

## **2022 Board Meeting Notes**

### **The Gates at Parkside Village HOA Board Meeting Thursday, December 15, 2022**

Board Members Present: Belinda Fleming, President; Dave Goepner, Treasurer; and Don Berry, Secretary.

Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 4:00 PM and conducted by phone.

#### **DISCUSSION ITEMS**

##### **A. Property Maintenance Issues**

Board discussed obtaining additional quotes for painting, along with that of Dixon Painting, which has already been requested.

Board discussed rodent situation and possible next steps.

##### **B. Owner and Resident Concerns**

Nothing new at this time.

##### **C. Other Items and Administrative Issues**

Board members agreed to serve in their current roles for calendar year 2023.

Board discussed insurance options and possible deductible change. To be communicated to residents in Q1 Newsletter.

Board discussed Pump Station Flow Meter installation and associated cost.

#### **Next Meeting**

Meeting concluded at 4:30, The next meeting will be held on Thursday, January 26th, at 4:00 PM, online.

### **Annual Homeowners Meeting Notes December 5, 2022**

#### **Agenda:**

1. Welcome (Belinda)
  - a. introduce the board
2. Introduce new residents (Belinda)
3. Recognize residents who have volunteered time during the year: (Belinda)

- a. Kathy Kilgore - Landscaping chair
- b. Rich Robinson - Pressure Washing and Masonry
- c. Bob Wanex - Pump Station and litigation prep
- d. Steve Weaver - Pressure Washing
- e. Jim Whitfield & his son Brad - drone inspection of our gutters
- f. Marilyn Dover - 10+ years Social Chair
- g. New Chair - Cami Legacy - organized Halloween and Holidays

4. Projects/Repairs conducted in 2022: (Don)

- a. Replaced plastic fasteners on shutters
- b. New LED bulbs in street lamps (no cost to us)
- c. Preventative mtc on pump - inspected, greased
- d. Repairs to roofs and gutters
- e. Tree trimming & fertilization
- f. Repaired fence around the retention pond
- g. Pressure washing
- h. Masonry repairs

5. Status of Litigation (Dave)

a. Brief overview of our situation:

- i. Original system was defective and we incurred numerous leaks
- ii. Hired an engineering firm to design a new system and oversee installation - which took place in 2017
- iii. In early 2021 we experienced a handful of leaks to the system so we engaged an attorney and filed suit against the engineering firm and the installer for failure to perform per the contract specifications.

b. Status of Litigation:

- i. We settled with our engineering firm a couple of months ago.
- ii. We have reached a verbal agreement with the insurance company representing the contractor who installed the system

c. The settlement with the engineering firm should cover all of our direct costs associated with the litigation.

d. So what are we going to do with the settlement funds?

- i. The first thing we need to do is payback losses incurred the past 3 years.

- ii. Excess proceeds will go towards a new reserve for any potential, future leaks in the new system
6. Review 2023 Budget (Dave)
- a. Handout (expenses in descending order)
  - b. Handout - Projected 12/31/22 and 23 Reserve Balances (need to create)
  - c. Highlight certain things
- i. Discuss Insurance (largest line item in budget)
- 1. We had a claim a few years from a resident who had an interior water leak - causing almost \$100K of damages
  - 2. Now carriers are hesitant to cover us
  - 3. Our insurance has doubled in the past few years
  - 4. Our intention was to have a separate interior deductible and exterior deductible (\$75K interior - resident, \$25K exterior - HOA)
    - a. We've engaged 2 agencies to find us such a plan
    - b. Despite this seeming to be beneficial to the carrier, such plans are often 2 or 3x the cost of traditional (single deductible) plans
    - c. As such, the plan for now is to have a \$25K deductible for 2023 but we are hopeful to find an affordable \$75K plan. Our agents continue to search for one.
7. Board Nominations for a new Treasurer (Kirk):
- 1. Sandy
  - 2. Belinda
  - 3. Ali
8. Vote (Kirk) - won by Belinda
9. Wrap-up (Dave)

**The Gates at Parkside Village  
HOA Board Meeting  
Wednesday, November 16, 2022**

Board Members Present: Dave Goepfner, Treasurer; and Don Berry, Secretary.  
Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 4:00 PM and conducted online.

