

# Jonathan Association Board Meeting – July 19, 2022

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## **Attendance:**

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

## **FirstService Residential:**

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

**Absent:** Kevin Fafinski

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## **Open Forum: N/A**

## **Call to Order:**

6:32 pm

Homeowner Open Forum:

Steve Kurtzweil, Jonathan resident:

- Said Zoom link is hard to find and use which makes it hard for homeowners to join/attend meeting.
- Steve gave kudos to Kami. Said we are finally seeing progress. People can come into office and have their concerns addressed.
- He suggested creating a web portal where residents can address concerns and get updates.
- Stated that given the Eitel House is up for sale, a property near the Eitel House has an ugly chicken wire fence which overlaps on to Jonathan property and should be taken down as it gives a bad impression of the neighborhood and is ugly. He wants it taken down.
- Steve said he had a nice time at the Jonathan 4<sup>th</sup> of July event. He talked to two (2) residents at the event who said they have never gotten a bill for dues in the past few years. He would like to have an audit of properties to see who is falling through the cracks. Kami is doing a good job and he indicated maybe we could put on list of things for her to do. He suggested stopping new projects until things get “up to snuff”. He indicated we are years behind on getting landscape projects up to standards.
- Steve would like Night to Unite budget reimbursement increased as \$150 is really not enough.

Jeremy said thank you to Steve for his input and mentioned there are opportunities for residents to get involved with various projects and to let him know if he wants to be more involved.

Steve said that he has gotten poor results in the past but maybe if there is more progress he would be willing to get more involved but for now it's not been worth his time.

Steve inquired as to whether the agenda is available prior to the meeting so homeowners can look at it prior to attending.

**Designate Quorum:**

7 directors present, 1 absent, quorum designated

**Approval of July 19, 2022, Agenda:**

- Amy requested amendment to add 2023 budget to the Agenda.
- Stephen motions to approve the amended Agenda.
  - Amy seconded
  - Unanimously Carried

**Approval of June 22, 2022, Meeting Minutes:**

- Amy had change on page 2, motion to put more money into grounds. Don't think there was a motion, but a recommendation. John said it wasn't a new motion but a prior motion from another board meeting.
- Stephen motions to approve minutes as amended by Heather via e-mail.
  - Amy seconded
  - Unanimously Carried

**Treasurer's Report (Amy):**

- Review June Financials – Hasn't been completed yet. If gotten to everyone by Friday, can it be approved by August 3<sup>rd</sup>?
- At August meeting we can review audit by Mullen.
- We'll be halfway through the year by next meeting so we should start looking at budget. **ACTION ITEM:** Please submit any budget ideas to Amy.
- Adopt Insurance Bidding Policy
  - Renewal insurance policy we got was very favorable (Jeremy). All board members were copied on the communication. FSR is recommending holding a policy for 3 to 5 years. This doesn't conflict with the management agreement or the policy, so Amy supports doing this. Requires the board's vote to approve. We will revisit this issue at the June 2023 meeting. The challenge is getting bids because of the size and complexity of the property.
  - *Does anyone have reservations about having a policy for 3 to 5 years rather than annually?* No. Amy said would like it to be either 3 or 5 years for clarity. Stephen said that if the rate goes up more than 5% he would like it to trigger a bidding process for a new carrier. Maggie said that 10-20% is more reasonable with the way insurance rates have been. We need to start the bidding process 4-5 months prior to renewal as it takes a while to get the information from the carriers and for the board to review. We need plenty of time to get quotes. Insurance companies are dragging their feet in getting back quotes. **ACTION ITEM:** Maggie will talk to Alisha and get back to everyone about time frames and what is a reasonable for criteria of when to look for a new carrier. John said 10% rate increase would be more realistic for triggering bidding for new insurance carrier. Amy said she looked and 23% was more standard for the market based on increase from last year to this year.
- 2023 Budget

