

Heritage Glen Townhome Owners Association

Board of Directors Meeting, January 24, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, Gene Roggeman. Also present: Kay Sand/ Personal Touch

Management Report

- A. A question was raised at the last meeting regarding where Heritage Glen is in the snowplow rotation. A-1 Maintenance reported that we are first or second.
- B. A request from a cancer survivor for a pink trash container was approved. Please remember that homeowners wanting a different colored trash container must seek board approval.

Financial Report

The overall budget remains in excellent shape. The current Operating Fund has a balance of \$35,822.75. The balance in the Replacement Fund is \$86,512.70.

Committee Reports

- A. Architectural
No report.
- B. Social
The board approved a request from chairperson Betty Koreltz that the Heritage Glen picnic be moved from September to the middle of June. The last two September dates have been cold. The board also agreed that the newsletter would continue to be placed in the non-postal boxes under the mailbox rather than on door handles.
- C. Maintenance
No report.

Old Business

- A. All homeowners who did not request a copy by email of the revised leasing amendment will be sent a hard copy via regular mail. There are 3 leased properties that will be “grandfathered” in under the new amendment.
- B. The board is waiting to hear if we received approval of the grant for the rain gardens from the Washington County Conservation District.

Next Meeting Date

The next board meeting will be Monday, February 26, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, February 25, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, Gene Roggeman and Kay Sand from Personal Touch.

Management Report

- A. Concerns were raised regarding snow removal in front of garage doors and the shoveling of the sidewalks in a timely manner after a snowfall. These concerns will be addressed to A-1 Maintenance.
- B. Kay will check on the status of the tree survey and report back to the board.

Financial Report

The overall budget remains in excellent shape. The current Operating Fund has a balance of \$35,440.40. The balance in the Replacement Fund is \$99,800.48. A total of \$33,427.78 was transferred from a maturing CD for the rain gardens. The majority of our costs will be reimbursed by Washington County once the rain gardens are approved and installed.

Committee Reports

- A. Architectural
No report.
- B. Social
No report.
- C. Maintenance
No report.

Old Business

- A. There are currently three rental properties in Heritage Glen. They are mostly in compliance with the new leasing rules and regulations. The board will be talking with individual owners about any remaining issues.
- B. The board is waiting to hear if we received approval of the grant for the rain gardens from the Washington County Conservation District. The district will be meeting on March 5.

New Business

- A. The board reviewed and discussed the old leasing guidelines. New guidelines will be written to conform to the amendment.

Next Meeting Date

The next board meeting will be Monday, March 18, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda

Heritage Glen Townhome Owners Association

Board of Directors Meeting, March 18, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, Gene Roggeman, Kay Sand from Personal Touch, and Andy Schilling from the South Washington Watershed District.

Management Report

- A. Kay will report back to the board on the status of the tree survey.

Financial Report

The overall budget remains in excellent shape. The current Operating Fund has a balance of \$38,285.81. The balance in the Replacement Fund is \$101,139.39. A total of \$34,734.59 will be split into two CDs worth approximately \$17,367.30 that will mature in March and April of 2014.

Committee Reports

- A. Architectural
No activity to report.
- B. Social
The Board approved a recommendation requesting that the "For The Birds" newsletter be mailed along with the Board Minutes. Delivering at the door in inclement weather has sometimes been hazardous. Other problems were also observed when leaving the newsletter in the paper boxes.
- C. Maintenance
No activity to report.

Old Business

- A. The South Washington Watershed District granted \$12,000 to help defer costs for Native planting 4 and Rain Garden 7 on the Heritage Glen plan set. This is the first phase of the projected plantings. The county was given approval to proceed with the design work and an estimate of total costs, while the Board reviews a list of recommended contractors.

