

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

February 13, 2024 via Zoom

Call to Order. The monthly Board meeting was called to order at 7:01 p.m. Quorum of the Board was present: Lois Bennett, Mark Leibendorfer, Kevin Bush, Therese Spears, and Karen Fassler. Also, present was Allan Orendorff, Trio Community Association Manager.

Homeowners present: Wayne Schroeder, David Longenecker, and Christiane Audi.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Lois, the Board unanimously approved the January minutes.

Member Issues & Questions. An owner reported that two carport light bulbs are needed. Karen noted that one is also needed at 4212.

Maintenance Report. Lois reviewed the following.

- Trash rooms, carports, & D unit stairwells continue to be cleaned.
- Winter tree removal done (1 Aspen at 4320A, a Russian Olive and a Cottonwood along SE fence line). A quote was obtained to repair the sidewalk damage by 4264. Lois will talk with Arborlogical about the cost. There is another sidewalk that is a higher priority so when the repair will be made is to be determined.
- Met with Native Edge on pruning project and parkstrip project. We are not happy with the pruning work and met with them. The parkstrip quote has not been received yet.
- 1149 common sewer line repaired.
- Beginning to establish contracts for 2024 – irrigation, pool, painting, gutters/downspouts. The irrigation contract is signed.
- Gutters/downspouts done on 4310 & 4320 (delayed from 2023).
- Gutters/downspouts for 2024: 1166, 4274, plus one more TBD.
- Developing performance specs for buildings repairs, 3 buildings each to RMI and DCS. Their quotes are due by February 26.
- Buildings selected for repair & painting in 2024: 1166, 4269, 4274, 4310, 4320, & either 4170 or 1110.
- Buildings to be repaired & painted in 2025: 4207, 4222, either 4170 or 1110 plus three more to be determined.
- Stairs, stair railings, balcony railings for 2024 are being determined.
- Brent in Pool School late February, Jesse in mid-March, etc.
- Most of last week was spent on snow and ice removal.

Administrator's Report. Al provided an update on the following.

- Financial Report. Review current financial data, any general dues payment issues. All the accounts receivables have been transferred from Goodwin and reconciled, and we have \$193,000 in prepaid assessments. Everything balances: \$199,745 in checking, \$33,877 in one BMO money market, and \$167,492 in another, and \$10,083 in the fire insurance account. There is \$191,965 in the Capital One reserves account. There is an issue with the way credit cards are recorded as expenses but that should be resolved soon. Lois noted that in early February, we moved funds around so that there is approximately \$70,000 in checking, and all other funds are in interest-earning accounts. BMO accounts earn 3% and the Capital One account earns 4.5%.
- Transition to Trio Status Report
 - PESHAs records from Goodwin to Trio is going slowly (e.g., enforcement letters, emails, contact logs, & photos; and, accounting of all Goodwin charges for 2023). Getting our enforcement records will happen next.
 - Funds owed to PESHAs by Goodwin – reimbursement check or Paychex costs has been mailed but not received, so Lois will follow up.

Old and New Business

- Status of website and storage. Kevin reported that the website has been edited and updated. A new one is being created in WordPress, which will be much easier to use. Storage is a Google matter and he needs access. He and Lois will meet to switch access.
- Elect officers. On a motion made by Kevin and seconded by Karen, the officers remain the same.
- Proposed notification to owners of new “charge” related to enforcement. The board agreed we need to alert owners to the \$75 fee (as per the contract with Trio) to cover mailing and administration of the formal violation notices needed after the Courtesy Notice. There are several other items that need to be sent to owners so this could be added. In our effort to go as paperless as possible, the information will be sent via mass emails and regular mail to the few owners without email. Trio will send the information since they keep the address of record. The goal is to send the information by the end of next week.
- Update on governing documents amendment project. Karen described the project to review and amend our Declaration, Articles of Incorporation, and Bylaws. It is recommended these documents be reviewed every five years (10 at most). Our documents are 49 years old and some provisions are outdated, impractical, no longer appropriate, which has a practical impact on the board’s work. There are three stages: drafting the documents and the initial review; presenting and discussing the final drafts with owners; and, approval. We are just starting the drafting stage. It is a legal process and we estimate it will take six months. Our attorney is very involved, from drafting the documents to managing the process. All owners will be involved. There will be an owners meeting(s), mailings, and the Declaration must be approved by the owners (67% by law). The Articles are filed with the Secretary of State and the Bylaws are approved by the board.

Executive Session. The board went into executive session at 7:44 p.m. to discuss several individual enforcement actions and returned at 8:19 p.m.

Adjournment. On a motion made by Karen, seconded by Mark, and unanimously carried, the meeting adjourned at 8:19 p.m.