

The Courtyards at Prairie Fields
HOA Board Meeting
November 18, 2017

Present: David, Gordon, Kate, June, and Brian

Not Present: Amy

Board roles and responsibilities:

The first order of business was to discuss and assign roles for the new board. Dave went through each of the roles and we volunteered for the position. The roles were then agreed on by everyone else.

- Gordon – President
- Dave – Vice President
- June – Treasurer
- Brian – Secretary
- Kate – Member

Financials Update:

Checking account - \$28,449

Reserve - \$51, 682.92 (*my penmanship was slightly off for this, if a correction is needed, let me know*)

We keep 20k in the checking account at all times. At the end of every quarter whatever is over the minimum amount gets deposited into the reserve account.

Delinquent Issue:

A condo owner is delinquent in payment of condo association fees. The owner owes over \$3k in past dues. A lien has been placed on the home. The board voted 5-0 that our lawyer (Matt Deery) will file a small claims suit against the owner.

Roof Renovations

In going over the financials, Dave mentioned that we are probably about 10 years away from needing to replace roofs. We will need to do this in phases as some buildings are older than others.

- 60 units
- 10 units/6 buildings

Snow Removal:

The board agreed to the contract Prairieview Landscape Company snow removal proposal by a 5-0 vote. The board voted to have salting done for any type of inclement weather that called on the parking lot to be salted. Brian will be responsible for calling. The board also chose to have the company automatically do snow removal with accumulations of 2" or more.

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The board also discussed the possibility of providing salt to any residents who want salt. Potentially send out an email and have people request salt. We will then purchase the salt and have it delivered to them.

****We need to discuss with Bill the possibility of splitting the snow removal cost with Bill. The apartment complexes share roads with the condos and we should not solely be responsible for the costs associated with snow removal. Dave said he would discuss with Bill****

For Sale/Rent Signs:

The board voted to have NO signs outside the entrance to the condos. The signs are distracting and not taken care off.

- Confusion as to whether or not this was an issue that could be resolved by the board, or do all the members need to vote on it?
- We will need Amy to send out a notice to residents

Parking:

The “parking” by the west lot has no lines painted on it. Lines need to be painted especially by the curb cut. Cars park there and block the accessible entrance because no lines have been painted.

- Have Amy ask Bill to do this

Trash Cans:

People are still not putting trash cans away. We discussed multiple ways to label the cans so that we can keep track of who is and is not putting cans away. We did not finalize a way to label the cans. We also discussed putting notes on each of the cans reminding residents that trash cans must be stored in their garage.

We want Amy to include a reminder in big font for the first letter that is sent out in January.

New Development Being Built:

There is a new development being built behind the units on Essex by Prairie Fields. There is a giant mound of dirt, and concerns about water/drainage were brought up. Have Bill check it out and update the board

Balconies:

We replaced two bowed out balconies. We put cedar wood where the balcony used to be. This should prevent pigeons from nesting.

Smoking/Non Smoking Units:

We tabled this discussion for our next meeting.

Light Fixtures:

Gordon noted that the candelabra style light on 104 Essex needed to be replaced – more bulbs were needed.

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He also noted that the double spotlight at 102 Essex one of the fixtures had a lightbulb stuck in it and while the light bulb was taken out, the fixture now needs to be fixed as a lightbulb cannot be placed inside.

Things that need to be done:

- Discuss snow removal cost with Bill
- Receive an update from Bill about the development behind the units on Essex
- Send out notices to residents about signs in the entrance
- Paint lines by the west end of the courtyard parking
- In the next letter for dues, include reminder in large font about trash cans

Next Meeting:

A preliminary date of February 10, 2018 at 1:00 PM was agreed upon for our next meeting.