New Business

- A. The Board reviewed a draft of the Leasing Rules & Regulations, which will be revised and presented at the next meeting. When approved, it will be mailed to all homeowners.
- B. Concerns were raised regarding mailbox tampering and possible stolen mail. Kay will provide the board with a quote for new individual locked mailboxes. A sample box will be made available at the summer picnic. Homeowners will be surveyed before any decision is made.

Next Meeting Date

The next board meeting will be Tuesday, April 30, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, April 30, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, Gene Roggeman and Kay Sand from Personal Touch.

Management Report

- A. Concerns were raised regarding the pooling of water and a sprinkler head, landscape edging, and a sinkhole. These concerns will be addressed to A-1 Maintenance during the spring walk-around.

Financial Report

The overall budget remains in excellent shape. The current Operating Fund has a balance of \$40,318.11. The balance in the Replacement Fund is \$102, 512.75.

Committee Reports

- A. Architectural
No activity at this time.
- B. Social
The social committee is meeting on Thursday, May 9th to discuss a date for the annual picnic.
- C. Maintenance
As of this writing, the date for the spring walk-around is scheduled for Thursday, May 16th at 10:00 a.m. All those interested should meet at 442 Bluebird Lane. The start of irrigation is pending due to inclement weather and the apparent beginning of a new ice age.

New Business

- A. The board reviewed the tree inventory census completed by Heritage Shade Tree Consultants, which involved an analysis of the current condition of trees on the property. The board will consult with the company to determine if any trees are not worth saving and what are good replacement trees.
- B. The board will continue to investigate the costs of replacing the mailboxes.
- C. Kay Sand will investigate the Woodbury ordinance regarding fireworks.

Old Business

- A. On April 30, 2013, the board unanimously approved the new leasing rules that were rewritten due to the amendment to the declaration that was passed earlier this year.
- B. Due to the prolonged winter and snow, the conservation district hasn't been able to measure for rain gardens.

Next Meeting Date

The next board meeting will be Wednesday, May 22, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, May 22, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, and Gene Roggeman.

Financial Report

The overall budget remains in excellent shape. The current Operating Fund has a balance of \$48,305.48. The balance in the Replacement Fund is \$103,895.40.

Committee Reports

A. Architectural

No activity at this time.

B. Social

The annual picnic is scheduled for Saturday, June 15 from 12:00-2:00 p.m. at 331 Bluebird Lane.

C. Maintenance

Treatment for the Japanese beetles will begin the week of May 26, weather permitting and after grounds are mowed. Irrigation will begin as is needed.

The board discussed concerns noted during the spring walk-around and actions to be taken by A-1 maintenance, the board, or Personal Touch. Letters regarding specific concerns will be mailed to homeowners.

New Business

- A. Using the recently completed tree survey, the board will determine what trees may not be worth saving and what are good replacement trees.
- B. An "inventory tracker" will be drawn up to track any items removed from Heritage Glen.
- C. Information regarding the use of fireworks will be included in the June newsletter.

Old Business

- A. The board will hold a special meeting with Andy from the conservation district on Thursday, June 6th to discuss plans for the upcoming rain gardens.
- B. The board is waiting for new information regarding the costs of replacing mailboxes.

Next Meeting Date

The next board meeting will be Tuesday, June 25, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda. The focus will be the yearly budget.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, June 25, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, Gene Roggeman, and Dave Smith from Personal Touch.

Financial Report

The overall budget remains in excellent shape. The current Operating Fund has a balance of \$48,540.07. The balance in the Replacement Fund is \$105,289.27.

Committee Reports

- A. Architectural
No activity at this time.
- B. Social
The weather cooperated, and we had a good turnout for the annual picnic on Saturday, June 15.
- C. Maintenance
Personal Touch has mailed letters to homeowners regarding board concerns noted during the spring walk-around. Homeowners reporting concerns have been—or will be—contacted by a board member and/or by Personal Touch.