DISCUSSION ITEMS

A. Property Maintenance Issues

Board discussed current gutter and roof repairs, conducted by Sentry.

B. Owner and Resident Concerns

C. Other Items and Administrative Issues

Board discussed insurance options and possible deductible change. Awaiting additional quotes.

Board discussed the accounting/financial treatment of settlement funds received to date.

Annual resident meeting to be held Monday, December 5th, at 7:00 pm, at Grace Community Church.

Next Meeting

Meeting concluded at 4:29, The next meeting will be held on Thursday, December 15th, at 4:00 PM, online.

**The Gates at Parkside Village  
HOA Board Meeting  
Tuesday, October 25, 2022**

Board Members Present: Belinda Fleming, President; Dave Goeppner, Treasurer; and Don Berry, Secretary.

Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 4:00 PM and conducted online.

DISCUSSION ITEMS

A. Property Maintenance Issues

B. Owner and Resident Concerns

Unit 580 has requested a crepe myrtle be removed. Board will review and discuss.

Unit 622 reported a squirrel in the attic. Northwest Exterminating was called and conducted appropriate measures.

Several residents have had questions about insurance coverage. This will be reviewed at the annual meeting.

C. Other Items and Administrative Issues

Board discussed current covenant violations. Violation notices have gone out to residents needing to make updates or repairs. One issue was torn screens, and the repairs have been made. Another was leaving trash cans out overnight, and this has been addressed as well.

Covenant violations and by-law requirements will also be reviewed in the Fourth Quarter newsletter.

Board discussed possible dates for the Annual Meeting. To be announced.

#### Next Meeting

Meeting concluded at 4:45. The next meeting will be held on Thursday, November 17th, at 4:00 PM, online.

### **The Gates at Parkside Village HOA Board Meeting Thursday, September 29, 2022**

Board Members Present: Belinda Fleming, President; Dave Goeppner, Treasurer; and Don Berry, Secretary.

Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 4:00 PM.

#### DISCUSSION ITEMS

##### A. Property Maintenance Issues – Follow Up

Board discussed needed gutter repairs. Sentry Roofing quoted \$7100 and this was approved by the Board.

Board continues search and vetting for a handyman.

Overhang repair completed.

##### B. Owner and Resident Concerns

Units 570 and 572 submitted a request to install a retractable awning on the back deck. The two buildings on the south end of the neighborhood are unique in that they (1) only have one deck; (2) the façade of their buildings prevent them from installing a roof over the deck; and (3) they face the industrial area behind our community. As such, the Board has approved the possibility of adding an awning to these two units. The owners must still request individual approval from the Board. Approval will be based on (1) color and dimensions of the awning; (2) construction/quality of the fabric awning; and (3) owner's acceptance of responsibility to maintain the awning. Torn or worm awnings will not be allowed.

##### C. Other Items and Administrative Issues

Board discussed 2023 budget.

Board discussed current covenant violations. Violation notices have gone out to residents needing to make updates or repairs.

A “no soliciting” sign was approved for the entrance to The Gates.

Board discussed the on-going water project and appropriate next steps.

#### Next Meeting

Meeting concluded at 4:55. Next meeting will be held on Tuesday, October 25th, at 4:00 PM, online.

### **The Gates at Parkside Village HOA Board Meeting Thursday, August 25, 2022**

Board Members Present: Belinda Fleming, President; Dave Goepfner, Treasurer; and Don Berry, Secretary.

Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 4:00 PM.

#### DISCUSSION ITEMS

##### A. Property Maintenance Issues – Follow Up

Board discussed needed gutter repairs. Sentry Roofing has been asked for a quote. Board met with Dixon Painting; requested quote for next painting cycle, to begin in May of 2023. Also requested a quote for the gutter repairs.

Board continues search and vetting for a handyman.

Board in the process of getting quotes from several vendors for a needed overhang repair. Pressure washing of front steps and walkways has begun. Volunteers meet most Friday afternoons.

Updated information on deck stain to be added to website.

