

## Meeting Minutes

Jonathan Association Board of Directors – September 8, 2015

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**Attendance:** Mark Perry, Kristin Delf, Judith Bostrom, Justin Scharpen, Stephen Wolff, John Siegfried, Jon Heers, Denise Hedtke

Absent: John Hace

**Gassen:** Property Manager-Carla Gruenhagen, Site Manager-Carrie Maass

**Open Forum:** Chaska Police Officer Janke discussed neighborhood watch, puppy patrol, car seat safety, bike helmets, National Night Out, and thanked Jonathan for cooperation.

Greg Boe gave kudos for July 4<sup>th</sup> celebration, asked about additional mail stations, and opened the floor to questions for the city.

**Call to Order:** called to order 6:59 pm

Director Kristen Delf resigned from the Jonathan Association Board of Directors.

**Designate the Quorum:** Seven directors present. Quorum designated.

**Agenda:** Motion to amend agenda to include soccer nets, property management visual, and MNO seedlings under unfinished business: mailbox assessments, maps Siegfried/Heers Wolff/Perry **Motion to adopt agenda as amended. Siegfried/Heers, Passed 7-0.**

**Adopt August Minutes: Passed 7-0**

### **Unfinished Business:**

**A.) Eitel House:** Property line discussion, Siegfried suggested determining property lines before surveying. Perry suggested separating the totlot from the house lot. Wolff encouraged board action on property lines, but there is no map present, this evening. Wolff directed management to clean out debris from Eitel House. Perry directed management to have Vern winterize the house.

**B.) Lake Grace Pavilion:** no bids yet. Chaska building official is not interested in giving suggestions.

**C.) Budget:** forward to October board meeting

**D.) Haverhill request for replacement:** they want to replace current structure and mailboxes **Motion to install two 12-box, free-standing, pedestal mailboxes.**

**Bostrom/Scharpen. Motion to amend motion to include project cap of \$3500.**

**Wolff/Siegfried Passed 7-0.**

**E.) Maps:** Siegfried has worked on Jonathan map accuracy. The asphalt company used Google Maps so there were some paving/sealing errors. Siegfried encouraged board members and the public to stop by the Karen House to assess the accuracy of the newest version of the maps.

**F.) Oak Valley sign request :** Bostrom is opposed to Jonathan Association paying for replacement. **Motion to deny request for monetary contribution to update the sign.**

**Hedtke/Wolff. Passed 7-0.**

### **New Business:**

**A.) Bad debt write-off: Motion to write-off bad debt that is considered uncollectable by management in the amount of \$35,442.33 Bostrom/Perry. Passed 6-1.**

**B.) '15- '16 engagement letter with Mullen: Motion to retain Michael Mullen's services for 2 years Bostrom/Scharpen. Passed 7-0.**

**C.) Soccer nets:** Siegfried suggested placing soccer nets in the open field east of Friendship Lane South. **Motion to spend up to \$400 to place soccer nets at Friendship Lane greenspace Siegfried. No second. Motion failed.**

**D.) Bidding procedures:** Siegfried stated that it is inefficient and time consuming for the management company to have to collect three bids on projects before concrete expectations for scope of project have been determined. He suggests that the specifics and the scope of the project be determined in advance of soliciting bids. Wolff and Scharpen agree that policy and process are separate issues. They pointed out that staff and board don't always have the expertise/specific knowledge to determine the scope of projects. Wolff recommended that building and grounds committee submit the written charter.

**E.) Property management visual:** Siegfried suggested a visual aid/map to update project progress and accomplishments, monthly. Perry agreed. Scharpen said that it would be useful for the members to see progress. Wolff shared concerns about meeting time spent on an additional visual. Wolff directed management to have an 8"x12" map available for meetings

**F.) NNO Seedlings Motion to add 21 National Night out hosts to the seedling award list Wolff/Bostrom Passed 7-0.**

### **General Reports:**

**Management Report:** Bridge update; fall office hours change. Karen House closing at 3:30 for September and October; trails; pavilion; trail incident – Vern caution-painted and plans to cold patch. Judith asked where we are getting the replacement trees. Site manager stated that she has contacted Kahnke Bros. and Hartman Tree Farm. She has also contacted the city to see if there are ordinances for tree spacing. Management will continue to gather bids.

**Calendar of Events:** Fall clean-up October 24. Garden Plots to be tilled

**Presidents Report:** written report. No questions. Wolff is working on resolutions regarding storm water ponds, mail stations, and tree maintenance.

**Activities Committee:** no August meeting

**Neighborhood Representatives:** meets quarterly

**Architectural Review Committee:** running smoothly

**Heritage Committee: Motion to approve \$300 for test scan of Jonathan documents. Hedtke/Wolff. Passed. 7-0**

**Building and Grounds Committee:** Siegfried requests that no more trail activity requests be entertained for this year.

**Treasurer and Financial Committee:** Perry recommends setting 2016 annual fee at \$255 to maintain reserve. Siegfried asked if reserve account is primarily earmarked for Emerald Ash Borer and if Perry thinks it's still a concern to be included in next year's budget. Perry stated that the recommended reserve amount for an organization Jonathan's size is \$400,000-600,000 and it's not just for the potential Emerald Ash Borer problem. Income: ~\$3700 over budget. Expenses: consistently under budget. Net income: ~\$14,000

**Motion to adjourn: Heers/Perry 7-0 8:36pm**