New Business

- A. Dave Smith reviewed the proposed annual budget with the board.
- B. Dave Smith at Personal Touch will draft an “inventory form” for the irrigation water meters that appeared to be lost in the spring. The form will be emailed to A-1 maintenance. They will sign the form and be responsible for the storage of the meters after a plumber removes them.
- C. Jim will look into an alarm system for the irrigation boxes for security reasons.

Old Business

- A. Dave Smith will assist the board in obtaining a spreadsheet from Shade Tree Consultants regarding trees that are in poor condition. This spreadsheet will be sent to the arborists at Treecology, who will then consult with the board to determine what trees may not be worth saving and what are good replacement trees.

Next Meeting Date

The next board meeting will be Wednesday, July 17, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, July 18, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, Gene Roggeman, and Dave Smith from Personal Touch.

Minutes from Last Meeting

- A. Minutes were amended indicating that the board had authorized “Branching Out Tree Service” to remove some trees.

Management Report

- A. Personal Touch and/or the board will send letters or contact homeowners directly regarding board concerns.

Financial Report

The overall budget remains in good shape. The current Operating Fund has a balance of \$47, 965.53. The balance in the Replacement Fund is \$101, 560.73. Money from CDs maturing on July 29 and August 15 will be reinvested for another year.

Committee Reports

- A. Architectural
No activity to report.
- B. Social
No activity to report.
- C. Maintenance
Jerry will contact Jon at A-1 regarding mid-July inspection of sprinklers as outlined in the contract, and concerns surrounding watering, drainage, sod and seeding.
- D. Ad Hoc Committee
Andy Schilling from the Washington Conservation District met with the board to review the final plan for the rain garden. The plan includes 27 species of flowers, grasses, and sedges and 30+ shrubs. Requests for bids will be sent out next week to at least 3 companies. A bid will be awarded at the August board meeting.

New Business

- A. Susan will send information to Chris at Treecology concerning dead or dying trees and set up a time when he can meet with the board to discuss tree replacement costs.

Old Business

- A. Jerry will contact Jon at A-1 to discuss the creation of a system in which Personal Touch is notified when designated projects are completed.

Next Meeting Date

The next board meeting will be Tuesday, August 27, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, August 27, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, Gene Roggeman, and Kay Sand from Personal Touch.

Financial Report

- A. The board is considering an adjustment in the monthly dues based on the finalized budget. Next year's budget and end-of-the-year statement will be available at the annual meeting.

Committee Reports

- A. Architectural
Personal Touch will send letters or contact homeowners directly regarding concerns.

- B. Social
No activity to report.

- C. Maintenance
The board authorized A-1 to purchase a new or repair the current irrigation clock.

Sod will be replaced in mid-September, depending on the weather. Homeowners will be provided with watering instructions.

Homeowners where trees will be replaced will be sent a flyer that has 5 choices of replacement trees. The choices are: swamp white oak, autumn blaze maple, hackberry, hybrid elm or honey locust. These are the top tree selections for clay soils recommended by Treecology.

Old Business

- A. The Rain Garden bid was awarded to Outdoor Concepts for \$16,536.00. The board solicited bids from 8 suppliers and 3 responded.
- B. Affected homeowners will receive an invitation to an on-site meeting that is scheduled at the intersection of Wood Duck Drive and Blue Heron Lane at 6:30 p.m. on September 11. Board members and Andy Schilling from the Washington Conservation District will be available to discuss the plan and to answer questions regarding the rain garden installation. All homeowners are invited to attend.

New Business

- A. Two two-year terms are open on the board. Heritage Glen association members who have not served on the board are encouraged to apply.

Open Forum

- A. A homeowner presented a petition for a leasing waiver, and the board took it under advisement.

Next Meeting Date

The annual board meeting is scheduled for September 24 at 7:00 p.m. at Trinity Presbyterian Church at 2125 Tower Drive.

Heritage Glen Townhome Owners Association Annual Meeting

September 24, 2013

Trinity Presbyterian Church, 2125 Tower Drive in Woodbury

Board President Susan Kallman called the meeting to order at 7:10 p.m. Other members of the board present were Jim Jacobs, Gene Roggeman, Jean Crotty, and Jerry Peterson.