##### B. Owner and Resident Concerns

One resident has requested the addition of a retractable awning on back deck, and has submitted a proposal to the Board. Board is reviewing and will discuss with adjacent homeowners.

Some residents have expressed concern about bird feeders in the neighborhood. The concern is that birdfeeders may be attracting rodents. The Board will continue to research the issue.

##### C. Other Items and Administrative Issues

Board continuing to research options for changes to property insurance deductible in an effort to reduce premium.

Board discussed the on-going water project and appropriate next steps.

Next Meeting

Meeting concluded at 5:15. Next meeting will be held on Thursday, September 29th, at 4:00 PM, online.

**The Gates at Parkside Village  
HOA Board Meeting  
Tuesday, July 27, 2022**

Board Members Present: Belinda Fleming, President; Dave Goeppner, Treasurer; and Don Berry, Secretary.

Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 6:35 PM and was conducted online.

**DISCUSSION ITEMS**

**A. Property Maintenance Issues – Follow Up**

Board discussed needed gutter repairs. Board researching cost effective solution for items needing attention (gutter as well as carpentry and paint) prior to the 5-year painting and repair cycle, set to start in 2023.

Board has reached out to Dixon Painting, the vendor for the last painting and repair cycle. Current needs possibly under warranty.

Board scheduled in November to begin soliciting quotes for 3-year painting and repair.

Board continues search and vetting for a handyman.

**B. Owner and Resident Concerns**

One resident requested changes to current landscaping in front of unit. Plan submitted to the Board. Landscaping committee reviewing. Changes will be at owner's expense. Future requests will follow same procedure.

One resident requested the addition of a retractable awning on deck. Resident will submit a proposal to the Board.

In next newsletter (August) Board will remind residents and owners of covenant-related issues.

**C. Other Items and Administrative Issues**

Board researching options for insurance coverage in an effort to reduce premium.

Board discussed the on-going water project and appropriate next steps.

Next Meeting

Meeting concluded at 7:20. Next meeting will be held on Thursday, August 25th, at 4:00 PM, at the home of Belinda Fleming.

**The Gates at Parkside Village  
HOA Board Meeting  
Tuesday, June 28, 2022**

Board Members Present: Dave Goepner, Treasurer; and Don Berry, Secretary.  
Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 6:35 PM and was conducted online.

**DISCUSSION ITEMS**

**A. Property Maintenance Issues – Follow Up**

Board discussed water leak mediation on June 14th. Outcome pending.  
Needed gutter and related repairs have estimated cost of \$5,000 to \$12,000. Board agreed to wait until next year when three-year painting and repair project begins. These needed repairs will be part of the larger project.

Decking stain color no longer available. Board will research options and update website.

**B. Owner and Resident Concerns**

In next newsletter (3rd quarter) Board will remind residents and owners of the following issues:

- \*Umbrellas on decks should be neutral in color and closed when not in use.
- \*Planters on front porches are limited to 1 (one) and should not include flags, yard art, etc.
- \*Recycle bins have been reported missing. Residents are strongly encouraged to secure bins promptly after pick-up.

**C. Other Items and Administrative Issues**

Board researching options for insurance coverage in an effort to reduce premium.  
Board will update contact information on website.

Next Meeting

Meeting concluded at 7:30. Next meeting will be held on Tuesday, July 26th, at 6:30 PM.

**The Gates at Parkside Village  
HOA Board Meeting  
Tuesday, May 24, 2022**

Board Members Present: Belinda Fleming, President; Dave Goepner, Treasurer; and Don Berry, Secretary.  
Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 6:36 PM and was conducted online.

**DISCUSSION ITEMS**



#### A. Property Maintenance Issues – Follow Up

Board discussed the most recent water leak and upcoming mediation on June 14th. Board has arranged for asphalt company to repair asphalt disrupted during repair. Cost TBD – last time cost was \$1500.

Sentry will confirm prior requested roof repairs were completed satisfactorily.

Needed gutter repairs have estimated cost of \$5,000. On hold until shingle repair is completed.

#### B. Owner and Resident Concerns

None at this time.

