

MEETING MINUTES

Jonathan Association Board of Directors – January 08, 2013

Attendance:

Board: David Snodgrass (President), Stephen Wolff (Vice President), Kristin Hempel (Secretary), Mark Perry (Treasurer), Jon Heers, Kelli Snapp, and Mike Lynner

Gassen: Nicole Kirk and Nancy Teske

Call to Order

Meeting was called to order at 6:29pm, by David Snodgrass.

Designate the Quorum: 7 board members present; a quorum has been reached.

Agenda: The agenda was amended to update item “VII. New Business” to “VII. Old Business” and add “VIII. New Business.” The agenda was approved as amended: Wolff/Hempel. Motion passed 7-0.

Minutes:

- The minutes were approved as presented: Wolff/Lynner. Motion passed 7-0.

General Reports

- **President’s Report/Executive Committee**
 - Nate Bostrom provided an overview of the Special Meeting noting that on 12/20/2012 all items on the agenda passed
 - David Snodgrass noted that the Executive Committee continues to correspond as needed for ongoing research and items of review
- **Heritage Committee** – No updates at this time
- **Communications Committee** – Nancy Teske noted:
 - There will be new information on the web site over the next few days including the updated bylaws
 - The website contract reviews are in process and that a suggested vendor was present to discuss their proposal
- **Architectural Review Committee** – Kristin Hempel provided the update as follows:
 - Neighbors should ensure that they contact Jonathan as well as the town when updating their home to ensure ARC approval is obtained
 - Revised ARC guidelines were created based on the executive session feedback from the last Board meeting and will be reviewed by the Board during the Executive Session
- **Activities Committee** – No updates at this time until the garage sale
- **Apartment Correspondence Committee** – David Snodgrass noted the following:
 - The Committee will be in high gear after the annual meeting with quarterly meetings thereafter
 - David Snodgrass will chair the Committee

- **Adhoc Annual/Special Meeting Committee** – David Snodgrass provided the following update:
 - Documentation for the process are being gathered
 - Special thank you to Gassen and the neighbors for helping during the Special Meeting
- **Treasurer’s Report/Finance Committee** – No updates at this time as the bookkeepers are working on year end financials which will be available later this month
- **Management Report** – Nancy Teske provided the following updates:
 - Cocoa and Coasting was a huge success with the largest turn out ever; special thank you to Kelli Snapp
 - Snow removal this year received several compliments from the neighbors; including praise from Clover Ridge Elementary School principal
- **Calendar of Events Update** – David Snodgrass noted:
 - The annual packet will be sent to the printer on January 23rd and mailed on February 2nd,
 - The next Board meeting will be on February 12th and will include candidates interested in joining the Board question and answer session with the current Board
 - The Annual Meeting will be held on February 19th with a 6:30pm start time, please arrive early to register

Old Business

- **2013 Nominating Committee** – David Snodgrass noted that there is one possible candidate currently under review and are looking for candidates who are interested in help keep Jonathan/Chaska one of the best little towns of Minnesota
- **2013 Election Committee** – David Snodgrass explained that the Committee will help with accounting firm by overseeing the results and certification of the votes the results of which will be presented at the March Board meeting by the Committee
- **2013 Credentials Committee** – Nicole Kirk stated that she did not have anything additional to report at this time
- **2013 Annual Meeting PR Notice** – Nancy Teske reviewed the sample provided to the Board. Upon review, the section referencing the Special Meeting will be restated and include a reference to the website and Karen House stating that the data is available for review
- **2013 Annual Meeting Materials** – Nancy Teske reviewed the sample provided to the Board stating that the current Board members who’s terms are ending need to submit an application and will be included in the question and answer period at the February Board meeting
- **Discuss Parliamentarian to Chair Annual Meeting** – David Snodgrass noted the importance of having an impartial individual at the meeting helps show a commitment to doing things right, following Roberts Rules of Order, and protects the association from accidentally not following proper process
 - A motion was presented hire a professional parliamentarian for the Annual Meeting at a cost not to exceed \$4,000: Wolff/Perry. Motion passed 7-0.
- **Website Bid for Review/Discussion** – Nancy Teske provided an overview of the website bid process and presented Michael Tudor of Clarity 11.com, the vendor interested in providing website maintenance
 - Michael provided an overview of his process, background, fee schedule, and commitment to Jonathan
 - A motion was presented that Jonathan add Clarity 11.com to the approved vendor listing at the stated rate of \$250 per month to manage content, maintain the site, repair glitches as needed for a term of one year: Wolff/Heers. Motion passed 7-0.

New Business

- **Map to be Included in Annual Package** – Nancy Teske provided an overview of the capital improvement map outlining improvements conducted during the past year. This map will be included in the annual package and will be updated as needed going forward

Motion to adjourn meeting was called at 7:10pm: Perry/Lynner. Motion passed 7-0.