Due to a medical emergency, the Board excused the representative from Personal Touch Property Management. Jean Crotty assumed the duties.

Susan confirmed that we had a quorum or 10% of the membership present to conduct business.

Board Report

- A. Susan reported on the tree survey initiatives, the amended declaration disallowing additional rentals. Future initiatives include planting a rain garden and beginning a tree replacement program.

Financial Report

- A. Gene Roggeman summarized the Financial Report, which indicated that our association is in good financial condition. As of the end of the fiscal year on June 30, 2013, the Operating Fund balance was \$47, 965.53, and the Replacement Fund balance was \$101, 560.73.

The possibility of raising the monthly dues by \$2.00 to cover the deficit between expenses and income in the proposed 2013/2014 budget was discussed.

Committee Reports

- A. Architectural
Requests were received and granted for egress window wells, a satellite dish on a roof, and a handicapped ramp. The architectural committee can pre-accept requests that adhere to the Heritage Glen guidelines.
- B. Social
The Heritage Glen picnic was deemed a success and will continue to be scheduled in the early summer months. Newsletters are now being mailed along with the board minutes. A request was made that anyone moving should leave their copy of the by-laws for the new homeowners.
- C. Ad Hoc/Rain Garden
The project will begin in late September. The rain garden will eliminate much of the phosphorus from draining into the sewer system. The majority of the cost will be paid by a grant from Washington County. The board is planning to apply for a second rain garden grant next year.

D. Maintenance

Sprinkler heads were replaced or adjusted as problems were detected. Sprinklers will be shut off soon, depending on the amount of rainfall. Two walk-a-rounds were completed along with the repair of utility boxes. The possibility of replacing the tube boxes under the mailboxes was raised.

The Board and membership thanked Karl Bozicevich (architectural) Betty Koreltz (social) and Ray Buczkowski (maintenance) for their outstanding work and dedication in leading their respective committees. Also, thanks to Board member Gene Roggeman for heading the Ad Hoc/Rain Garden committee.

Election of Board Members

Current members of the board up for election, Jean Crotty and Jerry Peterson, volunteered to serve for another two-year term.

New Business

Concerns were raised regarding muskrats digging holes in the backyards near the pond on Wood Duck Circle, moving a splash guard while mowing, shoveling a handicapped ramp in winter, and turning off sprinklers to prevent puddles and soft spots from forming. A written request was also received regarding a broken drainage system. These issues will be referred to A-1 Maintenance.

Congratulations to Katherine Line who won the drawing for a \$96 credit against monthly dues.

The meeting was adjourned at 8:50 p.m.

Next Meeting Date

The next board meeting will be Thursday, October 24, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, October 24, 2013

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Susan Kallman, Jean Crotty, Jerry Peterson, Jim Jacobs, and Gene Roggeman.

Financial Report

- A. The board approved a two-dollar increase in the current \$96 monthly association fee beginning in January 2014. The board has held off increasing the fees for three years.

Committee Reports

- A. Architectural
The board approved a petition to install a rooftop Direct TV satellite dish. A second petition regarding the installation of a garden was returned to the committee for review and clarification.
- B. Social
No activity to report.
- C. Maintenance
Jerry will contact A-1 regarding the water meter sign-off form.
- D. Ad Hoc
The rain garden is in progress and should be completed by the end of the month.

Old Business

- A. Treecology has completed the requested tree replacement. Homeowners that had trees replaced will receive an informational flyer.
- B. Jean will contact the city in regards to a tree not on our property, which presents a potential danger to an association member's house.

