

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, March 25, 2015

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 and Andy Schilling/ South Washington Watershed District

Management Report

Sent reminders to two owners slightly behind with dues. Overall, the Association is in good shape in this area.

Contacted owner of 471 BBL regarding sod damage by vehicles on corner of new driveway. Owners agreed to have this repaired at their expense.

Financial Report

The overall budget looks better than usual due to minimal extra expenses these past couple of months. As of February 28, 2015 the Operating Fund had a balance of \$50,808.92 and the Replacement Fund balance was \$116,594.09. This will soon change when the keyed mailboxes are acquired/ installed and funds are temporarily expended for the next Rain Garden installation.

Committee Reports

Architectural - No report.

Maintenance – Reported vehicular sod damage adjacent to the new driveway at 471BBL.

Social – **The H-G Community Garage Sale** is to be held Friday and Saturday, June 12 & 13, from 9am to 4pm each day. **If you are planning to hold a sale on that day contact Debbie Mullen (Tel: 651 253-6042) who is coordinating the event and has many helpful ideas. More sales in an area tend to attract more customers.**

- Our **Annual Heritage Fest Picnic** will take place at 331 BBL following the garage sale beginning at 5:00pm on Saturday, June 13. A flier will be distributed several days prior to the picnic. There will again be a Pet Project table with a drawing for those who donate a pet item.

- The **Bunco Party** scheduled for Saturday, April 25th at 7:00pm is cancelled because the tentative hosts have an out of town family conflict. **Should you be willing to host a party in the future contact Betty Koreltz (Tel: 651 501-0897).**

Ad hoc

Based on the information supplied by Andy Schilling/South Washington County we received four bids for installing the H-G Rain Garden #2 ranging from \$15,550 to \$19,263. The low bidder, All Weather Services/ Stillwater has strong credentials. They typically use their own staff rather than contracting out portions of the job. Did 26 projects to help clean up Colby Lake as well as others over the past several years. The Washington County Watershed District will cover \$13,250.00 of this cost based on reduced Phosphorus and other substances polluting our holding ponds and streams. The completion date for this project is July 1, 2015.

Old Business

Evidence of a mail theft was recently observed in our community so take appropriate precautions to minimize any losses.

Installation of the keyed mailboxes will begin around April 20th. Where possible the current posts will be used as the base structure with new cross pieces added to accommodate the new boxes. A team composed of our Maintenance committee chair, a Board member and Jon/A-1 determined that eleven of the posts requiring adjusting. A-1 will remove and properly reposition

the posts at a cost of \$40.00 each. Material costs for any out of condition posts will be absorbed by the Association.

Kay/ PTM has been authorized to order the new boxes which will cost approximately \$36 each. An Association member will pick up the boxes to save the \$200 delivery fee. Karl Bozicevich and any available Association volunteers will then complete the installation. The height of the boxes is based on a compromise between the city of Woodbury and the U.S. Postal Service. Homeowners will be notified when this occurs. Each will be provided with the two keys supplied with each box.

New Business

Karl will be reimbursed \$293.47 for the four mailboxes, metal for wrapping the posts and other materials already acquired for the project. He also submitted a bill of \$91.04 for the web site fee.

The earlier spring due to lack of snow cover will dictate when the granular suppressant for Japanese Beetles should be applied. Jon/A-1 has been authorized to move ahead when this is recommended.

The Board will be reviewing replacement cost allotments to determine if any of them require adjustments for the next budget.

The Board members and probably others in the Association received an invitation from Nextdoor to participate in a neighborhood web site. The Board was not approached regarding this web site and had no knowledge that this action was being taken. We encourage open communication and interaction between neighbors as a way to benefit our community.

The Association already has an official website **heritageglenhoa.com** which provides a wealth of information (Board info, committees, newsletters, documents, helpful hints). Should you be seeking information about our community and how to connect with it this is an excellent resource.

The Board was asked for an opinion regarding the topic of trash can placement and timing. Some containers have been located in the street and others set out early in the day. Since the City of Woodbury has an ordinance regarding these issues and can levy a fine for violations the Board feels that is the appropriate place for handling these questions

Next Meeting

The next board meeting will be Monday, April 27, 6:30 p.m. The meeting will be at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, April 27,2015

Location: 414 Bluebird Lane, Woodbury 6:30 pm

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

Management Report

Have a problem with automatic dues payment with one Association household. Following up to determine the cause.

