

Heritage Glen Townhome Owners Association

Board of Directors Meeting, February 12, 2015

Location: 414 Bluebird Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman and Susan Kallman, plus Lynne Michaels and Kay Sand/PTM

Management Report

Completed request for Resale Disclosure for sale of 406 BBL. No home owner concerns.

Financial Report

The overall budget remains in good shape. As of January 31, 2015 the Operating Fund had a balance of \$46,589.16. The Replacement Fund balance was \$115,259.51. Over 50% of this fund continues to be invested in CDs. The next one comes due in July and will likely be reinvested unless something unforeseen occurs.

Committee Reports

Architectural - No report. Julie has received no requests for the Architectural Guidelines, Standards and Criteria, Version 2.0 made available at the Annual Meeting. Anyone wishing this document can contact her or review it by visiting the web site heritageglenhoa.com

Maintenance – No report

Social – Betty Koreltz is putting together the next H-G newsletter so if you have any items of interest contact her.

The committee decided the following:

- **The H-G Community Garage Sale** will be held Friday and Saturday, June 12 & 13, from 9am to 4pm each day. Full details will be in the March newsletter. They will certainly appreciate your participation.
- Our **Annual Picnic** will take place following the garage sale beginning at 5:00pm on Saturday, June 13. The location has yet to be determined. Preliminary notice will be in the “For the Birds” newsletter. A flier will be distributed about a week prior to the garage sale and picnic.
- The next social event will be a **Bunco Party** on Saturday, April 25th at 7:00pm, location yet to be determined. The committee relies on volunteers for use of their driveway/ garage or home for these events. If you are willing to do so contact Betty to make arrangements. She will also make and distribute a flier for this event.

Ad hoc

Information supplied by Andy Schilling/South Washington County was used to request bids for H-G Rain Garden #2. The request for bids in 2014 was cancelled due to the poor response generated by the long winter and wet spring. The 2015 request for bids was submitted to ten contractors. At this point we have received responses from four of them plus three more have called seeking additional information. The cutoff date for submission is March 20th which should allow the Board to review and hopefully make a decision at the next Board meeting.

New Business

- Kay followed up with the City of Woodbury on a bill for irrigation water that was grossly out of line with previous billings. The city ultimately determined that H-G was over-billed, via (Autopay), \$1974.96. The Board requested an immediate refund since the irrigation billing is a long ways away.

Old Business

Lynne Michaels previously agreed to head a committee to study the feasibility of installing locking mailboxes in our community. Gene Roggeman reported on the committee's findings. Previous estimates exceeded \$20,000 to totally replace the current structures and install new locked mailboxes. The committee determined that:

- Most of the posts are sound but would benefit by having the base wrapped with a color coordinated barrier to prevent weed whipping damage.
- The cross pieces would need to be replaced to accommodate the new mailboxes.
- The openings of the new boxes are defined by US Postal Service regulations.
- The plastic tubes under the current boxes would not be replaced as they are expensive to purchase and seem to have little practical value.
- Karl Bozicevich has agreed to remove and replace the crossbars, then install the locking mailboxes with the assistance of H-G Association volunteers.
- The replacement mailboxes will cost approximately forty dollars apiece.

The cost of this project is estimated at \$5500. The Board voted to move forward with it as soon as the weather and time permit. **Our thanks to Lynne, Gene and Karl for their effort.**

Next Meeting

The next board meeting will be Tuesday, March 24, 6:30 p.m. The meeting will again be at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, May 28, 2014

Location: 414 Bluebird Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman and Susan Kallman, plus David Smith/ PTM, Karl Bozicevich/ Maintenance Committee Chair & Debbie Mullen/ H-G resident

Management Report (Calls received)

- * 466 BBL concerned about a metal rod coming up through asphalt in driveway. Told that driveway is homeowner's responsibility. Party indicated an interest in replacing with concrete.
- * 447 BBL concerned about weeds and dandelions in yard plus damage caused by snow ploughs this winter. This issue referred to A-1 for follow-up.
- * 316 BHL concerned about water drainage and sump pump's excessive running time. Issue referred to A-1 for review and recommendation to the Board of needed follow-up.
- * Observations on maintenance issues of an H-G property. Board will follow-up.