New Business

- A. New Board Appointments:
Co-presidents — Jean Crotty and Jerry Peterson
Treasurer — Gene Roggeman
Secretary — Jim Jacobs
At large — Susan Kallman

Board Liaison Assignments:
Jean and Jerry — Personal Touch and A-1
Gene — Ad Hoc Rain Garden and Maintenance
Jim — Architectural
Susan — Social

Jean, Jerry, Jim and Gene would like to thank Susan for her outstanding dedication and leadership as past president of the board.

Open Forum

- A. A homeowner presented an architectural petition to plant arborvitaes between 442 and 446 Bluebird Lane. Both homeowners signed off on the proposal. The board took it under advisement.

Next Meeting Date

The next board meeting will be Tuesday, November 26, at 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda.

Heritage Glen Townhome Owners Association
Board of Directors Meeting, November 26, 2014

Location: Caribou Coffee, Oakdale; 6:30 pm

Board members present: Jerry Peterson, Susan Kallman, Jean Crotty, Jim Jacobs, Gene Roggeman and Kaye Sand from Personal Touch.

Management Report

Only one unit is in arrears on Association dues and will be up to date in mid 2014.

Several homeowners have called to complain about problems with the irrigation system. Correcting individual deficiencies is an expensive proposition if they are not serious defects. More regular oversight may be a cost effective way to minimize these problems. Having A-1 check the irrigation system monthly for several months following startup was proposed. A-1 will be approached regarding the potential cost and, if reasonable, this requirement will be included in the Maintenance Contract which is coming due in 2014.

Personal Touch sent letters to homeowners regarding Board input on the tree replacements as well as some other matters.

Financial Report

The overall budget remains in good shape. The current Operating Fund has a balance of \$35,958.76. The balance in the Replacement Fund is \$101,126.92. We are waiting for the check from the Washington County Conservation District with completion of the Rain Garden.

As proposed at the Annual monthly meeting dues will be increased by \$2.00 to \$98.00 on January 1, 2014 after no adjustment for three years.

Committee Reports

Architectural

No activity to report.

Karl Bozicevich did make a couple of interesting proposals for Board consideration:

The Association could locate a free book exchange facility in one of the two circles or another location to be determined for use by members and passersby. He would be willing to construct and install one if the idea was accepted by the Board/ community and he provided a couple of sketches. **The Board members expressed interest and would welcome your input.** This idea will be reviewed at a future meeting.

Karl also brought up the idea of having an Association website. This could be a member resource for the H-G Residents Directory, Architectural Guidelines, "For The Birds" and other information, which might serve the members of our Association. He would be willing to set it up and has experience in doing so. He was asked to draw up a plan to present at a future Board meeting. **Your input would also be welcome on this issue. Talk to Karl or a Board member.**

Social

No activity to report.

Maintenance

A number of the paper tubes under mailboxes are damaged and should be replaced. Some of the mailbox posts also are in need of replacement. Ray Buczkowski located a source for equivalent paper tube replacements at a very low cost. **The question was then raised, do we wish to replace the damaged paper tubes or simply eliminate all of them. The question of replacing current mailboxes with lock boxes was again raised. The Board decided to survey Association members. An article in the next "For The Birds" will request your input.** The decision on paper tubes is on hold until the lock box issue is resolved, hopefully by this spring.

The north and south irrigation boxes need painting.

Ad Hoc Committee

The first rain garden is now complete and should become active in the spring rains. When the check arrives from Washington County our cost is less than \$4,000.00 for a \$16,500 project.

Gene Roggeman will move forward on the application for funding a second rain garden. The next contract will include a clause related to any irrigation line damage during the installation.

Old Business

Jerry has contacted Jon at A-1 and a system is in place where Personal Touch will be notified when designated projects are completed.

The newly installed trees are looking good.

New Business

To prevent irrigation delays due to lost meters as happened this past spring a form is in place (now signed off) with Personal Touch to make certain this does not occur in future years.

Next Meeting Date

No meeting in December. The next board meeting will be Tuesday, January 21, 6:30 p.m. at the Caribou Coffee in Oakdale. Regular agenda.