit payment for monthly dues. Homeowners may sign up now for auto debit by contacting Personal Touch.

Lawn Repair Due to Snow Removal

Personal Touch has been receiving calls regarding timing to repair lawns due to snow removal. Repair will occur upon A-1 and weather dependent timing.

SOCIAL COMMITTEE REPORTS (Dawn)

Annual HeritageFest is Saturday June 29, 2019 5-7PM at 422 Bluebird LN. Save the date to spend time with your neighbors. Food is provided. This annual picnic has had a fantastic turnout in the past. Look for more information in 'For the Birds'.

ARCHITECTURAL CONTROL (Susan)

Architectural Requests:

Personal Touch received an Architecture request and will forward to the Architecture Committee for review.

292 Blue Heron Lane: Board approved Architecture Design Petition for underground tile to move water away from the house CONTINGENT upon additional Board project requirements and homeowner contacting A-1 Maintenance to mark and discuss irrigation.

MAINTENANCE (Scott)

A-1 Maintenance (vendor)

Discussed A-1's proposed contract terms and Heritage Glen's revisions.

Need to determine when A-1 will install irrigation system to ensure training occurs with Heritage Glen Maintenance and Board members.

Scott will follow-up with A-1 regarding the Board's contract changes and inform the Board of contract revisions prior to signing the contract to ensure Board approval.

TREE PRUNING

Treecology (vendor)

Treecology walk around will occur on May 1, 2019 5-7PM with Board and Maintenance Committee Members. Verify trees for removal and/or trimming.

New Business

Invisible Fencing

If your property has an invisible fence, notify Personal Touch immediately at 952-238-1121). This information is needed due to the pending irrigation work.

Substantial Crevice

395 Bluebird Alcove has a substantial crevice. Board is considering having A-1 fill large hole.

Maintenance Committee Meeting Update

Discussed A-1 irrigation proposal. Identified items for further discussion with A-1

Spring Maintenance walk-around proposed dates May 7,8,9. Interested homeowners who wish to participate in the walk around should contact Gene Roggeman.

HERITAGE GLEN WEBSITE (Personal Touch)

Webmaster recommendation

Personal Touch is managing the website.

The website is accessible at <http://heritageglenhoa.com>

OTHER/ OPEN FORUM

Next Meeting: Monday May 20, 2019

HERITAGE GLEN TOWNHOME ASSOCIATION BOARD MEETING

Meeting Date and Time: Monday May 20, 2019 7:00PM

Location: 414 Bluebird Lane

MEETING ATTENDEES:

X Jean Crotty *President and Liaison to Personal Touch*
X Mary Helbach *Secretary*
X Susan Kallman *Vice President and Liaison to Architecture and Treecology*
X Scott Kienitz ***Treasurer and Liaison to Maintenance Committee and A-1***
X Dawn Podolske *Member at Large and Liaison to Social*
Kay Sand *Personal Touch*

- **PERSONAL TOUCH MANAGEMENT (KAY)**

- General Management Report

- Treasurer's Report - Scott (**April 2019 Financial Report**)

Heritage Glen's Operating Fund Total: \$ 51,264.02
Heritage Glen's Replacement Fund Total: \$ 117,513.06

- **SOCIAL COMMITTEE REPORTS (Dawn)**

Heritage Fest Annual picnic is Saturday June 29th 5-7PM at 422 Bluebird LN

- **ARCHITECTURAL CONTROL (Susan)**

No new Architecture Requests

- **MAINTENANCE (Scott)**

- Woodbury Water Efficiency Program (debrief from Maintenance Committee meeting)
The Efficiency Program allows Heritage Glen the possibility to receive a rebate for upgrading its irrigation system
- Awaiting news from City of Woodbury whether or not Heritage Glen is approved for the Water Efficiency Program

- **Treecology Walk-around**

- Walk-Around occurred on May 1, 2019
- Susan provided the Board the Treecology inspection report that notes pruning needs, tree removals, tree planting and tree removal decisions.
- Some decisions for tree action will have Homeowner engagement
- Approximately \$3500 cost for tree services

- **Maintenance Committee Meeting Update/Walk-around**

- Walk-Around for Heritage Glen grounds occurred on May 7, 2019
- Common items identified were painting, edging, and mailboxes. There is a mixture of homeowner and association responsibilities.
- Homeowners whom have been identified with an item for attention or fix/address will be sent a letter from Personal Touch. Letters will be sent after further Walk-Around document review.