- Budget season starts next month Amy said. She is seeking overview of the process as to what she can expect for the next month and needs to know if FSR have what they need from Amy. After much discussion and concern about time to review before decisions need to be made, Maggie agreed to work on the “shell”, take numbers through July and bring budget shell to board by end of August 31. The Finance Committee can review and bring draft to the September Board meeting. Board will have time in October to review and adjust. Budget will be discussed at October meeting. Amy agreed with this plan.
  - **ACTION ITEM:** Maggie will get shell of budget to Finance committee by August 31. Financial Committee is Amy Gruber, Jeremy Landkammer Ely, Stephen Wolff and Steve Dummer.
- Amy should give any budget items that need to be reclassified to Kami. Kami has been sending Amy the general ledger so please look at that. Have Page 8 in financials.
- Maggie, Jeff, and Kami to meet about financials and reserve items. Amy liked the idea of doing an audit of homeowners. Maggie said audits have been ongoing. We didn’t get all the addresses from Gassen when First Service took over but are working on it. Jeremy said the onus is on the Jonathan Association to account for the properties and bill appropriately. **ACTION ITEM:** Go through properties. Account for every address in association. Cross reference. Make sure everyone is being billed.
- Idea was presented that in the fall newsletter we should focus on the residential portal, FSR Connect, informing residents how to use website to pay their bill online, submit work orders or concerns, check their accounts, and other uses of the portal. Connect can do reports of work orders, issues, violations, etc. to help know how to spend money.

### Management’s Report:

- 4<sup>th</sup> of July Event: Kami said it was successful even though rain started the day. She did a debriefing with staff and know how to make it better next year. Amy asked if there is *weather contingency plan? Communication plan? Were we over or under budget?* Kami said we definitely need more volunteers. She said that there does need to be a better communication plan and contingency plan in place. Perhaps using connect emergency to call/text/contact people. Kami said we came in right at budget but don’t have exact numbers at this point. **ACTION ITEM:** Kami/Kim will make weather contingency and communication plan and add to the 4<sup>th</sup> of July process and procedure manual.
- Night to Unite: Kami said we did get the antique fire trucks. She is working with Officer Janke to coordinate the event and other possible events with the police department for community building. Kami asked for volunteers to hand out treats, etc. at the event from 5:00 to 9:00. Jeremy volunteered. Amy was a maybe. Let Kami know by the 27<sup>th</sup> of July if you can help. **ACTION ITEM:** Jeremy will see if any of the city council members or other officials can volunteer.
- Jeremy said he would like to double the budget for the Nite to Unite event from \$150 per neighborhood to \$300.
  - John motions to increase the budget from \$150 to \$300 per neighborhood.
    - Heather seconded

- Unanimously Carried
- Projects In process:
  - Emerald Ash Borer – companies coming out to give bids.
  - Juliet Park playground is almost complete
  - Mailboxes project – Progress is being made.
  - Ongoing maintenance of tot lots, power washing and weeding of monuments
  - Silo sign went up today 7/19.
  - Kami is talking with vendors regarding investing in landscaping equipment to let us better maintain the property whenever possible rather than vendor out jobs we could otherwise do. Kami is working with representative to determine which equipment we need here. The Buildings and Grounds Committee is working on giving recommendations. John said he wants to be a player in the selection of the equipment purchased. Jeremy said the vendors are the experts and we need to listen to their recommendations. After recommendations are made, it will go to the Finance Committee to review and then to the Board for approval.

**Election of New Board member:**

**Board Action item:**

- Election of Board Director - Kevin Hill resigned due to moving out of Jonathan. Makiza Johnson submitted his application for consideration to the Board. No other applications were received. No other nominations were made.
  - Jeremy nominated Makiza for the position on the Board
  - John moved to approve
  - Kay seconded
  - All in favor. Unanimously approved.

Makiza was congratulated. Makiza said he would like to see more people be involved in our community to make this a better place to live. **ACTION ITEM:** Kami will get Makiza all the board information he needs.