Financial Report

- * The overall budget remains in good shape. As of April 30, 2014 the Operating Fund had a balance of \$51,748.94. The Replacement Fund balance was \$110,711.61. We have sufficient capital available to handle foreseeable expenses so will not need to take any from our CDs. \$56,930.91 of H-G funds are currently invested in CDs. The budget for 2014-2015 will be determined at the next meeting on June 24.
- * More residents have moved to direct deposit but we are still spending approximately \$250/year for printing the coupon books, which go to members who pay monthly dues by mail.

Committee Reports

Architectural Committee - A request by Karl Bozicevich to add steps to his deck was accepted by the committee, then submitted to and accepted by the Board.

Maintenance – The (2) RPZ valves will be installed in our irrigation boxes this coming Saturday making our irrigation system operational for the season.

* Karl will work with Dave Smith/ PTM to adjust the tree inventory on the H-G website, which will make it available for H-G residents.

Social - **The H-G annual picnic will be June 28.** Look for the details in the next addition of *For the Birds*. A homeowner (one per household) donating a pet food or pet care item at the picnic **will be eligible for a drawing for one of two \$25.00 gift cards. We look forward to visiting with you.**

Ad hoc – Andy Schilling/ Washington Conservation District will be invited to the June Board meeting. He will provide the updated design and details on the Second Rain Garden. He also will provide his observations on the First Garden as well as any corrections needed. The major need will be an adjustment to the 2nd or upper ponding area which is holding water well beyond the 48 hours in the original proposal.

New Business

* Results of the Maintenance committee Spring Walk Around were discussed. Some issues have already been corrected and were dropped from the list. The others were referred to A-1 for correction or PTM to send letters to homeowners advising them of a maintenance issue needing correction or simply an observation of a potential maintenance problem.

* Jon/ A-1 provided an assessment of winter damage due to winter kill and city plowing. He calculated that 12,625 square feet would need to have soil applied and be seeded (using a seed

blanket for the larger areas) at a cost of \$2997.63. The Board approved moving forward on this as ideal seeding conditions will only be with us for a short time.

** Jon/A-1 also assessed our sod replacement needs dividing it into two categories: A-1 responsible, which they would cover at no cost to H-G, and due to other causes not covered in the contract. Estimated cost for replacing the “other causes” 8,594 square feet of damaged sod is \$11,172.00. Considering the cost of this repair and the mediocre to poor results the last time sod was applied the Board rejected this proposal. In its place we propose that the same apply soil and seed (using seed blankets for large areas) process be used in place of sod at the same cost per square foot which would be \$1891.00. If A-1 accepts this will also move forward immediately.

*** A-1 has been replacing some of the more damaged edging on an annual basis. This year the proposal is to replace 328 linear feet at a cost of \$3657.25. The Board approved with billing to occur after July first.

Dave Smith suggested that we consider slit seeding of some damaged, weedy or poorer areas in the fall to promote more vigorous growth of desirable grasses. The Board is willing to consider this proposal later in the summer.

* Japanese Beetles do not have a significant presence at this time so we will not be treating for them as it would be a wasted expenditure of funds. This could change if they become plentiful as in some previous summers.

* We will be reviewing the process used for homeowner architectural requests at a future meeting.

Old Business

* Chris Romer/Treecology will be proceeding with the removal and replacement of trees as approved by the Board. He will also be correcting the root girdling issues of many of our Linden trees to improve their long term health. The resident at 454 BBL is selling and requested that the tree replacement on the property be delayed until the new owners have taken possession. The Board agreed to do so if it worked with our contractor.

* We have a quote from BEI Exterior Maintenance Corporation for providing and installing new mail box posts, then installing new keyed mailboxes provided by our Association. The quote does not include removal of the old posts so will be returned for adjustment. Since we only have the one bid this was tabled until the next meeting.