- **Edging**

- Quotes will be obtained for edging.

- **HERITAGE GLEN WEBSITE**

- The website is accessible at <http://heritageglenhoa.com>
- Website needs to be updated- Personal Touch

- **NEW BUSINESS**

- In keeping with Woodbury City Ordinance when walking your pets, they must be on a leash at

all times. Pick up your pets feces or risk a \$25.00 fine for not doing so.

Next Meeting: Monday June 24, 2019 at 414 Bluebird LN

HERITAGE GLEN TOWNHOME ASSOCIATION

BOARD MEETING

Meeting Date and Time: Tuesday June 25, 2019 7:00 PM

Location: 414 Bluebird Lane

MEETING ATTENDEES:

X Jean Crotty	President and Liaison to Personal Touch
X Mary Helbach	Secretary
X Susan Kallman	Vice President and Liaison to Architecture and Treecology
X Scott Kienitz	Treasurer and Liaison to Maintenance Committee and A-1
X Dawn Podolske	Member at Large and Liaison to Social
X Kay Sand	Personal Touch

PERSONAL TOUCH MANAGEMENT (KAY)

- General Management Report

Treasurer's Report - Scott (May 2019 Financial Report)

Heritage Glen's Operating Fund Total:	\$ 50,876.26
Heritage Glen's Replacement Fund Total:	\$ 118,701.13

2019-2020 BUDGET

Discussion focused on funding:

- tree shrub trimming and planting consideration for removal/replacements- ideally 3-4 trees removed(emerald ash borer) per year for budget
- Landscape & Edging:
- Exterior Trim Painting: fully funded; will re-allocate funds
- Controller Upgrade: appears on target
- Snow Removal- do we want to add dollars for additional snow removal
- The forecast for a positive net income
- Proposed Budget does not include an Association Monthly dues increase

The Board unanimously voted to approve the 2019-2020 Heritage Glen Budget.

CDs

- One CD renews in July 2019
- One CD renews in August 2019

Homeowner's Dues

- One homeowner is late in association dues; Personal Touch is addressing with homeowner
- Half of Heritage homeowners are on autopay for their association dues
- Heritage Glen is moving to all autopay for monthly dues beginning January 2020 since the banking standards are moving to no longer accepting checks. You can find the auto debit form to sign up for autopay on the Heritage Glen website or just contact Personal Touch and they will assist you.

SOCIAL COMMITTEE REPORTS (Dawn)

- ***HeritageFest Annual picnic is Saturday June 29th 5-7PM at 422 Bluebird LN***
- Louise Jacobs is collecting pop can pull tabs for the Ronald McDonald House at Children's Hospital. Please save them and call Louise at (651)731-0764 to arrange for pick up or drop off at her house.

ARCHITECTURAL CONTROL (Susan)

- ***No Architecture petitions at this time***

MAINTENANCE (Scott)

- Woodbury Water Efficiency Program
- ***City of Woodbury will provide rebate upon installation***
- ***Installation is occurring at end of June/early July***

A-1

- Board approved payment for two A-1 Maintenance irrigation start up invoices for \$1066.06 and \$1141.25.
- A-1 and Heritage Glen executed a contract for the water efficiency installation. Contract amount is \$10,012.00.

Rain Garden Reimbursement

- ***Rain Garden Committee Leader was reimbursed for purchasing mulch.***
- Edging Quotes
- ***Scott is working on obtaining edging quotes***
- Treecology Tree Removal and Trimming (Susan)
- ***Board unanimously approved \$3435.00 for Treecology tree removal and trimming work***

Maintenance Committee Meeting Update

- *Mailbox numbers are being replaced*
- *Wood edging will be placed around the mailbox posts*
- ***WalkAround (May 1, 2019)***
- *Susan reviewed the walk-around status*

HERITAGE GLEN WEBSITE

- *The website is accessible at <http://heritageglenhoa.com>*
- *Personal Touch updated the website and will continue to do so.*

NEW BUSINESS

- *The Association received a card in the mail about a treatment to prolong the life of Ash trees from the Emerald Ash Borer. Rainbow Tree Care, working with the City of Woodbury, is offering free inspection of our trees and a substantial discount per treatment. An injection into the trunk of the tree instead of the current soil application appears to work better and lasts for 2 years. We are considering this and will keep you updated.*

Next Meeting: Tuesday July 22, 2019 at 414 Bluebird LN

Heritage Glen Townhome Association
Board Meeting Minutes, July 23, 2019
414 Bluebird Lane, 2 p.m.