Followed up with the owner of 471BBL regarding vehicular sod damage adjacent to the new driveway which was to be corrected as have observed no activity to do so.

Financial Report

As of March 31st the Association has \$54,641.70 in the Operating Fund and \$113,552.08 in the Replacement Fund for a total of \$168,193.78. Removing expenses for poly edging and mail boxes leaves a balance of \$160,446.79 versus the \$142,827.67 fund balance of the previous year.

Committee Reports

Architectural - No report.

Maintenance – No report.

Social – **The H-G Community Garage Sale** which is to be held Friday and Saturday, June 12 & 13, from 9am to 4pm each day has several signed up at this time. **We could use more participants as more sales in an area tend to attract more customers. If you are planning to hold a sale on that day contact Debbie Mullen (Tel: 651 253-6042). She is coordinating the event and has many helpful ideas. You may not wish to hold a sale by yourself, but you may be able to partner with a neighbor.**

This is one of the events mentioned on the web site NextDoor.com for those of you tuned in to this site.

- Our **Annual Heritage Fest Picnic** will take place at 331 BBL following the garage sale beginning at 5:00pm on Saturday, June 13. A flier will be distributed several days prior to the picnic. There will again be a Pet Project table with a drawing for those who donate a pet item.

- A number of the cable and electrical boxes throughout the Association are damaged or bent out of shape/looking tacky. Has anyone contacted the providers of those facilities to see about having this corrected?

Ad hoc-Replacement Fund

The Board will be adjusting/ updating the allotment costs in the Association replacement fund at the next Board meeting to reflect changes which have occurred since the last review.

Old Business

- The task of installing 100 keyed mail boxes on 27 posts in our Association is completed. **The Board offers much thanks to Karl Bozicevich for providing the time, space and leadership required to acquire, assemble, replace and dispose of the materials required for this project. We are also grateful to Sharon Bozicevich, Lynne Michaels, Jim Auer, Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman, Becky Woll, Tom Yost and Bob Keopp who offered their time/ talents and tools to accomplish this task. Estimated savings versus hiring an outside contractor is \$130 to \$150 per household.**

- Be aware that you have the only keys for your mailbox which could be a problem if they are lost or misplaced. You may want to have duplicates made if this is a potential problem.

New Business

- The H-G spring walk around with A-1 will take place on Thursday, May 7th/weather permitting. All H-G Association members are invited to participate. Participants will meet at 387 Bluebird Alcove, 9am and proceed from there.** This is a good time to have a fresh look at our grounds and share ideas with others in the Association as well as those who direct the care of it.
- The lawn sprinkler system will be activated during the week of April 26th.
- All Weather will begin preparations for the second rain garden the week of May 3rd. This project should be completed within thirty days, weather permitting. So expect to see work crews and equipment operating during that period.
- The granular suppressant for Japanese Beetles will be applied in three stages (mid May, third week of July, first week of September). Jon/A-1 has been authorized to make these applications.
- It was noted that the Emerald Ash Borer was seen in Eagan. We will need to remain aware of this pest in the coming months as it could be an economic threat to the many ash trees we have.

Next Meeting

The next board meeting will be Monday, May 19th, 6:30 pm at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, May 19, 2015

Location: 414 Bluebird Lane, Woodbury 6:30 pm

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

Management Report

Three homes are past due with their monthly Association fees, which triggers Personal Touch to send reminder notices and follow up with phone calls. Follow up phone calls also made to home with sod damage due to vehicles.

The RPZ valves in the irrigation boxes have been inspected by Interstate Testing and the system is ready for startup.

Financial Report

As of April 30 the Association had \$49,790.66 in the Operating Fund and \$114,208.14 in the Replacement Fund for a total of \$163,998.80. This figure includes the mailboxes paid in full as well as the \$7,775 (50% upfront down payment) paid to All Weather Services for installation of the second rain garden. Most of this payment plus a second payment once the project is completed will be recovered from the Washington County Watershed District.