Open Forum

* Debbie/288 BHL stated that the area behind her home is very spongy and requested that the Board have someone provide an evaluation and, if possible, a correction for the situation. She indicated that water backs up in the area and has caused problems.

** Debbie also wondered if anyone has considered holding a neighborhood garage sale. She proposed holding it a week after the Lions’ sale and feels a number of residents could benefit.

Might you be interested? If so check the next issue of *For the Birds* and followup.

Items for the Newsletter

* The next *For the Birds* will include an article on the proper maintenance of sump pumps. A number of H-G residents have experienced problems with this tool for helping to maintain a dry basement/ lower level. Used improperly they can cause as many problems as they are designed to resolve.

* Another article will encourage the use of autopay (ACH) to pay Association dues. Should you have any questions contact PTM.

Next Meeting

The next board meeting will be Wednesday, May 24, 6:30 p.m. **The meeting will again be at 414 Bluebird Lane.**

Heritage Glen Townhome Owners Association

Board of Directors Meeting, June 24, 2014

Location: 414 Bluebird Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman and Susan Kallman, plus Kaye Sand/ PTM

Management Report (Calls received)

- * 466 BBL concerned about a metal rod coming up through asphalt in driveway. Told that driveway is homeowner's responsibility. Party indicated an interest in replacing with concrete.
- * 447 BBL concerned about weeds and dandelions in yard plus damage caused by snow plows this winter. This issue referred to A-1 for follow-up.
- * 316 BHL concerned about water drainage and sump pump's excessive running time. Issue referred to A-1 for review and recommendation to the Board of needed follow-up.
- * Observations on maintenance issues of an H-G property. Board will follow-up.

Financial Report

- * The overall budget remains in good shape. As of May 31, 2014 the Operating Fund had a balance of \$42,322.58. The Replacement Fund balance was \$112,102.86. The \$56,653.08 of H-G funds currently invested in CDs earned \$313.88 interest. Matured CDs were reinvested as other funds are available to meet our needs at this time.

Committee Reports

Architectural - No report

Maintenance - A resident(s) continue(s) driving over newly seeded areas. The Association will incur an extra cost to have A-1 make a special trip with soil and seed to patch the areas and that cost will be billed to the home owner(s).

Social - An H-G resident has expressed an interest in conducting a community garage sale in relation to the annual Woodbury sale. The Board is okay with this concept and encourages her to work with the Social committee.

Ad hoc - Andy Schilling/ Washington Conservation District was unable to attend this meeting but indicated he would provide an updated design/details on the Second Rain Garden with savings to our Association at the July meeting.

New Business

- * Trees in the Association need pruning. We will seek a bid from Treecology. They have an arborist who is familiar with our properties and should have an understanding of what is best suited to our community.
- * An H-G resident has a complaint about the saturated ground behind the house and believes it is due to runoff from the neighbors' sump pumps. Settling is natural around a house and re-grading (Removing river rock or sod and adding fill) is the homeowners responsibility. If a consultant points to a neighbors sump pump or gutters as a contributing factor this should be resolved with the neighbor. An effort has been made to contact this resident and PTM will send a letter regarding this issue.
- * The proposed budget for 2014-2015 was reviewed. The current income seems sufficient to replenish our reserve fund so a decision was made to continue the monthly dues at the current level. An effort will be made to reduce certain expenses during the coming year. The results will be available at the annual meeting.

* The Board believes the architectural control guidelines and the process used for homeowner architectural requests should be reviewed. The architectural committee will be asked to follow up and bring any recommended changes to the Board.

Old Business

* Andy Schilling brought in some members of the Youth Conservation Corp to work on the rain garden. The drainage of the 2nd or upper ponding area was adjusted to meet the drain in 48 hours target. They also replaced the plants which had died because of the inadequate drainage.

* We also discussed maintenance of the rain garden as it will require care, in terms of weeding and watering, during the first two or three years while reaching maturity. It is unlikely we will be able to find volunteers willing to do this on a continuing basis. Kaye knows of an individual who has experience doing this and will check on his availability.

