

Westbrooke Condominium Association dba
MEADOW CREEK CONDOMINIUMS

MINUTES OF REGULAR BOARD MEETING
Community Room, 823 Old Settlers Trail, Hopkins
Wednesday, March 2, 2011

ATTENDING: Koleen Saifa-Bonsu, Anne Denelsbeck, Doug Harbrecht, , Pat Olsen, Cecelia Timm, Enrique Torrano, Veronica Virtue, John Ward

ABSENT: Sandy Miller

STAFF (Omega): Dave Stendal, Ben Fotland, Patty Tomaino

GUESTS: 10 Owners signed in

Meeting called to order by President John Ward at 6:05 pm

Member Concerns

Window replacement

Patty will start a list of members interested in window replacement (at owner's expense). John Ward talked to a contractor willing to give a reduced cost for multiple units.

Business meeting commenced approximately 6:30 pm.

APPROVED the Agenda with addition of the following topics:

Mediation request.

Inclusion of owner's names in meeting minutes.

Bed bug extermination issue

Motion: Cecelia Timm. Second: Veronica Virtue. Passed

APPROVED the following collection actions identified in the Board packet:

Motion: Cecelia Timm. Second: Veronica Virtue. Passed.

- a. Pursue judgment.
- b. Deceased. Write off as bad debt.
- c. Current, no action
- d. Late on recent payment plan. In default. Have attorney send letter stating that assessments will be accelerated for 2011 and a judgment will be obtained if she does not catch up.
- e. Bank is obligated to pay (amount listed is since sheriff's sale). Write off amount from prior owner (see aging report). Owed us \$541, decision not to pursue was made at prior meeting.
- f. As reported

- g. As reported
- h. As reported
- i. As reported
- j. As reported
- k. Incarcerated, do not want to keep falling further behind. Check if there is a foreclosure in process, if not, start foreclosure. Unit appears to be occupied. Mortgage balance is high or we would have foreclosed earlier. Has been an owner for a long time.
- l. As reported
- m. Demand letter expired. Do O&E, go after judgment if no equity.
- n. As is. Re-file if she does not stick with payment plan.
- o. As reported
- p. As reported
- q. Send "final" letter with threat of acceleration as above.
- r. Judgment
- s. Do O&E, judgment if no equity or foreclosure in process.
- t. No income to attach to. Amount not covered by Chase around \$9,000. Judgment (max is \$7,500).
- u. Received payment proposal Friday, 2 checks for \$559, March 15 and 31. Accept proposal. Modified loan recently, wants to stay in unit, will have money.
- v. No payment plan. Send letter of acceleration and file judgment. They have moved out recently, foreclosure likely in progress.
- w. As reported
- x. As reported
- y. Do O&E and then decide.
- z. 922 #3. Additional item. \$912 past due, no collection action started yet. Reinstated ACH payment. Proposes extra \$100 a month starting in April so would catch up by end of year. Proposal accepted.

Enclosures in the Management Report include accounting of all collection actions taken for all member accounts receivable.

Sewer pipe investigation

Sought alternative ways to fix sagging sewer line. One company gave quote to sand jack but no guarantees, did not think it is likely to work. Replaced line might sag also. Likely to cost \$45-50,000 total to replace. Cleaning every 6 weeks is \$2,330 annually. Omega will meet with Root-O-Matic to assure they are hitting the right lines each time as they do a few every time they are out and see if we can get a better price. Remind residents in that building not to flush things into the line that are likely to cause problems. Continue with current cleaning schedule for now.

Attic insulation

APPROVED insulation of the next 15 buildings that have leaked twice in last 2 years at a cost of \$42,000, re-visit insulation of remaining buildings after we have a replacement

schedule from Omega and can prioritize this work in the context of other work that is needed.

Motion: Doug Harbrecht. Second: John Ward. Passed.

Gas grill timers

Asked Omega to check on warranty of current grills that seem to be deteriorating quickly.

Comcast offer revised

Ask attorney to address:

Non-exclusive marketing.

Require service techs to be accompanied by MCC building tech to open access panel and go into attic with them, tell us what they are going to do. Restrict to our office hours, 8:00 - 3:30 M-F excluding holidays.

No door to door soliciting.

Workmanlike service – burying cables, drilling through walls, covers on pedestals, etc. (Establish standards for cabling). Cannot drill through brick, one entry point to each building.

Pre-Wire is subcontracted by Comcast to put in cable, then Comcast comes out to activate. (If done by Comcast tech they will just quickly run a wire because they don't know how to do cabling).

Suggest contract changes to attorney, review by Board, then take to Comcast.

Committee charters.

APPROVED the committee charters prepared by Omega for three committees, Welcoming, Social/Special Events, and Grounds Beautification, with the revisions suggested by Doug.

Motion: Doug Harbrecht. Second: Anne Denelsbeck. Passed.

Newsletter editor

Should thank Rebecca for her interest.

Need to designate Board member to proof newsletters.

APPROVED to accept Barbara as volunteer newsletter editor.

Motion: Anne Denelsbeck. Second: Veronica Virtue. Passed.

Rain Gardens

John Ward presented.

April deadline for submission of plan to watershed district.

Review overall and year one plan at next meeting.

Skio Engineering designed existing rain garden, was given notice demanding return of money and cost of correction a couple of weeks ago.

Need to get specific list of expenses and get this to them (John work with Patty).

Need to get cost of correction from Michael Keenan.

If Skio ignores demand letter, will need to sue.

Need approval to submit April 1, will send information to Board by e-mail.

Mediation request

A small number of owners presented concerns to Anne Buck, our liaison on the Hopkins police force. Mel Pittel presented concerns at a Hopkins City Council meeting, and the Council suggested mediation. The issue went back to Anne Buck as mediation coordinator for the city. A mediator helps work out agreement *between* the parties. Issues of concern that were raised by the owner group include petition issues, wanting representation on Board, use of proxies by the Board, and re-election of incumbent Board members. Also noted difficulty in hearing Board discussion at the Board meetings, suggesting use of a microphone.

Rather than taking time for additional mediation meetings, the Board would prefer to continue to make use of the Member Concerns portion of Board meetings. Individual Board members cannot speak for the entire Board, so mediation would need to involve most of the Board in order to have a majority vote to approve mediation agreements. Members can hold unofficial meetings, as they did a week after the Board meeting last month, if they feel it is useful. The Board would appreciate hearing specific concerns and positive suggestions coming out of these meetings and brought to the Board meeting.

Bed bugs

APPROVED to assess charge against owner of the unit that was the source, and set up a payment plan with the owner.

Motion: Koleen.Saifa-Bonsu. Second: Anne Denelsbeck. Passed.

Inclusion of owner's names in meeting minutes

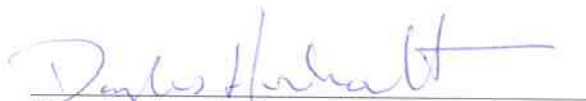
Going forward, acceptable to identify generic member issues in the Member Concerns portion of Board meetings, or only record items that may be of common interest or require Board or management action items, or only record the time taken for member concerns. Can include member names if relevant to the issue.

Will refer to collections issues only by number or letter identified in the Board packet. Approved to amend or black out items in prior minutes as sent out by e-mail.

Approved a recognition plaque for Jerry, who has devoted much time to grounds beautification around the property.

Meeting adjourned, 10:00 pm.

Respectfully submitted,



Doug Harbrecht, Secretary