Board members Present: Jean Crotty, Susan Kallman, Dawn Podolske

Maintenance Committee members: Pam Buczkowski, Jim Jacobs, Lynne Michaels,
Gene Roggeman

Management Report

Management did not attend and did not provide a report.

Financial Report

It was noted by board members that two CDs are maturing: one on July 30th for approx. \$5476 and one on August 17th for approx. \$10,695. Board members agreed that both should be renewed at the best rate offered by an institution, but Susan would contact Scott & Mary to get their input before decision relayed to Personal Touch.

As of June 30, 2019: Operating fund balance: \$ 50,167.77
 Replacement fund balance: \$ 116,820.65

Committee Reports

Architectural Control – presented question to board about length of time items are allowed to sit in driveway. Dawn to research primary documents.

Maintenance

- Request to reimburse committee chair for expenses approved in the amount of \$109.80.
- Mailbox numbers are being replaced due to weather aging at a cost of \$122. Board voted to approve committee request for up to \$175 to install wood protectors, covered by metal flashing, at base of mailbox posts, since existing metal protectors are badly damaged by weed whipping.
- Irrigation system: committee members briefed the board on status. New controllers were installed last week. A watering schedule variance was approved by the City of Woodbury, allowing the new controllers to water on a schedule other than odd/even. Rick from A1 is the designated system operator. Pam is the on-site volunteer monitor, she cannot operate the system. Homeowners to contact Kay at Personal Touch with any problems they note. Next steps: A1 trains board and committee members on how the system works; Conserva to conduct system audit as required by City of Woodbury.
- Edging – as noted during committee's spring walk-around on May 7, considerable amount of edging needs repair or replacement. Committee to provide board with locations and footage of edging in most need of work, in order to get competitive bids.
- Board approved 2 non-contract invoices from A1, totaling \$1646.49, for irrigation service work.

Social – no report.

New Business

- Annual meeting: Board will set date for annual meeting and announce in August.
- Treecology sprayed for Japanese beetles on Friday, July 19th.

Next board meeting is August 26th.

Joint Maintenance / Board Meeting 7/23/19
Jim Jordan, Steve Roggenman, Lynn Michaeli
Susan Kellman, Dawn Podolski, Jean Croffly

Pam has been contacting Jon Re: next steps. Emailed
Jean C with details. Variance approved

LOMB discussion of odd/even variance and watering

of zones may decrease after audit. Zones were
designed for odd/even system.

Jon sent Conserva the audit info. Up to them to
decide when.

Board and maintain trained on system. To understand
how it works only. Reid from A-1 is the designated
operator of the system. Jon will not get alerts. ^{no} flow meter
flow meter discussion - ask auditor

Need evaluation of "monitoring" the system. Time required.

Maibox numbers are being replaced.

\$59 - metal } for wood/metal flashing at base
64.90 + tax - wood } APPROVED.
123.90

Edging - need to clarify footage and locations for Jon
to make bid.

Lynn Michaeli
Steve Roggenman
Susan Kellman
Dawn Podolski

HERITAGE GLEN TOWNHOME ASSOCIATION

BOARD MEETING

Meeting Date and Time: Monday August 26, 2019 7:00PM

Location: 414 Bluebird Lane

MEETING ATTENDEES:

X Jean Crotty	President and Liaison to Personal Touch
X Mary Helbach	Secretary
X Susan Kallman	Vice President and Liaison to Architecture
X Scott Kienitz	Treasurer and Liaison to Maintenance Committee
X Dawn Podolske	Member at Large and Liaison to Social
X Kay Sand	Personal Touch