* Karl/Maintenance committee chair, walked the Association grounds and made recommendations regarding the soil and seed (no sod) application to be performed by A-1. This is a top priority while we still have the weather in our favor. He also suggested flagging and/or roping areas to prevent damage while the grass gets started.

* The Board will authorize A-1 to reset or replace edging around the river rock once the seed and sod project is completed and the weather cooperates allowing the ground to dry.

* Potential mailbox replacement with keyed mailboxes including estimated cost will be discussed at the annual meeting.

Open Forum

* We have recorded nearly twenty inches of rainfall in the past one and one half months. As a result a number of homeowners have experienced problems. Since sump pumps can be a contributing factor an article related to this will be included with the meeting minutes.

* The H-G architectural guidelines are on the Heritage-Glen WEB site. Before you make changes go to the WEB, if available, or contact the Architectural committee to see which changes are pre-accepted and which ones need to be handled by the committee.

* The WEB site address is heritageglenhoa.com It contains a wealth of information regarding our home owners association.

Next Meeting

The next board meeting will be Wednesday, July 23, 6:30 p.m. **The meeting will again be at 414 Bluebird Lane.**

Heritage Glen Townhome Owners Association

Board of Directors Meeting, July 23, 2014

Location: 414 Bluebird Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman and Susan Kallman, plus Craig Feistner/property manager and Danny Kostick/finance with the group home

Management Report (Calls received)

A letter of response was received from the group home owners.

* Craig and Danny came to the Board meeting to respond to the areas of concern mentioned in the letter. Regarding the drive way issues they would like to widen their driveway by three feet to accommodate the needs of some of the home's clients. They will submit a request through the Architectural committee. Should there be any issue with noise or other activities of the group home residents the incident(s) should be reported with date, time and details to Kay/PTM so Craig and Danny can follow-up with the manager of the group home. If this is a serious disturbance the person making the observation should call the police department as they would for any such disturbance.

Financial Report

The overall budget remains in good shape despite some significant expenditures. As of June 30, 2014 the Operating Fund had a balance of \$46,050.24. The Replacement Fund balance was \$109,528.77. Fifty two percent of this fund is invested in CDs to improve the interest rate.

Committee Reports

Architectural – Julie to submit recommended changes to the Architectural guidelines to Board members before the August meeting for their consideration/ approval.

Maintenance Karl and his wife reseeded several areas where the seed did not take root. Karl also met with Jon/A-1 to discuss some contract issues and complaints.

* The Board would like to proceed with slit seeding in the fall when weather may be favorable to new growth. We will need estimates by the next Board meeting if this is to happen.

Social A suggestion was made to discontinue the Phone directory in favor of a simple phone/address list.

* The board feels the existing Directory with Guidelines is preferable if it can be produced without involving the substantial amount of time expended in the past by the Social committee. The updated directory could also be made available on the new WEB site.

Ad hoc - Andy Schilling was unable to attend but provided an alternate plan for the 2nd rain garden which would significantly reduce our Association's cost while not affecting Washington Conservation District's funds for the project. As opposed to removing large quantities of sod a low grade herbicide is to be applied and the treated area covered with black plastic for up to six weeks to suppress weeds. This leaves the grass roots intact helping to reduce erosion while the garden is maturing. Andy estimates this project will cost \$16,255 with the Washington Conservation District contributing \$13,250.

New Business

* The Maintenance contract is coming up for renewal. Several possible changes to the contract regarding aeration, slit seeding and fertilization were discussed. The decision was made to invite Jon/A-1 to the special Board meeting on August 14th to determine the impact of these changes on a new contract. He will be invited at 8pm to allow time for the rain garden discussion.

* **One of the A-1 maintenance personnel was bitten by a dog while working in the Association.** This is a reminder that animals (dogs and cats) should be inside while maintenance work (mowing, trimming, fertilizing, etc) is taking place to prevent injuries to the animals as well as the personnel doing the work.

* 'Who is responsible for maintaining the retaining walls between homes if they need attention' is a request that was posed to the Board. Two legal opinions have stated that according to the H-G Architectural Guidelines the retaining wall abutting a home is the responsibility of that homeowner.