#### C. Other Items and Administrative Issues

discussed outstanding accounting questions with Sentry. Sentry will follow up.

Sentry will follow up on covenant violations and owners and residents who are not picking up after pets. Umbrellas on decks need to be closed when not in use. Sentry will send up to three notices of violations.

HOA still interested in retaining a general handyman to use as needed. A candidate was found, but did not have workers' compensation insurance. Board will research options.

#### Next Meeting

Meeting concluded at 7:15. Next meeting will be held on Tuesday, June 28th, at 6:30 PM.

### **The Gates at Parkside Village**

#### **HOA Board Meeting**

**Tuesday, April 26, 2022**

Board Members Present: Belinda Fleming, President; Dave Goepfner, Treasurer; and Don Berry, Secretary.

Others Present: Kirk Aspegren, Sentry Management

The meeting was called to order at 6:30 PM and was conducted online.

#### DISCUSSION ITEMS

#### A. Property Maintenance Issues – Follow Up

HOA Board still working to complete an inspection of the neighborhood to determine needed repairs. These include general wood damage, peeling paint, masonry issues, gutter issues and leaning mailboxes. This should be completed by next Board meeting.

Mailbox painting is part of general painting, which will be done next year.

Board confirmed that deck paint color is on the website and available to residents needing to perform deck repair and paint work.

Board will arrange for Sentry Roofing to perform another "flyover", looking for missing shingles and other needed roof repair. Sentry Roofing can also provide gutter cleaning and repair.

Sentry Management completed their covenant review of the neighborhood and notified applicable residents of needed action items.

#### B. Owner and Resident Concerns

HOA Board met with owner who wished to make some landscaping changes to front of unit and agreed to pay for the cost of the changes. Board and owner came to agreement on the details of the project.

#### C. Other Items and Administrative Issues

HOA Board discussed the possibility of a financial assessment to meet budget shortfalls in light of needed projects next year, such as painting and roofing. The shortfalls are impacted primarily by inflation in labor and materials. By-laws state that majority of residents must approve an assessment. Sentry Management stated this could be done electronically, or a special meeting could be called. Could also be addressed at the next annual meeting. Any approved assessment could be paid in lump sum or installments.

Board discussed contents of next newsletter, which will go out to residents shortly.

Meeting concluded at 7:30. Next meeting will be held on Tuesday, May 24th, at 6:30 PM.

### **The Gates at Parkside Village HOA Board Meeting Tuesday, March 15, 2022**

Board Members Present: Belinda Fleming, President; Dave Goepfner, Treasurer; and Don Berry, Secretary.

Others Present: Kirk Aspegren, Sentry Management.

The meeting was called to order at 6:30 PM and was conducted online.

#### DISCUSSION ITEMS

##### A. Property Maintenance Issues

Vendor selected to perform shutter replacement and repair. Cost is \$4,500, for two days. A lift is needed. Proof of insurance has been provided to Sentry Management. Shutter contractor will also provide to the HOA a list of shutters with wood rot, or in need of other repairs.

Massey Services will provide a rodent box on Monday, March 21st. Rodent droppings have been sighted in the area of the pump house and detention pond. Massey will check quarterly and replace bait.

Warranty painting on Units 609 and 620 will be done on Monday, March 21st.

HOA will compile a list of leaning mailboxes and determine needed repair. Board will also walk the neighborhood looking for general wood damage and masonry issues. Dave will prepare a form to be used for this purpose.

A handyman has been located and is a candidate for general repairs.

Kirk confirmed the fire hydrants on property were recently inspected and no issues were found.

##### B. Owner and Resident Concerns

One resident reached out to the Board about rainwater from gutter causing wood rot. This is possibly due to shingles being cut back several years ago. Gutters are scheduled to be replaced as part of roof replacement.

Website has been updated to indicate new initiation fee of \$1500.

#### C. Other Items and Administrative Issues

The drive through inspection, for covenant violations, will be conducted next week. Either the third party used by Sentry, or Kirk himself will do this.

All residents in arrears on monthly fees have been brought current.

The Board discussed possibly obtaining alternate quotes for termite service and pest control.

