

Meeting Minutes

Jonathan Association Board of Directors – November 11, 2014

Attendance: Mark Perry (President), Kelli Snapp (Vice President), Stephen Wolff (Treasurer), Michael Lynner (Secretary), Kristin Hempel, Judith Bostrom, John Siegfried Absent: Jon Heers, Denise Hedtke
Carrie Maass & Carla Gruenhagen from Gassen Co.

Call to Order: President Mark Perry called the meeting to order at 6:30pm.

Designate the Quorum: 7 present, quorum reached.

Agenda: John Siegfried added Garden Plots, Copy Faxes at Karen House, and Flow of Information to New Business. Wolff/Hempel, Passed 7-0

Minutes: October Board Meeting Minutes approved as amended. Wolff/Hempel 7-0

General Reports:

Presidents Report: Encourage friends and neighbors to serve on the Johnathan Board of Directors. Any other topics will be covered during the remainder of the meeting.

Executive Committee: No report.

Heritage Committee: Sorting through stuff at Karen House. Challenge of preserving large aerial photos and big posters of photographs. How to scan something to preserve digitally. Located high quality art scanner for roughly \$250. Wants to replace trail marker map posts, with possibly kiosk-type structures. They've faded and need more detail. One side map, one side history piece that goes with the location. To preserve and promote Jonathan. Going to check with a county trail system to start acquiring cost estimates.

Communications Committee: No report. A charter will be made up for the December Board Meeting for the responsibilities of the Communications Committee.

Building and Grounds Committee: John was able to get all of the maps from the county GIS department. Showed a map of the Jonathan/Chaska trails in great detail. Would like to post a map in the Karen House and also put the maps on some type of backer material to preserve the integrity of the maps themselves. He has also looked at many of the trees in question in the Jonathan neighborhood and recommended that many of them be either trimmed or removed completely, especially in the Clover neighborhood; mentioned that some of the tree trimming equipment that the Jonathan Association owns is in need of repair or replacement. Mark asked for the Gassen Association to look into bids to get some trees taken care of so that the Board can make a decision. Plastic sleeves were discussed for any new trees. John was unable to contact Roger with Asphalt Associates.

Architectural Review Committee: ARC Committee met once during the past month regarding a townhome development regarding fencing issues. The chair continues to meet with Carrie every Friday to discuss new requests and pick up paperwork as needed.

Activities Committee: Fall Cleanup was October 25th and was extremely successful. Currently looking for volunteers to be "Neighborhood Captains". Cocoa and Coasting will be December 13th, 12-2pm.

Finance Committee: Provided input to the executive committee regarding collections

Treasurer's Report: Operating funds balance is \$266,458.56, reserve fund balance is \$331,127.11. For the month ending 10/31/14, the association is under budget by \$10,771.31. Year to date, the association is under budget by \$93,985.63. Management Company continues to do an excellent job managing expenses year to date vs budget.

Management Report: Monument Signs: Sledding Hill and Karen House signs have been ordered. Elements will contact management to set up installation. The Victoria Way sign has an additional fee for an added trip to replace the sign. Stephen brought up the fact that the sign cost has already been approved and no action from

the Board is needed. Stephen also brought up that the sign proofs are not consistent with the size of the current signs of the “Karen House” and “Marsh Halberg Sledding Hill” Signs. Gassen will clarify the size of the signs due to the fact that Jonathan does not have a permit for larger signs. Management will begin interview process the week of November 17th. The Board would like input on the Job Description and knowledge of the position, but will not take part in any interview process.

-Mailboxes in Clover Field Drive; the association would have to pour a cement pad, order mailboxes, schedule install, and notify all residents.

-Seedling/Apple Awards: Names need to be finalized for both awards.

Credit Card Policy: new credit card policy for Gassen on-site employees at the Karen House; all employees will have a card issued in their personal names and must bring in all receipts for any expenses. Absolutely no personal purchases. Kristin brought up the issue of lost receipts and what the policy is. Stephen mentioned that the amendments be done to the policy and the executive members can approve the policy. **Motion to approve the credit card policy pending the suggested changes. Bostrom/Lynner.** Stephen stated that the parameters have already been set with the 3rd party vendors. Judith mentioned that she believes this is important to get passed as quickly as possible because it should not be expected that the onsite manager use their own funds. (Kelli Snapp left at 7:49pm). **Motion Failed 6-0. Motion to allow Management Company to rewrite the credit card policy showing amendments brought up in the meeting and send to the executive committee by Friday. Bostrom/Wolff Passed 5-1.**

Inventory of physical assets of the Karen House; determination needs to be made of what needs to be saved, what needs to be tossed.

Calendar of Events: Cocoa and Coasting will be December 13th 12pm-2pm. Next Board Meeting will be December 9th.

Old Business:

A. Policy 17 Resolution: Discussion on whether or not the Board wants to implement this policy, which might be difficult to enforce; but would have institutional memory for the association. **Motion to pass policy 17. Bostrom/Lynner. Passed 6-0**

B. Annual Meeting Prep: the discussion of a professional parliamentarian was brought up due to the cost of the parliamentarian. Stephen mentioned sending President Perry to training for annual meetings. Judith stated that she believes not having a parliamentarian sends the message to Jonathan residents that it is back to the original process of running a meeting. **Motion to have President Perry oversee the annual meeting. Siegfried/Wolff. Passed 6-0.** Nomination and Election committee needs to be formed, these will be formed next month.

Annual packet should be approved by the December meeting. Judith mentioned that we should look at the reserve study and compare it to what was actually completed to provide transparency for residents. This will be discussed further in the December meeting. John suggested that the board members sit at the front while Mark stands at the podium.

New Business:

- A. Garden Plots:** Gassen compared costs for garden plots vs how much we take in. Currently, the association is not breaking even. The management company will present a new cost proposal at the January Meeting.
- B. Copy/Faxes at the Karen House:** Something that has been offered to residents for a long time. Carrie said that only a couple people use the fax machine a week, but a couple people a day make copies. Some people have potentially abused the policy. John suggested that people who don't know how to properly use a copier and who make large number of copies are the most detrimental to the

Meeting Minutes

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association. The board discussed a policy to limit the amount of copies that residents can do. Gassen will draft a policy for this.

- C. Flow of information:** John stated that anything that is reported from a homeowner or board member should be sent to the office so that it can get to an expedited resolution.

Motion to adjourn Wolff/Hempel. Passed 6-0

Meeting adjourned at 8:38pm