

MINUTES (Draft)
(to be approved by the PRTA Membership at 2015 Annual Meeting)
of the
PRTA ANNUAL MEETING
Wednesday, May 14, 2014
Greater Midwest Management Property Offices
12760 Aberdeen St., Blaine, MN

Board Members Present:

Jerry Dhennin, Bonny McIntyre, Keith Sherer, Jerry Soma

Board Members Absent:

Marlys Olson

Association Members Present:

Clayton and Marianne Berg, Beth Dhennin, Marie Gadbois, Randy Getchell, Paul & Laura Hansmann, Bob & Deb Jorgens, Clyde Kane, Karen Keeffe, Norm & Mary McGraw, Scott and Jan Schulte

Guests:

Bill Gavin of Greater Midwest Property Management Company

I. CALL TO ORDER

President Keith Sherer called the meeting to order at 7:05 PM and declared that a quorum was established. He then stated that an Annual Meeting notice, with accompanying attachments, was mailed to each Association homeowner 30 days' prior to the Annual Meeting. A Pheasant Ridge Townhome Association packet was distributed to all attendees; copy attached to minutes.

II. MINUTES FROM 2013 ANNUAL MEETING

ACTION: A motion was made by Scott Schulte seconded by Beth Dhennen and unanimously carried to approve the Minutes of the 2013 Annual Meeting as written and distributed.

III. INTRODUCTIONS

Introductions by all present were made.

IV. PRESIDENT'S REPORT

Keith mentioned our extremely harsh winter; that the Board had salt delivered to each unit for safety purposes so each homeowner could please mind their sidewalks. Keith also made mention that cleats for your shoes are an investment in safety as well so when traipsing to mailbox etc. there's a grip. Keith said cleats are available at LAND'S END. The PRTA board was also focused on governing documents – more on that to be addressed later at meeting as separate agenda item.

V. TREASURER'S REPORT

In the absence of Treasurer, the 2013-14 Budget was reviewed by all. **ACTION: A motion was made by Beth Dhennin, seconded by Deb Jorgens, and unanimously carried to approve the Treasurer's report as presented.**

VI. STATE OF THE PRTA

Committee Reports:

A. Architectural Committee

This Committee was formed to ensure we have uniformity in the exterior of our buildings. Before making any exterior changes or initiating any project to the outside of your home, you must first submit your plan in writing to the Architectural Committee with final approval given by the Board.

With volume of damage claims from last winter's storms as well as previous hail damage, there will be a separate discussion with regard to building repairs.

The 2014-15 Architectural Committee members will be Bob Jorgens, Norm McGraw and Darrell Olson.

B. **Landscape Committee**

Karen Keeffe is the Landscape Committee Chair and reported the following:

- All are asked to water the new bushes or trees that may have been recently planted.
- A discussion was held to remind everyone of the fact that one must receive permission of the City of Coon Rapids and the PRTA Board to drive a vehicle off the paths and onto the grassy areas. Also, any damage to sprinkler heads, sod, or other property will be paid by the violator.
- Lawn maintenance contractor has requested that our lilies, iris, hosta, hydrangeas and/or any other plants be trimmed so during lawn mowing the plants are not damaged.
- Most importantly – the Association is not responsible to take care of the “messes” and damage your pets make on the lawn. Pet owners are responsible to repair damage that their pets make to our property.
- Scott Schulte made recommendation for treatment of crab apple trees
- **KAREN: Need additional summary of your “points” to include here**
- Applause for Karen erupted and we are most grateful for her dedication to the care of our lawn!
- The 2014-15 Landscape Committee members will be Karen Keeffe and Clyde Kane.

C. **Rules and Guidelines Committee**

Our Rules and Guidelines will be reconciled, if necessary, with the updated governing documents. When finalized, the new documents will be mailed to the homeowners for insertion into their Homeowner’s Manual.

D. **Welcoming Committee – No Report**

The 2014-15 Welcoming Committee members will be Beth Dhennin and Jan Schulte. All future new homeowners will be welcomed as they join our Association.

VII. **PRESENTATION OF BUDGET FOR 2014-2015 AND REPLACEMENT RESERVE**

Bill Gavin referred to the proposed 2014-2015 Budget that has been included for informational purposes only. Greater Midwest Property Management submitted a proposal for continuance of their services. **WAS THERE A MOTION MADE TO ACCEPT THIS?? I don't recall such but maybe someone else has notes on this??** The Board of Directors will ultimately approve a 2014-15 budget. Jerry Soma offered a quick review of budget (**JERRY: need summary of what items you discussed to insert here**)

VIII. **NEW BUSINESS**

Roof Maintenance / Insurance Claim – Bill Gavin

- Hail damage claim remains unsettled as very small sum granted by insurance company;
- The Board is in the process of getting an independent adjuster involved. Based on preliminary conversations, the independent adjuster suggested PRTA sue insurance company for additional claim funds for subsequent repairs.
- In the next couple of weeks, the new adjuster will be re-assessing hail damage and board will have a better picture as to how to move forward with claim.

A discussion regarding the ice dams problems and the Association’s liability was held.

- Homeowners were again reminded to check with their personal homeowner’s insurance HO6 policy to ensure each has appropriate coverage.
- We have Requests for Action from many homeowners;
- Bill advised that for those that have had issues it will take some time to get through their home to check source etc. This assessing of problems will start next week.
- We need every PRTA homeowner’s cooperation when Darrell Olson is onsite to check properties as we attempt to find the source for the problems.
 - If you have a specific concern then contact Darrell Olson prior
 - Even if your unit has not seen any problems, Darrell will still be checking into it

IX. OLD BUSINESS

Governing Documents – Jerry Soma

- Limited Allocation Assessments: a copy of this document was distributed to all present.
- Amended and Restated Bylaws: a copy of this packet was distributed to all present.
- Amended and Restated Declaration of Covenants, Conditions and Restrictions: a copy of this packet was distributed to all present.
- Jerry Soma gave summary of changes (**JERRY: Do you want me to list your summary points in the minutes? If so then I'll need them from you**) and explained that PRTA will have another “special meeting” specifically for review / adoption of revised Governing Documents.

X. ELECTION OF 2014-2015 BOARD OF DIRECTORS

The following have agreed to participate on the 2014-2015 Board of Directors:

- A) Jerry Dhennin
- B) Deb Jorgens
- C) Bonny McIntyre
- D) Scott Schulte
- E) Jerry Soma

ACTION: A motion was made by Beth Dhennin, seconded by Keith Sherer and unanimously carried to approve the election of board.

XI. OPEN FORUM

- A thank you was presented to outgoing President Keith Sherer as well as Marie Gadbois, for their commitment and service to the Association. All present agreed via generous applause.

XII. ADJOURNMENT

The newly elected Board of Directors will meet immediately after the adjournment of this Annual Meeting. There being no further business, a motion was made by Scott Schulte, seconded by Bob Jorgens; President Keith Sherer adjourned the meeting at 8:45 PM.

Respectfully submitted,

Bonny McIntyre,
PRTA Secretary