Meeting concluded at 7:20. Next meeting will be held on Tuesday, April 26th, at 6:30. Meeting to follow will be Thursday, May 19th, at 6:30.

### **The Gates At Parkside Village HOA Board Meeting Thursday, February 10, 2022**

Board Members Present: Belinda Fleming, President; Dave Goeppner, Treasurer; and Don Berry, Secretary.

Others Present: Kirk Aspegren, Sentry Management.

The meeting was called to order at 6:30 PM and was conducted online.

#### DISCUSSION ITEMS

##### A. Property Maintenance Issues

Search still underway for a vendor to perform shutter replacement and repair. Estimated cost is \$3,000 - \$4,000 annually. Hennie is interested.

Rodent droppings have been sighted in the area of the pump house and detention pond and rodent boxes will be placed in the area. Don will contact Massey Services for pricing.

New gutters will be a part of roof replacement project, scheduled to start in 2025.

##### B. Owner and Resident Concerns

Unit 612 had requested a tree be removed. Decision made to trim tree, not remove, by current landscaping company.

##### C. Other Items and Administrative Issues

Kirk will send January financials to the Board. Kirk will schedule Sentry Management in March to perform a drive-through of the neighborhood for covenant violations.

Kirk discussed the issue of past-due HOA fees. Currently, there is one resident who is two months in arrears. Kirk will reach out and try to arrange payment.

Insurance vendor provided cost for adding workers' compensation coverage to the policy. Sentry Management to provide vendor information to insurance agent. Dixon Painting will perform warranty work on Unit 609. Belinda to follow up with Fernando. Additional research of water issue to be conducted on Friday, February 11th. Work will begin at Unit 609. Waiting on bid from Paramount to rework the water system. Community Work Day to be scheduled for this Spring or Fall. Decision made to hire professional to refresh "No Parking" lettering. Gutter cleaning completed in December.

Meeting concluded at 7:35.

**The Gates At Parkside Village  
HOA Board Meeting  
Thursday, January 13, 2022**

Board Members Present: Belinda Fleming, President; Dave Goeppner, Treasurer; and Don Berry, Secretary.  
Others Present: Kirk Aspegren, Sentry Management.

The meeting was called to order at 6:30 PM and was conducted online.

**DISCUSSION ITEMS**

**A. Property Maintenance Issues**

There is a need for new water shut-off valves in the units. There is a history of leakage resulting in extra expense for the community. A discount has been negotiated with Robert Young Plumbing. All owners will be notified of the opportunity to replace the shut-off valves.

There is a need for a handyman and stone mason for the property. Dave Goeppner and Don Berry will ask for referrals.

The possibility of Sentry performing inspections of windows, doors and decks for needed repair was discussed. This would be an expansion of the current list of responsibilities.

Belinda Fleming and Don Berry will attend training on how to restart the pump mechanism on the detention pond. Pump machine lights are now fixed. Rodent droppings have been sighted in the area and rodent boxes will be placed in the area.

Arbor Guard currently charges \$2520 annually to fertilize plants and trees, and \$3140 annually for pruning. Belinda Fleming will obtain another quote.

New gutters will be a part of roof replacement project, scheduled to start in 2025. Gutter cleaning has been approved, at a cost of \$650. Kirk will notify the vendor.

Summer action items to be finalized in the Spring.

**B. Owner and Resident Concerns**

One owner asked for a change in the monthly due structure. This was declined.

One resident requested a tree located near their unit be removed. An arborist was consulted, who recommended trimming, at a cost of \$350. Kathy Kilgore will consult with the current landscaping maintenance company before a final decision is made.

#### C. Other Items and Administrative Issues

A resident list with updated contact information is needed. There are two or possibly three LLC's in the community (property owners) that the Board has been unable to contact. Bruce Powell is working on this.

The current \$10,000 deductible on the property insurance policy will be revisited in November or December.

A Board sub-committee is needed to provide guidance, input and oversight on the ongoing lawsuit. Two residents were named to the sub-committee.

Current Board to review transition information from Pam Britt via DropBox.

Dave Goepner and Don Berry will work on producing a quarterly newsletter for the community.

Meeting concluded at 7:55.