***The date of the next H-G annual meeting is targeted for the week of September 22-25.**

The meeting location will be the same as the previous year and we need to determine when the facility is available. The exact date will be established at the August Board meeting.

Old Business

* The Board authorized A-1 to reset or replace any edging around the river rock needing work at the June meeting. Rather than take a piecemeal approach spread over several years the decision was made to complete the entire project this year.

* Potential mail box replacement with keyed mailboxes including estimated cost will be discussed at the annual meeting.

* Bids for installing the 2nd rain garden will be requested in the next couple of weeks from up to eight companies. **A special Board meeting will be held August 14th at 7:00pm** to discuss the options and hopefully proceed with the 2nd rain garden this fall.

* Treecology should be doing minimal tree pruning at this time to provide clearance for the maintenance personnel with a more complete pruning when the trees are dormant.

Open Forum (Repeat)

* The H-G architectural guidelines are on the Heritage-Glen WEB site. Before you make changes go to the WEB, if available, or contact the Architectural committee to see which changes are pre-accepted and which ones need to be handled by the committee.

* The WEB site address is heritageglenhoa.com It contains a wealth of information regarding our homeowner association.

Next Meeting

The next regular board meeting will be Wednesday, August 27, 6:30 p.m. The meeting will be at 414 Bluebird Lane.

The special Board meeting will be held Thursday, August 14, 7:00pm.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, August 27, 2014

Location: 414 Bluebird Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman and Susan Kallman, plus Julie Wright/Architectural committee Chair & Kay Sand/PTM

Management Report (Calls received)

- Calls from 287 BHL, 397 BBA, 430 BBL and 450 BBL regarding watering issues: no watering, double watering and other concerns. A-1 notified for follow-up and the Board liaison copied.
- 345 WDC and 466 BBL called regarding other concerns handled by PTM.
- Homeowner concern: lawn signs by Joseph Construction Company posted since last week; contractor notified.

Financial Report

The overall budget remains in good shape. As of July 31, 2014 the Operating Fund had a balance of \$43,899.92. The Replacement Fund balance was \$110,851.14. Over 50% of this fund is currently invested in CDs at a 0.75% interest rate.

Committee Reports

Architectural – Julie submitted the following series of recommended changes/ additions to the H-G Architectural guidelines which the Board discussed and approved:

- The term Pre-accepted has been changed to permitted to more clearly explain what is taking place in that activity.
- Guide lines concerning tree rings and rain barrels were added to section 3.2.1: Landscaping
- The guide line on Solar panels was added to section 3.3.6: Roofs.
- Compost bins and fire pits are in section 3.5: Specifically Prohibited
- Section 2.4.4 was modified to identify our Web Site as an alternate source for the H-G Architectural Change Request form.

<http://www.heritageglenhoa.com>

Maintenance – No report

Social – No report

Ad hoc - Andy Schilling / Washington Conservation District was unable to attend but agreed that our plan to do the site preparation work for Rain Garden #2 this fall and seek bids early in the coming year seems like the best and most economical approach. He will rework the plan taking this into consideration for next year's bidding process. A-1's bid for doing the prep work this fall was accepted and this phase will be completed by the H-G annual meeting.

New Business

Preparations for the annual meeting on September 24:

- Committee chairs need to prepare a brief report indicating what the committee does, time commitment of members and topics addressed this past year.
- Need to increase participation in committees to provide a broader/ more representative base for decision making by leaders.

Old Business

* Herbicide spraying for weeds in the rock beds and driveways was removed from the new A-1 contract since Board members believe that little has been done to control weed growth in these areas. We plan to monitor the impact of this decision in the coming months. If a need for this service becomes obvious we can reacquire it.

* The Board decided that 120-125 copies of the updated H-G Directory should be printed. Association members will receive a copy and the extras will be given to Betty Koreltz to be given to new homeowners in the Association.

Open Forum (Repeat)

* Treecology is trimming the Association trees in two stages. The first stage covers those which interfere with mowing and can tolerate trimming at this time. The second stage will include all trees in need of trimming.