Committee Reports

Architectural - No report.

Maintenance – The first application of Japanese Beetle treatment has been applied.

Social – Betty Koreltz, chairman, reminds us that there is still an opportunity for homeowners to participate in the Association –wide garage sale on June 12 & 13. The last day to sign up for the sale is June 8th.

The next addition of “For the Birds” will be distributed in early June and will contain more information about the Heritage Glen Annual Picnic on June 13th (Following the garage sale)

New Business

- The Board will be adjusting/ updating the allotment costs in the Association replacement fund at a special Board meeting on June 10th to reflect changes which have occurred since the last review. Jon/A-1 is doing some research and will provide input for this review.

- Personal Touch indicated there are two unoccupied homes in Heritage Glen.

- The cool, wet spring delayed installation of Rain Garden #2. All Weather Services indicated they will begin this project the week of June 1st.

.- Lynne Michaels was present to inquire about organizing volunteers to stain the posts and cross arms of the new mailbox installation. A solid stain would improve the appearance and provide a finished look. The Board agreed and voted to provide paint for the project.

- Spring walk around: Based on notes taken during this event the Board will direct Personal Touch to mail letters to homes where repair or maintenance action is needed. Jerry will contact Jon/ A-1 Maintenance to discuss proposed action to be taken to mitigate drainage and erosion issues.

Old Business

- Gene Roggeman has been overseeing the Rain Garden projects. Due to the difficulty of finding a part time gardener, Gene will continue to perform maintenance tasks on the existing rain

garden but is to submit an accounting of his time in order to pay for the work. **Thank you Gene for the considerable effort you have put into these projects.**

- Newsletters and minutes are to be sent to both homeowners as well as renters.

Next Meeting

The next board meeting will be Monday, June 30th, 6:30 pm at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, June 30, 2015

Location: 414 Bluebird Lane, Woodbury 6:30 pm

Present: Board members; Jerry Peterson, Jean Crotty, Jim Jacobs, Gene Roggeman, Susan Kallman plus Kay Sands and Dave Smith of PTM

Management Report

Three households are in arrears on dues. PTM has sent past dues letters and is following up. A resident called about having the cable line buried. Informed them the home owner needs to call Gopher State One concerning utilities and should get back to PTM if the irrigation system needs marking.

Financial Report

As of April 30 the Association had \$51,970.51 in the Operating Fund and \$115,556.33 in the Replacement Fund for a total of \$167,526.84. The Washington County Watershed District grant should add to these funds following completion of the 2nd rain garden. Since we have adequate funds in our operating budget the CD which is coming due this month will be reinvested.

Committee Reports

Architectural - No report.

Maintenance – The lawn edging behind 296 BHL needs work. There is also a water ponding issue behind 338 BBL which needs attention.

A-1 was authorized to correct the lawn edging throughout the Association in 2014. Weather conditions and other factors do result in this being a continual maintenance problem. A-1 will be asked to follow up.

The ponding issue could be a more expensive proposition and we need a bid and proposal before this can proceed.

Social - Betty Koreltz indicated that the annual picnic was definitely deemed a success. She expressed her thanks to the committee members and others who provided the resources, time and effort required to do so. Thanks Karl and Sharon for providing the location and a very welcoming environment. Participation in the garage sale was greater than expected. A follow up is being conducted to determine if any changes might benefit next year's garage sale. Several members inquired about another bunco party in the coming months.

New Business

- Dave Smith was present at this meeting to review our annual budget for the coming fiscal year. He was also present to update/adjust the data (potential replacement categories, allotment costs, time frames) in the Association replacement fund. This data was discussed in detail at the special Board meeting on June 10th to reflect changes which have occurred since the last review. Based on the preliminary update the replacement fund estimate is short \$2.38 per month per unit.

- The Board discussed succession plans with Both Dave and Kay of PTM. Both have experienced health issues recently. We want to be certain that a plan/structure is in place to move forward smoothly should an accident or serious health issue occur.

- The area behind 316 and 320 BHL will likely require drain tile to correct a drainage problem. The Board will seek input and bids on this so we can move forward.

