

**MINUTES**  
(approved by the PRTA Membership at May 14, 2014 Annual Meeting)  
**of the**  
**PRTA ANNUAL MEETING**  
**Wednesday, May 15, 2013**  
**Greater Midwest Management Property Offices**  
**12760 Aberdeen St., Blaine, MN**

**Board Members Present:**

Bob Jorgens, Keith Sherer, Jerry Dhennin, and Mary McGraw

**Board Members Absent:**

Stan Vogel

**Association Members Present:**

Jeff Adler, Lou Bauer, Clayton and Marianne Berg, Beth Dhennin, Art and Shirley Dussl, Jim and Kay Dussl, Maria Gadbois, Clyde Kane, Karen Keeffe, Norm McGraw, Mary Moore, Marlys Olson, Tim Rayford, Scott and Jan Schulte, and Jerry Soma

**Guests:**

Bill Gavin of Greater Midwest Property Management Company

**I. CALL TO ORDER**

President Bob Jorgens 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.

**II. MINUTES FROM 2012 ANNUAL MEETING**

**ACTION: A motion was made by Art Dussl, seconded by Jim Dussl and unanimously carried to approve the Minutes of the 2012 Annual Meeting as written and distributed.**

**III. INTRODUCTIONS**

Bob Jorgens first announced that Rose Barnes, a 16-year member of our Association, died last week. Her daughter, Holly, and son-in-law, Jeff Adler, are the new owners of her home at 11751 Undercliff. Bob then introduced and welcomed Jeff and also welcomed another new couple in our Association – Jim and Kay Dussl (Art and Shirley Dussl's son and daughter-in-law).

Bob also introduced our Greater Midwest Property Management Property Manager, Bill Gavin. Introductions by all present were then made.

**IV. TREASURER'S REPORT**

Bob then announced that Treasurer Stan Vogel has given his resignation from the Board due to personal and health reasons, effective immediately. Mr. Vogel had stepped in as Treasurer when Board member Dick Moore died in 2011 and has been instrumental in creating our Reserve Replacement Fund Plan. Our thanks and best wishes to Stan for his commitment and service to our Association. Bob also stated that a new Board Director would be appointed by the Board to fulfill Stan's term (ending May 2015).

Bob then reported that at the end of our Fiscal Year (April 30, 2013), the Association had \$52,172 in our Operating Account and \$50,873 in our Reserve Replacement Fund. Total income was \$86,218.83 and total operating expenses were \$60,859.58 leaving a total of \$25,359 that was added to the Reserve Fund. Bill Gavin stated that the Board has been diligent in saving and spending our money; i.e., selecting a new insurance provider and changing landscaping companies.

**ACTION: A motion was made by Beth Dhennin, seconded by Scott Schulte, and unanimously carried to approve the Treasurer's report as presented.**

**V. STATE OF THE PRTA – Bob Jorgens**

Bob stated that the Board was very busy this year and met almost every month. We have just completed one full year of affiliation with Greater Midwest Property Management (GMPM) and a solid groundwork has been laid so we are on track. Bill Gavin is our Property Manager and is the point person for all questions, concerns or complaints. All problems should be written on a “Request for Action” form and sent to Bill to bring forward to the Board to address.

Last fall, we received a renewal notice from our former insurance agency (Farmers Insurance) and discovered that the rate had increase significantly. The Board, therefore, asked our management company to seek new bids. We found out that not many companies want to insure small townhome associations such as ours. The Board chose Westfield Insurance. We have already had a claim and Westfield responded in a timely manner.

The Board learned that our Association’s original governing documents (Declaration of Covenants and Bylaws) should be updated to incorporate current laws that have been made since our incorporation. We, therefore, hired an attorney. And, while we are “grandfathered” from one of the mandates that associations need to have a reserve fund for replacing siding, roofs, driveways, etc., the Board decided to start a reserve fund so we, and future buyers of our homes, will be able to make the necessary upgrades and repairs to our property.

**ACTION: Bill Gavin stated that each homeowner should check their HO6 policy to ensure that it covers a \$10,000 deductible for insurance.**

Committee Reports:

**A. Architecture Committee – Bob Jorgens**

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. See Tab 3 in your green homeowner 3-ring binder for more information.

**B. Landscape Committee – Karen Keeffe**

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

- All are asked to water the new bushes or trees that were planted last year. Our warranty states that if the new bushes do not survive, they will be replaced – but only once – this year.
- Our new contract with Well Groomed Lawns states that they must not use their riding lawn mower on the lawn between the houses. If you see that this is being violated, please tell Karen right away.
- Also, Well Groomed Lawns is also supposed to replace (or re-seed) the areas where the snowplows cut away the sod. Please tell Karen if you have concerns.
- 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.
- A suggestion was made to declare a “Spring Clean-Up Day”.
- 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.

