

Jonathan Association Board Meeting – June 21, 2022

Attendance:

Jeremy Landkammer Ely, Kevin Hill, Amy Gruber, Heather Chakirov, Kevin Fafinski, John Siegfried, Stephen Wolff, Paul McNeill, Kay Rothe

FirstService Residential:

Kami Skomsoyvog – Community Manager
Maggie Mahmoud – Regional Director
Kim Lee – Office Assistant

Absent:

Open Forum: N/A

Call to Order:

6:32 pm

Designate Quorum:

9 directors present, 0 absent, quorum designated

Adopt Agenda as amended and restated:

- Amend the agenda to include:
 - Eitel Committee update
 - Bakkelund estimate
 - Night to Unite
 - Part-time bookkeeper discussion
 - Add approval of minutes to the Agenda
- Stephen motions to approve the amended agenda.
 - Kevin F seconded
 - Unanimously Carried

Approval of Meeting Minutes:

- Change on page 2, value placed on Eitel House shows \$89,000, should be \$89,900.
- Some misspellings on the last minutes. Please correct and update.
- Motion to approve minutes by John.
 - Kevin F seconded
 - Unanimously Carried

ACTION ITEM: Kim will make corrections on last meeting minutes from 5/17/22.

Treasurer's Report:

- Financials
 - Kami and Amy met last week to go over the financials. Still need to work on some items. They will meet again after the 4th of July event to work on the August report.

- *John asked what is the status of the Reserve Report? What is the recommended amount? Maggie said it is part of the larger Management report.*
 - *Amy has not signed off on taxes yet. Questions sent to Mullen. Wrap up in next month meeting. Extension of tax filing to November.*
 - *Who is on Financial Committee? Amy, Jeremy, and Steve Dummer are on the Financial Committee. Still looking for volunteers though. Stephen volunteered. Separate financial packet will be sent to him.*
- ACTION ITEM:** Kami will send Stephen financial packet.

Management's Report:

- **4th of July Event:** Kami gave quick update on what has been done. She said it would be nice to get 6 more volunteers.
 - A special thanks to Paul McNeill and his wife, Maemie for volunteering for this event.
- **Port-a-potty for Lake Grace:** Having a port-a-potty down at Lake Grace during the spring/summer months would be \$160/month. We can avoid the delivery fee if we have them leave one after the 4th of July event. Board approved for Spring/Summer use, ending in September.
- **Amy asked what the key accomplishments have been by administration for running of the Jonathan. Kami answered:**
 - After storm cleanup of trees.
 - Getting pavilion ready for 4th of July.
 - Monuments clean up, freshen up and beautification.
 - Power washed tot lots.
 - Jeremy asked, what would you do differently to help improve the property? Kami responded, look at budget for landscaping and operating costs over all. She explained that Connect, the computer program used, will help support with hard numbers what has been done, what has needed attention and where money is being spent. Maggie said she and Kami have talked about having a vendor(s) to come in to get things off to a good start each year so maintaining would be easier. We would like to have a vendor come in to do main areas which we can maintain after that. Kami said, it's a large property and there has been a lot of progress made so far this year. Jeremy said that the monuments are looking good, and he notices the progress. John said that more and better equipment, like brush mower, would help staff to use their time more efficiently and get more done. Maggie said that we have been trying to hire more staff but HR is having a hard time getting applicants. Board expressed support for more money toward equipment, etc.
 - Motion to put more money in to grounds maintenance this year (John) and get more staff. Money will likely be used for some equipment and hiring vendor(s) to expedite things rather than hiring more staff at this point.
 - Reserve study – Kami said she should have it next week, Monday or Tuesday (6/27-28). Once Kami gets it, she will send it to the board. Please look at it. Make notes on changes you'd like to see. Board can make 2 sets of changes within 6 months at no cost, after that there is a charge. Committee looking at the reserve study is Jeremy, and John who will go over and submit feedback.

ACTION ITEM: Jeremy and John will go over reserve study once received and give feedback to Board on any changes.

Board Action item:

- New accounting firm to replace Mullen. Up for consideration: Casey Menden, Faust & Nelson (\$4900/2 yr. contract); Robert Murphey (\$3700/2 yr. contract); March & McMillin (\$5800/2 yr. contract + \$250/hr. for any extra help.) Maggie recommended Casey Menden as they have worked with First Service and are familiar with us. Accounting also recommends them. All firms are independent with no conflict of interest. Amy asked that we reword the contract to include deadlines for completion of work and expectations. All agreed that it would be good to have more clarity with what we can expect from them. Engagement letters and terms of representation.
 - Stephen made motion to accept March and McMillan for 2 years. Amy seconded with clarification of Pg. 17 clarification, second paragraph, form 1120H? Kami can get clarified. Vote – 8-1 motion carries. March and McMillan are new CPA for Jonathan. Finance committee will move forward with monthly auditing.
- Port-a-potty for Lake Grace: Having a port-a-potty down at Lake Grace during the spring/summer months would be \$160/month. We can avoid the delivery fee if we have them leave one after the 4th of July event.
 - Board approved for Spring/Summer use, ending in September.
- Bakklund estimate regarding emerald ash borer: Treatment from last year didn't work. Trees need to come down and be replaced. Discussion regarding timing of removal.

ACTION ITEM: Kami – get two more bids.
- Night to Unite discussion (Amy): First week in August. *What's the plan? What kind of budget do we have? Will someone from association be driving around to parties? Do neighborhoods come together or does the Jonathan association organize and fund?* Jeremy said each neighborhood needs to register with the City of Chaska and with us. We reimburse \$125 (approximately) or so per registered event. In the past we have rented antique fire trucks and gotten free DQ ice cream tickets/coupons. There is a \$3,600 budget for this event.

ACTION ITEM: Jeremy will meet with Kami after the 4th of July to go over this event and what needs to be done.

Committee Updates:

- Building and Grounds: Jeremy is interim chair with Steve Dummer. Supporting reserve study. Looked at assets. Making sure we are having adequate reserves for projects.
 - A new agreement is needed with school to maintain gazebo at school. Jeremy is working with our attorney and the school to get new agreement done and properly filed with the city of Chaska.
 - Traditions at Clover Ridge has a sub-association so the responsibility for common areas such as the cobblestone and trellis are their responsibility. No maintenance agreement.
 - Remove tunnels from reserve study and stop funding for tunnels.
 - Next update at August meeting.
- Eitel House:
 - Kevin Fafinski said not on market yet and that the realtor still working on marketing plan. We have a contract for 12 months with realtor. Kami said website is up and property is listed. List price agreed upon of \$89,900. Price determined by land value of .9 acres. Nothing for structure. Structure is being sold "as-is". There is a whole list of requirements for purchaser based on it being a historic home. Next month is the city meeting and Jeremy will update the Board.

- Kevin Hill announced it is his last meeting with the board as he is moving out of Jonathan and is not comfortable maintaining a position on board. Jeremy talked about filling his vacant position. It will be a board decision and he said some past candidates are interested so will be contacted regarding the vacancy.
- Update regarding Clover Apartments development- agreement has been signed but the apartment complex has not yet gone for final approval.
- John wanted to discuss having an additional Bookkeeper position to review financials. Maggie said Kami reviews financials monthly. Kami gives them to Maggie, to review and then they go to Amy, the Treasurer. They then get emailed to the board for them to review. Invoices get submitted to Avid, our 3rd party to pay platform. We do not have a petty cash account any longer. Review is handled through FSR.

Adjourn

- Meeting Adjourned at 8:00 pm
 - Jeremy motions
 - Kay seconds