- The river rock circles on Blue Heron Lane and Blue Bird Alcove have remained as eye sores in our Association since shortly after its inception. All Weather Services has provided a

bid/proposal to improve these areas by replacing the river rock, clay and weeds with composted topsoil, mulch and perennial plants. The Board is considering this proposal as well as seeking competitive bids/ proposals to improve these areas.

- Board members will be meeting with Jon/ A-1 and A-1's irrigation manager to discuss the current state of our system and potential changes which may upgrade/ improve the system. The results of this discussion will be on the agenda at the July Board meeting.

Old Business

- Gene Roggeman and an associate have spent many hours weeding Rain Garden #1 striving to achieve the appearance which was originally projected in the design. Rain gardens typically require about three years to arrive at that point. Gene estimated that they have weeded approximately two thirds of this garden. To simplify weeding in Rain Garden #2 the new plants have markers to identify them in the early stage of growth.

- Jon/ A-1 has again been authorized to kill weeds in the rock beds. Repeated rainfalls in June have likely delayed the start of this program.

- Lynne Michaels: Offer to lead volunteers staining the wood on the new mail box posts took a step backwards when she became aware of the requirement that pressure treated wood needed to age six months before staining. This project will move forward in the spring.

Next Meeting

The next board meeting will be Monday, July 28th, 6:30 pm at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, July 28, 2015

Location: 414 Bluebird Lane, Woodbury 6:30 pm

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

Management Report

Received a call from the listing agent for 275 BHL regarding questions about the H-G Home Owner Association services.

A homeowner indicated that one of the few remaining “original roofs” in the Association will be replaced in the coming weeks.

Financial Report

This report wraps up our funds for the fiscal year. As of June 30 the Association had \$94,833.89 in the Operating Fund and \$79,691.47 in the Replacement Fund for a total of \$174,525.36 (The shift between these funds from previous months is simply an accounting adjustment). The Washington County Watershed District grant for the 2nd rain garden will add approximately \$13,000 to this total. Since we have adequate funds in our operating budget to cover the coming projects additional funds will be invested in CDs to earn higher interest.

Committee Reports

Architectural - Permission granted for replacing some plastic edging with concrete edging to improve the appearance.

Maintenance – Karl, Maintenance Committee Chair, attended this meeting to follow up on topics discussed with Jon/ A-1 at a special meeting with Board members as well as some additional HOA maintenance issues.

- The 6 inch drain line installed a number of years ago behind 316 BHL and extending to the north draining into the reserve was rediscovered to determine if was still functioning. The Board was considering a \$4500 bid to correct a drainage issue. After taking some corrective measures Karl recommended further study before proceeding.

Social - Betty Koreltz seeking items for the newsletter.

New Business

- With the return of Japanese beetle activity A-1 will make a second application to suppress their numbers.

- The owner of 446 BBL, which lost a tree in the storm, requested that a larger tree than the Board authorizes be planted with them absorbing the additional cost. The Board approved the request.

- We have two estimates (\$6000 & \$6300) for improving the rock circles replacing the river rock with compost, mulch , plants and are seeking a third bid. Two concerns which need to be resolved relate to watering after planting and plant types which can survive conditions in the circles. This project will go forward but was tabled for future input and because of other priorities.

- 338 BBL has had a continuing issue with ponding and spongy turf in back of the home. Jon/A-1 has provided a plan and estimate for correcting the problem involving regrading and the installation of French drains to cost \$3500. The Board approved this plan.

- 311 Woodduck Circle has an erosion problem on the slope adjacent to the pond in back of the house. Jon/A-1 proposed a correction involving adding soil, which is to be graded and packed,

then installing a barrier of 3-6 inch river stone and plants to a 90 foot strip along the pond. The \$4900 cost of the project was approved by the Board.

- A significant area behind 385 BBA has sunk producing soggy ground, moss and associated moisture problems. Dirt needs to be added with appropriate packing/ grading then sod or seed installed. The Board approved A-1's bid to rework this area at a cost of \$1400.
- The Board is looking at alternative methods to improve the Association irrigation system and further reduce irrigation water consumption.
- The Annual Heritage Glen Home Owner Association meeting will be held during the 4th week of September. Look for the exact date and location in the Association Newsletter.