- PERSONAL TOUCH MANAGEMENT
- General Management Report
- ***One homeowner is behind three months on association dues. Personal Touch is sending a letter to the homeowner.***
- Treasurer's Report - (**July 2019 Financial Report**)
- Financials: Operating Fund \$53,290.00
- Replacement Fund. \$118,044.17
- **BUDGET**
- **Open/Unpaid Invoices**
- *The Board approved A-1 invoices for irrigation controller and irrigation system maintenance, shrub trimming, and mailbox numbers.*
- *Board approved Reimbursement for edging payment.*
- SOCIAL COMMITTEE REPORT
- ***No Update***
- ARCHITECTURAL CONTROL
- ***No Open Petitions***
- ***In response to a homeowner question, the Board reviewed the length of time an item is allowed in a driveway. The document states that items are not allowed in a driveway more than 48 hours.***
- MAINTENANCE
- Irrigation
- ***Waiting for audit report. Then Heritage Glen can seek partial reimbursement with the City of Woodbury.***
- Tree Trimming
- *Proposals were obtained for tree trimming. Board will review. Trimming will likely occur early to mid winter. Both arborists concur that "none of the trees involved pose an immediate safety issue."*
- Edging
- ***The Board approved additional edging work to address the next most needed areas.***
- Rainbow Tree Care
- ***A quote is forthcoming for ash borer tree injection.***

- Mailbox Post Repair and New Numbers
- ***The Board wishes to thank Lynne Michaels for replacing all of the mailbox numbers!!***
- **Maintenance Committee Meeting Update**
- *Committee met on August 14th*
- *Reviewed mailbox posts and reviewing options to test/sample wrapping posts with drain tile.*

- **Lawn Depressions**
- The Maintenance committee is assigned a task of surveying the front lawn areas for depressions that need to be filled with topsoil and then seeded. The Committee will report their findings to the Board for action.

- HERITAGE GLEN WEBSITE
- *The website is accessible at <http://heritageglenhoa.com>*

- Annual Meeting
- *Annual Meeting is on Tuesday October 8th at 7:00PM (Watch your mailbox for additional notification)*

Next Meeting: September 30, 2019 at 414 Bluebird LN

**Heritage Glen Homeowners Association
Annual Meeting
Trinity Presbyterian Church/2125 Tower Drive/Woodbury, MN
Tuesday October 8, 2019
7:00PM**

Roll Call

Meeting Commencement

Jean Crotty, Board President, commenced the Heritage Glen Annual Homeowners Meeting commenced at 7:07PM

Documents Distributed at Meeting:

**Marc Van Zandt Audit Report
Annual Financial Report from Personal Touch**

Board and Personal Touch Members Present

Jean Crotty- President
Susan Kallman – Vice President
Scott Kienitz – Treasurer
Mary Helbach – Secretary
Dawn Podolske – Member at Large
Kay Sand – Personal Touch Representative (Heritage Glen Management Company)

Confirm Quorum

Quorum was confirmed (30 residents and 23 homeowners were in attendance)

Woodbury Police Safety Overview (Officer Robin Kivel)

Neighborhood Crime Report, dated Oct 2018 – Oct 2019

Heritage Glen has relatively few dispatch calls to our neighborhood. A non-confidential Neighborhood Crime report was passed around for homeowner review.

General Safety Overview

Officer Kivel addressed homeowner safety questions; shared common scam within Woodbury; Provided pamphlets on contact information, Paw Patrol, No Solicitor signs, Code Red, Vacations home checks; Home safety inspection.
Homeowners can contact the Woodbury Police with any follow-up questions tips. Officer Kivel answered many of our homeowner questions.

Neighborhood Watch Program

There are six Heritage Glen Neighborhood Watch Block Captains
Captains are assigned a block of addresses
See the next edition (December) of For The Birds Newsletter that will identify the Captains and associated addresses coverage.

Proof of Notice of Meeting

Reading of Minutes of Preceding Annual Meeting

Homeowners voted to approve that Meeting Minutes of the previous Annual Meeting will not be read at this meeting.

