

## **Jonathan Association - Board Meeting Minutes - December 10, 2019**

The Meeting of the Board of Directors of Jonathan Association was held at the Karen House on December 10, 2019.

**I. Board members present:** Chase Lundstrom, Jeremy Landkammer Ely, Justin Scharpen, Steve Drummer and Kay Rothe. Also, in attendance were

### **Gassen Company:**

Property Manager: Melissa Kampen  
Portfolio Manager: Steven Smith  
Assistant: Christie Majzner

### **Absent:**

Amy Gruber, Clint Prescott, Judy Grosch, Stephen Wolff

**Designate Quorum:** 5 directors present, 4 absent, quorum designated

### **II. Homeowner open forum:**

No homeowners present for the open forum.

### **Call to order:**

Chase called the meeting to order at 6:34pm.

### **III. Approval of agenda:**

Added items:

- The date of the Board meeting on the management report was incorrect. The date should be for December 10, 2019 and not December 12, 2019.
- 10) New business – attendance at Board meetings
- 11) adjournment

Jeremy made a motion to approve the December 2019 Agenda as amended, Justin Seconded, the motion carried.

### **IV. Secretary's report:**

Steven made a motion to approve of the November 2019 minutes. Justin Seconded, the motion carried.

Justin made motion to approve the amended October 2019 minutes. Jeremy Seconded, the motion carried.

### **V. Treasurer's report:**

made a motion to approve of the November 2019 financials. Seconded, the motion carried.

- There were questions about if some of the items need to be reclassified due to some projects. Melissa will be checking into that and will get back to the Board.

### **VI. Management report: Board Directive updates**

- At the end of November, the operating expenses are \$44,120.31 over budget.
- The Warner stairs, Hellmuth & Johnson had written up a license agreement. Chase will sign the agreement after the mayor signs off on it.
- Romeo Court – nothing has changed from the original site plan.

## **Action Items:**

### **CDs renewal:**

- Security Bank needs a new signature on two (2) CDs for renewal. If they stayed with Security Bank, they would give them a 12-month term with a 2% APY with 10 points at maturity.
- They have 2 that need to be renewed and signed.
- Justin made motion to accept managements recommendation to renew Security Bank CDs at a rate of 2% apy with 10 points at maturity, Jeremy seconded. Motion has carried.

### **Return of dues:**

- Chase had written a letter to the three (3) Sub Association that have been receiving a 75% refund once all homeowners have paid, to discontinue refunding any amount to them.

### **Annual Meeting Nomination Committee:**

- Justin and Kay are on the nomination committee and will look for homeowners to be nominated.

### **VII. Neighborhood 9 Monument Project:**

- The Board had approved the project up to \$20,000.00 for the one sign. Based off the special session, they had engaged with Hellmuth and Johnson to come up with a formal contract. The work is being done now but won't be finished until spring 2020 as some of it can't be completed now.
- They had removed the sign and had placed heat blankets to keep the ground warm and have removed the old sign. The monument sign base will be put in place and Edison Signs are currently working on creating the signs and will be installed.
- Melissa will reach out to Norby to get something in writing as to why the monument was pulled down and who had authorized it before the signed contracts.
- If it is \$1,200 a week to heat it, the Board would like the heat blankets removed and wait until Spring to complete project.

### **VIII. Eitel House Project:**

- Kay provided a report from Skip Rothe to help explain the Engineer's report to the Board of Directors.
- They will reach out to a contractor to get bids based off the list that was provided. Melissa will work on getting bids for this work.

### **IX. Committee reports:**

- A. Pavilion – Skip had sent email stating no work has been done. The materials were delivered before Thanksgiving and the work will be started soon depending on the weather.
- B. Building and Grounds – nothing to report
- C. Activities – nothing to report
- D. Finance – nothing to report
- E. Heritage – nothing to report
- F. ARC – Based off the recommended brick samples, "Bourbon Street" was the favorite by members who voted. Based off the ARC's recommendation, the Pavilion committee should go with Bourbon Street brick.
- G. Executive-nothing to report
- H. Communication- nothing to report
- I. Garden – nothing to report

- J. Mail Station – the work done for neighborhood 8 should be the model for the other mail stations. Jeremy would like to transition this project to management. Melissa needs the information from Mail Committee before proceeding.
- K. Strategic Plan – nothing to report

**X. Attendance to Board Meetings:**

- It is very important that Board members attend regular Board meetings. It is a volunteer organization and attendance and involvement are crucial.
- **Next meeting:** January 14, 2020 at 6:30pm at the Karen House

**XI. Adjournment:**

The meeting was Adjourned at 8:21pm. Justin made the motion to adjourn the meeting, Steve seconded. Motion carried.