Old Business

- Fourteen new bulbs, bushes and flowers were planted in Rain Garden #1 to replace some of those which did not survive. Weeding is well along and the garden is beginning to take on the look which was originally envisioned. An additional "speed bump" (flow retarder) was added to Rain Garden #2 following the mulch shifting in the six inch plus rain experienced a couple of weeks ago. All Weather removed the mulch, covered the area with a fabric mesh then replaced the mulch to hopefully avoid the problem in the future.
- A-1 should have completed weeding in the river rock by the end of this week.

Next Meeting

The next board meeting will be Wednesday, August 26th, 6:30 pm at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, August 26, 2015

Location: 414 Bluebird Lane, Woodbury 6:30 pm

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

Management Report

- Three households in arrear on their monthly dues. In one case the payment was returned indicating a change of accounts may have occurred. PTM should be informed of any changes of this nature to minimize problems.
- One of the few remaining original roofs in the Association was replaced this past week. The quality of the original shingles was compromised when the manufacturer used an organic filler which severely shortened their useful life.

Financial Report

As of July 31 the Association had \$95,525.17 in the Operating Fund and \$80,759.58 in the Replacement Fund for a total of \$176,284.75. The \$13,000 Washington County Watershed District grant for the 2nd rain garden is a part of this total. The Association currently has \$57,469.05 invested in CD's. We currently have several projects to be completed in the coming month so will considering moving additional funds into CDs once these are completed.

Committee Reports

Architectural- No report.

Maintenance - In several cases the mailbox clip for outgoing letters has come loose. One owner used super glue to reattach it. Removing the current adhesive and applying a new and better one is an obvious solution. The Board recommends that the clip not be used for any communications of a financial nature.

Social – The next “For the Birds” newsletter will be sent with the Board minutes. Should you have anything you would like to include in a newsletter contact Betty Koreltz.

New Business

- The Board encountered some homeowner confusion regarding tree replacement. We currently use Treecology to remove/install trees where needed. They are asked to inspect trees and make recommendations based on observations made during the spring walk around as well as input from Association residents. Multiple trees are planted at one time to minimize costs.
- The date for the annual meeting was set (See below).

Old Business

- A-1 completed the second application of a granular material to suppress Japanese beetle activity this past week.
- All Weather was chosen to rework the two rock circles replacing the river rock with compost, mulch and a number of perennial plants capable of surviving the circle's use for winter snow storage. This project will take place between September 15th and 30th, weather permitting. All Weather agreed to water the plants for three weeks following completion of the project. **The river rock will be removed. Should you need some you are welcome to take it prior to the start of the project, September 15th.**

- The recent heavy rains shifted some of the mulch in Rain garden #2. It was determined that a denser mulch should provide more stability to the bed and three yards were dropped off at Gene Roggeman's home. The Board thanks him for his efforts in transporting and distributing the new material. Deer have been observed feasting on some of the greenery while other plants are thriving with the wet weather.

Next Meeting

The Board is preparing for the Annual Heritage Glen Home Owner Association meeting which will be held Thursday, September 24th, 7pm at the Trinity Presbyterian Church/ 2125 Tower Drive in Woodbury. All Heritage Glen Association members are encouraged to use this opportunity to meet some of their neighbors. A drawing will award one household with a free month's dues.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, October 20, 2015

Location: 414 Bluebird Lane, Woodbury 6:30 pm

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

Management Report

- PTM expressed concern regarding payment problems with a long time H-G resident. Response from the homeowner indicated some problems with the bank and some bills but intent is to switch the account for auto pay to avoid future problems.
- A second homeowner is waiting for completion of the sale before settling the account.
- One of the few remaining original roofs (All of them incorporating an organic filler which shortened their expected life) has been replaced contributing to the more diverse and appealing look of our Association.

Financial Report

As of September 30 the July - September Balance Sheet indicated the Association had \$95,061.29 in the Operating Fund and \$82,600.13 in the Replacement Fund for a total of \$177,661.42. This figure includes \$57,531.87 of Replacement funds invested in CDs. The balance sheet shows a large surplus in the Operating fund. Some of this will be consumed by several erosion projects and the two circle improvements. Once these are completed the excess can be transferred to the Replacement fund.