Officers Reports/Board

Board Report (Jean Crotty)

Accomplishments /Highlights

Completed edging for areas identified most in need

Replaced irrigation controllers and upgrading the irrigation system

Trees were sprayed for Japanese Beetles

Lynne Michaels replaced mailbox numbers

THANK YOU to Lynne Michaels for completing this job!

Ash trees were soil treated for the Emerald Ash Borer. There is a one year guarantee.

Gene Roggeman completed the mailbox post wraps. THANK YOU to Gene Roggeman for completing this job!

Proposed Future Board Initiatives

Continue with the Edging initiative

Continue with irrigation repair and replacement

Continue with tree removal and replacements

Review Emerald Ash Borer treatment using injection which as a 2 year guarantee

Increase volunteers for committees

THANK YOU to Betty Koreltz for our managing our For The Birds newsletter. Betty is handling the Heritage Glen Directory Update for 2020 publication (last updated in 2017)

Continue Reviewing Bylaws that homeowner Larry Cozad researched for potential revision to ensure information is up to date

Committee Reports

Treasury Report (Scott Kienitz)

Expecting savings on water bill with new controllers

No Association Dues increase

Replacement budget is in good shape

Homeowners should sign up for monthly automatic withdrawal with Personal Touch. Banks are phasing out accepting checks and requiring automatic payments. Contact Personal Touch or obtain the form from the Heritage Glen website.

Social Committee (Louise Jacobs-chair)

Provided Member introductions and overview of Social Committee activities. Encouraged member participation in the following ongoing activities.

Book Club

Ladies Lunch Group

Men's Breakfast

Annual Heritage Fest/Picnic

Collecting pull tabs for Ronald McDonald House

Architectural Control

Architecture Guidelines help homeowners

Maintenance (Lynne Michaels- Chair)

THANK YOU to Gene Roggeman who is stepping down as the Committee Chair.

Please volunteer- keeps costs down too.

Makes recommendations to the board, identify projects, review cost,

A-1 has one more year on its maintenance contract

Mailboxes were updated and posts wrapped

Irrigation update continues

Election of Directors (Kay)

Open Board Positions

Jean Crotty and Scott Kienitz terms are up.

No new nominations were received. Homeowners voted to approve Jean Crotty and Scott Kienitz each to a 2 year Board terms

Unfinished Business

Replacement Fund- Bylaw Change

Review Bylaws: The Board will review bylaws and declarations to determine potential revision to the replacement fund. The replacement fund bylaws are located in the Heritage Glen Bylaws Declaration. Any bylaw change requires a vote from all homeowners with a 67% homeowner vote to pass.

The Board will review other bylaws to determine whether other amendments/revisions should be considered.

Owner Occupied Units

Reminder that Heritage Glen has an amendment addressing owner occupied units

House Exterior Facing Trim Painting/Driveway Issues etc.

Homeowners can alert The Board to any issues. The Board will review and potentially remedy applicable issues via the Heritage Glen Declaration,

New Business

Tree Pruning and bush removal on corner of Woodduck Circle and Woodduck Drive

Thank you to Kay Sand for timely addressing tree trimming to facilitate traffic visibility as well as her assistance throughout the year.

Adjournment

Motion and approval was made to adjourn the meeting at 8:55PM.

Heritage Glen HOA

October 17, 2019 7pm

414 Bluebird Lane

Present: Jean Crotty/president, Susan Kallman/VP, Scott Kienitz/treasurer, Dawn Podolske/member at large

New Business

Board position assignments

All members present favored leaving positions the same as last year, as shown above. Mary Helbach (unable to attend this meeting) will be contacted to see if she is willing to serve another year as secretary.

Homeowner request for meeting with board

Owner of 324 Blue Heron would like to meet with the board to discuss use of her home as a residential respite care home. Board tentatively scheduled meeting for Monday, October 28. Jean will contact homeowner to determine her availability for this date.

Old Business

Irrigation system

Weathermatic, the manufacturer of the irrigation controllers recently purchased and installed, requires that we assign "ownership" to someone. Board decided this ownership would be held by "Personal Touch on behalf of Heritage Glen HOA." Jean will communicate this decision to Kay at Personal Touch.

Jean announced that paperwork proving payment for controller installation and system audit has been sent to the City of Woodbury, in order to receive the grant money the City offers.