* A-1 sprayed for Japanese Beetles this past week.

* The WEB site address is heritageglenhoa.com It contains a wealth of information regarding our homeowner association.

Next Meeting

The Board requests that you join us for the Annual meeting which will take place on Wednesday, September 24, 7:00pm at Trinity Presbyterian Church on Tower Drive. This is your opportunity to have a voice in your Association, express your interests and concerns, as well as better understand what is being done and why.

Heritage Glen Townhome Owners Association
Board of Directors (Special) Meeting, August 14, 2014

Location: 414 Bluebird Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman and Susan Kallman plus Jon/A-1 Maintenance and Karl Bozicevich

Second Rain Garden

The Board was hoping to have the 2nd rain garden installed this fall. Gene sent out requests for bids to nine landscaping contractors. We received only one bid which was higher than the Board was expecting. Apparently contractors are extremely busy because of the late spring which included heavy and frequent rains. As a result the decision was made to delay the installation until next spring. The \$13,250 grant from the Washington County Watershed District (WCWD) will still apply.

The new preparation method recommended by Andy Schilling (WCWD), requires that a portion of the area slated for the rain garden be blanketed for four to six weeks to kill off the grass. The Board decided to have that work done this fall so the new plantings could benefit from spring rains and cooler temperatures. A bid was requested from A-1 for this phase of the project.

Architectural

The Architectural committee recommended and the Board accepted the request by the owners of 471 BBL to widen the driveway to the width of the garage (~19feet). This is needed to accommodate the physical impairment of some of the home's residents.

Maintenance

While walking the Association grounds during the spring walk-around and later Karl Bozicevich has made several observations which he and the Board believe should be brought to the attention of homeowners.

- The retaining walls on the following home sites (279, 283, 284, 295, 300, 320, 324, 328, 379, 381) were observed to have weakened and failure is a possibility. Previous Boards determined that the retaining wall abutting a property was that homeowner's responsibility. It was suggested that it would be advisable for homeowners to check with their insurance agent to determine if they had coverage in this event noting that some other association's properties had experienced this problem. Personal Touch (PTM) will send a letter to the homeowners listed above. Should anyone have questions regarding this matter they can contact Karl at Tel: (651) 739-6067.
- Some properties in the Association continue to have soggy areas. Karl believes that some of these could be cured by redirecting the sump pump discharge to the driveway rather than pumping it to a rock bed or grass area where it cannot be absorbed rapidly enough to prevent problems. He has already demonstrated this and is willing to answer questions. PTM will send letters to some homes where this might prove beneficial.

The Board decided that posting the Association Directory on the WEB site was acceptable if only names and addresses were included. Cell phone numbers, e-mail addresses and similar information should **not** be included.

Jon/A-1 was at the meeting to discuss the new land maintenance contract which begins in September. Jon responded to a request by the Board to consider the economic impact of some revisions by providing an updated contract as well as a revised one including the changes. The proposed revisions were as follows:

- Page 2, Weeding item #1: omit landscaping, shrub beds, sidewalks, driveways & patios from the list of items to be sprayed. Also omit tree pruning items #1,2,3.
- Page 3, Mulching: omit items #1,2
- The impact of changing the snow trigger from 1.5 inches to 2.0 was discussed but rejected because of the delay this would cause in snow removal.
- Page 6, Herbicide/weed control, item #2, herbicide to be applied on or before May 15th and September 30th only omitting the July application.
Add item #6: Herbicide ingredients subject to review by Board before application.
- Page 7, Irrigation Service item #1: change to; inspections (of heads) to be performed once a month for the months of June, July & August
- Page 8, Confidentiality, Item # 1: add to this item; “or to Association members (only upon their request”
- Page 11, Changes, termination & renewal of this contract; Change default date for automatic contract renewal to August 30, 2016.

The revised contract was ultimately accepted by the Board after much discussion. This contract will cost \$43,200 (November 1, 2014 - October 31, 2015) and rise to \$44,496 (November 1, 2015 - October 31, 2016). This contract includes spraying for Japanese beetles in the coming week.