**C. Rules and Guidelines Committee – Mary McGraw**

Mary stated that our Rules and Guidelines would be reconciled, if necessary, with the updated governing documents. When finalized, the new documents would be mailed to the homeowners for placement in each green 3-ring Homeowner’s Manual.

**D. Welcoming Committee – Mary McGraw**

Mary reported that since the last Annual Meeting, the Committee welcomed Paul and Laura Hansmann, Randy and Alice Getchell, Darrell Olson and Debbie Hopewell, and Jim and Kay Dussl. All future new homeowners will be welcomed as they join our Association.

**E. Nominating Committee – Beth Dhennin**

Beth stated that we have two open board positions – two openings for 3-year terms each to replace Mary McGraw and Bob Jorgens. The election for these positions will be conducted later on in the meeting.

**VI. PRESENTATION OF BUDGET FOR 2013-2014 AND REPLACEMENT RESERVE**

Bill Gavin referred to the proposed 2013-2014 Budget that was approved by the Board and mailed to all homeowners prior to the Annual Meeting. He stated that our monthly dues increased \$13 (from \$278 to \$291) in March 2013. Bob advised that while we have a 5.3% projected increase in income, our expenses are up 12%; therefore, at some point we will have to prioritize our decisions. Also, our insurance agent advised that our insurance policy may increase 4% next year; however, it should be noted that our rate had decreased when we switched insurance agencies last fall.

Bob referred to the Reserve Replacement Fund Plan that was mailed prior to the meeting. A discussion was held regarding the life cycles of the siding and roofs and that even after 20 years, we would be underfunded and assessments would probably have to be made. Bob said that the Plan would be reviewed and revised on a regular basis.

A motion was then made by Scott Schulte, seconded by Mary Moore, and unanimously carried to approve the proposed Budget for 2013-2014 as presented.

**VII. CAPITAL IMPROVEMENTS**

- Bob reported that no contracts have been awarded to improve any Association common area at this time.
- Driveway seal coating will be rotated on a yearly basis.
- The Board is still considering the improvement that should be made to the retaining wall next to Building 7.
- Mary Moore asked that the Board re-visit the bulging cement brick wall around her deck.

**VIII. NEW BUSINESS**

Bob stated that our governing documents would be ready for approval by the Association at a special all-Association meeting this fall. Also, we have asked that unit lot lines be determined for liability responsibilities.

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

A discussion then ensued regarding roofs leaking around the skylights on Buildings 1 and 2 even though the north roofs were re-built less-than-two year's ago. There was a question as to whether or not the underlayment was actually placed up to the top of the roof. Scott Schulte asked if he could place heat tape around his skylights. It was decided that this problem would be thoroughly investigated.

Maria Gadbois asked about the repairs to their home due to leaking around their patio doors. She stated that they are in the process of getting bids for new doors.

**IX. OLD BUSINESS**

Bob reported:

- Our Fiscal Year has been moved to May 1<sup>st</sup> through April 30 (instead of a calendar year).
- A Financial Audit for the quarter January 1 through April 30, 2012 has been completed.
- The Board is suggesting an audit for May 1, 2013 through April 30, 2014 and then every third year. We would be able to waive an audit with an affirmative vote of the entire Association.

**X. ELECTION OF 2012-2013 BOARD OF DIRECTORS**

Beth Dhennin of the Nominating Committee announced that the following have agreed to place their names in nomination for a seat on the 2013-2014 Board of Directors:

- A) Marlys Olson – 3-year term ending 4/30/2016
- B) Tim Rayford – 3-year term ending 4/30/2016

President Bob Jorgens asked for any nominations from the floor. Hearing none, he announced that nominations were then closed.

**ACTION: A motion was made by Scott Schulte, seconded by Jerry Soma, and unanimously carried to approve the election of Marlys Olson and Tim Rayford by acclamation.**

Bob then thanked Beth Dhennin for her effort in obtaining candidates for the election.

**XI. OPEN FORUM**

The following items were discussed:

- Beth Dhennin advised that if anyone would like to hire the window cleaner this spring to please contact Beth so arrangements can be made.
- Scott thanked outgoing Board members, Bob Jorgens and Mary McGraw, for their commitment and service to the Association and all present agreed with applause.

**XII. ADJOURNMENT**

Bob Jorgens asked the newly elected Board of Directors to meet immediately after the adjournment of this Annual Meeting. There being no further business, Bob adjourned the meeting at 8:55 PM.

Respectfully submitted,

Mary B. McGraw  
Secretary