Dirt mound removal

The mound of dirt remaining after a tree removal at the rear of 455 Bluebird Lane needs to be removed or relocated. The board considered two bids. Decision made to offer the job to A-1 Maintenance with the conditions that: 1. the amount be reduced to \$1000 and 2. the work is to be performed this fall before weather conditions prohibit it. Scott will negotiate these conditions with Jon of A-1.

Emerald ash borer protection

Board received a quote from Rainbow Treecare for the chemical trunk injection into ash trees on our property. The board postponed discussion of this, since the work would not be performed until next spring.

Next Meeting

October 28, 2019 at 414 Bluebird Lane.

Heritage Glen HOA
Board Meeting Minutes
October 28, 2019 7:00pm
414 Bluebird Lane

Present: Jean Crotty/President, Susan Kallman/VP, Scott Kienitz/Treasurer, Dawn Podolske/Member at Large, Mary Helbach/Secretary

Absent: Kay Sand

Other Attendees: Natalie Rankins

- 324 Blue Heron Homeowner

A. Homeowner spoke to the Board regarding a forthcoming written request regarding her future use of the home.

- Personal Touch Management

A. INVOICE REVIEW: Board Reviewed invoices and has further questions regarding charges. Scott is following up with A-1; Susan is following up with Treecology.

- Treasurer's Report

- September 2019 Monthly Report is forthcoming from Personal Touch

- Questions still remain as to what action was taken regarding a CD earning .35%.

This CD is due to mature on 11.25.19. Scott will follow up with Dave Smith at Personal Touch.

- Social Committee

A. No new action

- **Architecture**

A. No new action

6. Maintenance

A. BERM REMOVAL: A-1 removed and relocated the berm behind 455 Bluebird Lane per 3-1 Board approval vote taken in the interim of this Board meeting and the last Board meeting.

B. Conserva Irrigation

- Awaiting response to questions regarding 9/11/19 joint meeting between Conserva and Heritage Glen Maintenance Committee.

- **New Business**

Board Approved 10.17.19 meeting minutes

Board Approved Co-President positions for Jean Crotty and Susan Kallman

Next Meeting

December 4, 2019 at 414 Bluebird Lane.

**HERITAGE GLEN
TOWNHOME ASSOCIATION
BOARD MEETING**

Meeting Date and Time: December 4, 2019 7:00PM
Location: 414 Bluebird Lane

MEETING ATTENDEES:

<i>X Jean Crotty</i>	<i>President and Liaison to Personal Touch</i>
<i>X Mary Helbach</i>	<i>Secretary</i>
<i>X Susan Kallman</i>	<i>Vice President and Liaison to Architecture</i>
<i>X Scott Kienitz</i>	<i>Treasurer and Liaison to Maintenance Committee</i>
<i>X Dawn Podolske</i>	<i>Member at Large and Liaison to Social</i>
<i>X Kay Sand</i>	<i>Personal Touch</i>

PERSONAL TOUCH MANAGEMENT

- General Management Report
- Heritage Glen may be able to obtain additional rebate dollars from the City of Woodbury for the Irrigation Audit. Additional review occurring

Financial Report - (November 2019 Financial Report)

- Heritage Glen remains financially sound
- Operating Fund: \$52,380.02
- Replacement Fund \$114,786.71

Great Southern Bank CD

- CD matured and will be cashed and moved into a new CD

Association Dues:

- One homeowner is 1 month late in dues

SOCIAL COMMITTEE REPORT

- **Updated Heritage Glen Directory will be issued in 2020**
Please provide Betty Koreltz at 651-501-0897 with your current contact information

ARCHITECTURAL CONTROL

A. **No new business**

MAINTENANCE

A. Maintenance Committee

- **Committee met on November 15, 2019. The City of Woodbury reimbursed Heritage Glen for the irrigation controller upgrade.**
- **Rainbow Tree**
- Rainbow provided a quote for tree injection. The Board is taking the proposal under consideration.
- **Treecology**
- Treecology invoice was partially paid. Awaiting response from Treecology on deductions taken in the invoice.

HERITAGE GLEN WEBSITE

- The website is accessible at <http://heritageglenhoa.com>
Next Meeting: Tuesday January 28th at 6:30pm