**Committee Updates:**

- ARC Committee:
  - ARC is looking for approval for new entrance monument for the southernmost entrance to Autumn Woods. (Second page of report did not come through so Jeremy shared his screen.) Vogel and Dahlen's contracted out. Vogel Construction came in around \$13,300. Signage around \$3000. Project not to exceed \$20,000.
    - Motion by Kay to approve Autumn Woods Southernmost entrance not to exceed \$20,000.
      - Heather seconded.
      - Motion carried 5-1.<sup>1</sup>
  - Autumn Woods east\Butternut entrance - has 2 monuments like Tuscany Hills. More of an expense given 2 monuments. Utilizing pre-existing footings for sustainability and economy. Design needs final approval. There is a \$10,000 difference between having a stone cap or not. Picture on page 24 of curved structure, gateway look. Cost will be \$36,000 for two monuments.

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<sup>1</sup> Stephen Wolff exited the meeting at 7:00 p.m., prior to this vote.

Question of do we need two monuments or is one enough? Design elements pending ARC approval. Jeremy suggested moving forward, not to exceed \$40,000. Landscaping typically comes in at \$1,200-\$1,500 per monument. It would be done this fall. Recently took down fence in this area and the freshening of the monuments is overdue.

- Motion by Amy to refurbish existing monuments at Autumn Woods east/Butternut not to exceed \$40,000
  - Paul seconded.
  - Motion carried 5-1.
- New monument on Jonathan land to replace existing monument at Lennar new development site in Autumn Woods. Last monument to build. We pay up front costs, but Lennar will reimburse 50% of cost. This is not repurposing but a completely new build. Cost will be \$25,000 without excavation; with landscaping, \$30,000, which means \$15,000 back from Lennar.
  - Motion by John to approve monument at Lennar site for \$25,000. Jeremy asked if he could go up to \$30,000 and John said yes, Motion by John to approve monument at Lennar site for \$30,000.
    - Seconded by Amy.
    - Unanimously carried.
- Eitel House: Kevin Fafinski is not present. Nothing new in board packet. Final plat approval next month.
- Building and Grounds: Jeremy got in touch with Paul who is property management representative for Traditions at Clover Ridge. It is not necessary for us to maintain the cobblestone and trellis, as it is their common area. Jeremy working with city on the new maintenance agreement with the school. Jeremy will update when he has more information.
- Reserve Study Committee: John, Kami and Jeremy met last Thursday to go over reserve study. Additional increases for tot lots. Tot lots need concrete area or sidewalk around them. Increase to cover that work and more funding to bring all tot lots up to the same standards. Question: *Is Neighborhood 6 tot lot in need of replacement?* Due for replacement but no schedule yet for when the work will be done. John will be coming back with recommendations to study in the next week or two. Numbers are fine but time frames are vague and need to be reviewed such as how often the silo will need repainting. Request made for flexibility between the need to do a project at a given time and spending on certain things given that they might not really need doing. Get back to board for recommendation for August meeting so it's ready for budget in September meeting. Reserve fund balance is healthy. Can be rebalanced based on need or projects from the review of reserve study. *What are true and consistent operating needs?* Need to make sure those things are funded. John wants to do a drive around to get a better idea on what's truly needed. Wants to do a mini study himself prior to next meeting. Amy has a couple questions. *What format will the study be in? Excel? Plugin play mode?* Reserve advisors said they could send us one Excel spreadsheet that can be modified, otherwise PDF. Maggie suggested adding a contingency line for unexpected expenses to be put in reserve study. Question: *Should that amount be a certain percentage? 10%?* Deadline for the two free unlimited changes is 6 months from when they started the study on May 18<sup>th</sup>. November 18<sup>th</sup> is the deadline. Reserve Study meeting will be set up. Anyone can join the conversation at the Karen house. **ACTION ITEM:** Set

up reserve study meeting. **ACTION ITEM:** Kami will make reserve study available to all board members for feedback.

**Items for Next Meeting:**

- August Meeting:
  - Review audit by Mullen
  - Eitel House plat approval?

**Adjourn**

- Meeting Adjourned at 8:00 pm
  - Jeremy motions
  - No objection