

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

January 14, 2025 via Zoom

Call to Order. The monthly Board meeting was called to order at 7:03 p.m. Quorum of the Board was present: Lois Bennett, Karen Fassler, Mark Liebendorfer, Ruli Warner-Rosen, and Greg Butt. Also present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Aaron Wilson (tenant at 1131C attending on behalf of Karsten Baumann), Martin Walter, and Carol Conzelman.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Lois, the Board unanimously ratified the decisions made outside a meeting to approve the November Board meeting minutes and applications for a radon pipe, a heat pump, and a patio storm door.

Member Issues & Questions. Carol expressed her disagreement with the decision on the relocation of the 1129D Unit's heat pump. Lois offered to call or meet to discuss her points if desired since time had expired. Lois stated for the record that owners only own what is within the lot line and have an easement for the exclusive use of the patio; everything else is Common Area controlled of the Board. It is also noted that exterior modifications are not discussed with or subject to the approval of neighboring owners. Carol would like some remediation and was instructed to email a written request to the Board. Brent will look at the ice problem she noted.

Facilities Manager's Maintenance Report. Brent gave the report covering the following item.

- Carport sweeping, light checks, groundskeeping (fire mitigation).
- A new mailbox was installed near 4269.
- Periodic snow removal and ice mitigation.
- 1160 sewer repairs have been delayed.
- 2025 contracts are signed for paving asphalt and concrete, grounds, snow removal, tax preparation, irrigation, and a reserve study. 2025 contracts or agreements are in progress for painting, pool services, a financial review, the 2nd phase of the parkway strip project, and building repairs.

Administrator's Report. Al provided the financial report. As of December 31st, the balance in operating was \$75,581 and \$220,349 in the reserve. Income was \$34,000 over estimated. We were \$114,000 over in the operating budget due to unexpected increases in capital reserve projects and water expenses. The reserve balance is down compared to prior years, i.e., target of \$300,000. This is part of the reason for assessment increase as we begin rebuilding the reserve. It was noted that the figures may change once an accounting question is answered.

Old and New Business

- Review projects.
 - Governing documents – Karen is waiting for a response on the draft documents and whether we are on track to have them at the end of January. She will also ask about the length of the comment period given the comments at the annual meeting.
 - Records retention – Karen is reviewing the policy for changes, will create a form and retention schedule, and then the files will be reviewed when the weather is better and it is lighter, e.g., begin in April/May. Lois asked why at least some of this effort could not commence sooner (e.g., February/March/April) and should involve more of the Board because doing it later will conflict with Annual Architectural Survey effort. Karen said we need the approved retention schedule and she has planned to ask others to participate.
 - Hiring additional part-time seasonal help. Brent is working with a \$5,000 to \$6,000 budget and recommends paying \$16-18/hour for 20 hours/week over 14-16 weeks beginning in mid-May. He has drafted a job description and is working on sourcing.

- Computer equipment. The old printer was replaced. The monitor quit so Brent donated a replacement. Brent and Greg will begin looking at a computer replacement (7 years old). Greg noted it can probably wait for next year's budget. The issue with Google storage issue is being worked on.
- Pool furniture. It is time to finalize what we want, contact suppliers for costs and lead times. Ruli said now is good for pricing and lead time.
- Bank signature card. Lois will send the form so each director can fill in their information.
- Election of officers. On a motion made by Karen and seconded by Mark, the Board unanimously approved the slate of officers: Lois as President, Mark as Vice President, Karen as Secretary, and Ruli as Treasurer.
- Towing contract needs a list of those authorized to call for towing. It was decided all staff and Board members will be listed.

Adjournment. On a motion made by Lois, seconded by Karen, and unanimously carried, the meeting adjourned at 8:09 p.m.

Submitted by *Karen Fassler, Secretary*