Next Meeting

The next regular board meeting will be Wednesday, August 27, 6:30 p.m. The meeting will be at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, October 28, 2014

Location: 414 Bluebird Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman and Susan Kallman, plus Kay Sand/PTM

Management Report

- Two H-G households are behind in their monthly dues. One is in arrears due to an issue when refinancing. The homeowner will follow up with the mortgage company. PTM will follow up with the second.
- No other homeowner concerns reported.

Financial Report

The overall budget remains in good shape. As of September 30, 2014 the Operating Fund had a balance of \$43,337.97. The Replacement Fund balance was \$113,558.97. Over 50% of this fund continues to be invested in CDs.

Committee Reports

Architectural - No report

Maintenance

- The RPZ valves in the two irrigation boxes were removed and a form signed off to indicate where they are stored as well as the party responsible for them. This is to prevent the delay in startup of two springs ago, when A-1 was unable to remember where the valves were stored.
- Class five rock spread around the north irrigation box as well as other measures were taken to prevent the wire damage and associated problems experienced this past year.

Social - The Board decided to have PTM print and send out the phone number/address book which was updated by Betty Koreltz and her committee.

Ad hoc

- Further discussions involving Andy Schilling, Jon/A-1 and Gene Roggeman concluded that it would be wise to delay any work on a second rain garden until next spring. Bids will again be requested this winter and the Board will make a decision based on the responses. Prep work will be a part of the contract and performed in the spring.
- Some of the plants in the first rain garden did not survive for a variety of reasons including the extremely wet spring/ summer as well as some foraging animals. Approximately half of the plants which did not survive have been replaced and the others will be planted next spring.

New Business

- If you have observed the expanded asphalt driveway at 471 Bluebird Lane you have also noted the irrigation tubing which was temporarily removed. A-1 was contracted to handle the irrigation end of the project. It should be reburied during the first week of November.
- The Board discussed member positions/assignments for the coming year and decided no change was necessary so they will continue as follows:

Co-Presidents

- Jerry Peterson, liaison to the maintenance committee
- Jean Crotty, liaison to Personal Touch Management

Treasurer - Gene Roggeman, liaison to the rain garden committee

Secretary – Jim Jacobs, liaison to the architectural control committee

At Large/Parliamentarian – Susan Kallman, liaison to the social committee

- Some questions were raised by Board members concerning the design of maintenance contracts. Layout and wording of some charges is confusing. While the current contract is what it is the next one should consider some changes to make it more user friendly.

Next Meeting

The next board meeting will be Tuesday, December 2, 6:30 p.m. The meeting will again be at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, December 2, 2014

Location: 291 Blue Heron Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jim Jacobs, Gene Roggeman and Susan Kallman

Management Report

- Issues with the two households whose dues were in arrears have been resolved.
- A homeowner seeking information regarding roof replacement. The party was referred to the Architectural committee.
- No other homeowner concerns reported.

Financial Report

The overall budget remains in good shape. As of November 30, 2014 the Operating Fund had a balance of \$47,262.75 and the Replacement Fund \$112,561.42. Over 50% of this fund continues to be invested in CDs. Since the earliest of these CDs matures in July we will not move any more funds into CDs at this time because the second rain garden will require temporary funding before then.

Committee Reports

Architectural - No report

Maintenance – No report

Social - The phone number/address book which was updated by Betty Koreltz and her committee was delayed in printing but is being distributed as this report is written.

Ad hoc

- Andy Schilling indicated that it would be wise to send out bids for the second rain garden in early January for installation in early spring. The contract will be revised to include milk weed as one of the plants. The netting will be replaced with mulch to simplify weeding.

Old Business

Lynn Michael offered to assemble and lead a committee to study replacing our current mailboxes with keyed ones. Gene Roggeman offered to connect with her to provide input where needed and keep the Board updated on progress.

Next Meeting

The next board meeting will be Wednesday, January 21st at 6:30 p.m. Location yet to be settled.