

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

February 11, 2025 via Zoom

Call to Order. The monthly Board meeting was called to order at 7:05 p.m. A quorum of the Board was present: Lois Bennett, Karen Fassler, Mark Liebendorfer, and Greg Butt. Also present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Sandy Lowrey, Wayne Schroeder, Brian Coventry, Mary Newell, Therese Spears, Christiane Audi, Bjorn Bergman.

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

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Lois, the Board unanimously ratified the decision not to approve an operating expense.

Member Issues & Questions.

- Brian asked if there is any solution to the issue of insufficient parking spaces. Brent said he and Jesse try to address the problem with students but the issue is not limited to the timeframe when students park. There is no way to add additional parking spaces to our lots, although we will look at it when the lot is repaved.
- Sandy asked about the expectations for landscaping in front of one of their units (currently some roses planted by HOA along with other plants). She also asked if there is a solution to the black downspout extensions that are unattractive. Brent, Lois, and Sandy will meet to discuss ideas.
- Christiane said the composting dumpster in her unit's parking lot is ugly and we did not move it in two months as we said we would over two months ago. Its location is very helpful for maintenance staff. She suggested it be located by the community garden or the office. Lois said it is a community-wide issue and we must consider composting needs. In addition, snow and ice removal is the current primary focus.

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

- Snow removal & ice mitigation in January has been rough to deal with.
- 1160 sewer repairs. Ray's Backhoe will have the saw cutting done as soon as the pavement is bare, but main project will be shooting for last week of February.
- Additional contracts established for 2025: building repairs (with DCS) and pool services (with Mr. Pool).
- Planning for phased paving of cul-de-sac 1150-1186. This phase involves five buildings and is complex so Lois and Brent will be sending information letters and conducting Zoom and in-person meetings with those impacted.
- Hamilton Towing has the required sign printed and will meet with Brent next week. The first two signs are free and we need to pay for the others.

Administrator's Report.

AI provided the financial report for January. There was \$132,624 in operating funds and \$402,364 in reserve funds for a total of \$534,988. We brought in \$114,000. Operating expenses were approximately \$2,000 under the estimate but landscaping \$800 over. It was noted that interest income was a little less this month because rates are going down. Lois suggested transferring a portion of the estimated \$39,469 surplus into the reserve monthly to earn more interest. The surplus is intended to cover unexpected operating expenses during the year with any remainder going into the reserve to help build it. The entire estimated surplus will not be transferred but the Board agreed to transferring \$1250 per month.

Old and New Business

- Review and adopt records inspection and document retention policies. Proposed changes to the Inspection and Copying policy were mostly "housekeeping", e.g., ensuring the list is complete, clarifying some of the wording, and correcting some formatting and punctuation. After discussion, Karen moved to adopt the policy as revised during

the meeting. Lois seconded and it was unanimously approved. A proposed new Document Retention and Destruction policy was discussed. It fulfills the need for efficient business operations and makes sure we are keeping documents in accordance with legal requirements. The discussion focused primarily on the retention schedule. Karen moved to adopt the policy as revised during the meeting, Lois seconded, and it was unanimously approved.

- Switch to Google Workspace for nonprofits. Greg reported that the transition of IT support to him is almost complete. He has been exploring a change to Google Workspace for nonprofits, which may be free, and provided some of the advantages. It would allow Board members to have individual emails instead of using personal email addresses, there is much more storage space for free, and there are tools and shared drives that may be useful. As part of his further exploration, one question is whether our nonprofit status is eligible for the no cost version since we are not a 501(c)(3) charitable organization.

Adjournment. On a motion made by Karen, seconded by Mark, and unanimously carried, the meeting adjourned at 8:39 p.m.

Submitted by *Karen Fassler*, Secretary