Committee Reports

Architectural - No report.

Maintenance – No Report

Social – Betty Koreltz, The next addition of “For the Birds” will be distributed in December. **Betty does an excellent job putting together the Association newsletter and the Board appreciates her effort. She is always seeking articles provided by homeowners as well as assistance in gathering materials.**

New Business

- Board members discussed appointments for the coming year ultimately deciding that the system was functioning well so why not continue the status quo.

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| Jerry Peterson | Co-President | Liaison to A-1 Maintenance |
| Jean Crotty | Co-President | Liaison to Personal Touch Management |
| Gene Roggeman | Treasurer | Liaison to Ad Hoc Garden Committee |
| Jim Jacobs | Secretary | Liaison to Architectural Committee |
| Susan Kallman | Member at Large | Parliamentarian, Liaison to Social Committee |

- A homeowner expressed concern about the winter survival of new plants in the two circles. The installer assured us that we need not be concerned as the plants are of a hardy variety. They may require one additional watering this fall by the installer if nature does not cooperate. Otherwise the tall stems will be trimmed in the fall and wait to see what spring brings.

Old Business

- We have received only two bids out of eight contractors invited to bid on the erosion work behind 313 and 315 Woodduck Circle. Gene will check with those who did not provide a bid before the Board moves forward with the project. Those contractors who observed the site all

indicated that fall conditions (soil and weather) were more conducive to this kind of installation than spring conditions. The Board will make every effort to complete the project this fall.

- Five trees are scheduled for replacement. Homeowners have been contacted regarding their preference from the list of varieties approved for this area. Treecology will be installing these trees during the last week of October.

Next Meeting

The next board meeting will be on Wednesday, December 9th, 6:30 pm at 414 Bluebird Lane.

Heritage Glen Townhome Owners Association

Board of Directors Meeting, December 9, 2015

Location: 414 Bluebird Lane, Woodbury 6:30 pm

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

Management Report

- PTM has been attempting to resolve a back dues payment issue with one of the residents without success. Recommends we resort to an alternative means to resolve this issue.
- The new buyer of an H-G residence paid the outstanding back dues balance following completion of the sale. The previous owner agreed to cover several months dues from the period prior to the sale.

Financial Report

As of November 30 the balance Sheet indicated the Association had \$74,573.20 in the Operating Fund and \$84,684.30 in the Replacement Fund for a total of \$159,257.50. This figure includes \$57,593.18 of Replacement funds invested in CDs. The reduction from the previous report reflects payment for tree replacement, several erosion projects, improvements in the two circles and partial payment for the boulder wall behind 313-315 Woodduck Circle.

Committee Reports

Architectural - No report

Maintenance - No Report

Social – No report

New Business

- Washington County is the last county in the seven county metro area to report an infestation of the emerald ash borer. The Board has discussed this topic on a number of occasions but taken no action to this point. A decision was made to continue observing next summer with the possibility of taking a more aggressive approach next fall if the trend continues.

- The boulder wall behind 313-315 Woodduck Circle is proceeding ahead of schedule as Boulder Images had completed other projects on their agenda. By the time you receive this report the project may be approaching completion.

The Board held a couple of meetings and toured several sites to review projects constructed by the two final bidders on this project before awarding the contract to Boulder Images. Both bidders have thirty years experience in this type of construction. Both were willing to provide a ten year warrantee on their work. Considering the bid differential Boulder Images was awarded the contract. The owner of Boulder Images indicated that he had had no failures in this type of construction. After followup discussions with Gene Roggeman he was willing to extend this to a lifetime warrantee.

- Minutes of the Board meeting are currently compiled by the Secretary, e-mailed to the other Board members for their review, input, additions or corrections before they are completed and sent to PTM for mailing to Association members. The question was asked "Could the time for sending the minutes to the constituency be shortened by skipping the review process." Since the minutes represent the Board's views the consensus of the Board was to retain the current procedure.

- The Board determined that Personal Touch should follow up on their recommendation and take the next step to collect the dues (ie. Small claims court) per the H-G late payment/ collections policy.

Next Meeting

The next board meeting will be on Tuesday, February 9th, 6:30 pm at 414 Bluebird Lane.