

Westbrooke Condominium Association dba
MEADOW CREEK CONDOMINIUMS

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

ATTENDING: Anne Denelsbeck, Enrique Torrano, Sandy Miller, Pat Olsen,
Cecelia Timm, John Ward

ABSENT: Doug Harbrecht, Koleen Saifa-Bonsu, Veronica Virtue

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

GUESTS: 9 Owners

Meeting called to order by President John Ward at 6:00 pm.

Member Concerns

Business meeting commenced at 6:30 pm

APPROVED the Agenda with the addition of Proxy Procedure and Phone Proposal under New Business.

Motion: Sandy Miller. Second: Pat Olsen. Passed.

APPROVED the October 5, 2011 MCC Board Meeting Minutes.

Motion: Cecelia Timm. Second: Sandy Miller. Passed.

Management Report

The Association had Cash of \$418,381 and Receivables of \$124,229 at the end of October.

Reserve Expenditures in the month of October totalled \$106,680. Payments were made to Bredahl Plumbing, MN Roadways & Allied Electrostatic.

Collection actions

- H. **APPROVED** to accept offer from attorney for settlement of 50% now, waive the three-year foreclosure rule, and require payment of the remaining balance upon sale of the unit.

Motion: John Ward. Second: Enrique Torrano. Passed.

APPROVED Payment Plan Parameters as outlined in the Management Report (see attached). If the parameters are not met then the request will go before the board.

Motion: Enrique Torrano. Second: Sandy Miller. Passed

Discussed establishing parameters to delegate the more routine payment plan decisions to Omega. This will be a more efficient way to handle requests from members.

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

Property Tax Petition

The attorney received 2 property tax rebate checks and is anticipating a 3rd check. These represent approximately 263 tax parcels receiving a rebate. The next step will be to determine the expenses incurred by the Association for the tax protest, i.e., legal bills and appraisal services since 2008. The owner of each unit included in the protest should receive a corresponding percent of the rebate as calculated by Hennepin County, less their proportionate share of the expenses.

APPROVED that the corresponding percent of the rebate for each unit included in the tax protest will be credited to the owner's account by Omega.

Motion: Enrique Torrano. Second: Sandy Miller. Passed.

2011 Audit

APPROVED to accept the bid for the 2011 audit from Casey, Menden, Faust & Nelson for \$2,400. It is noted that the accounting firm stated the quote for \$2,400 assumes that there are no more visits by Mel Pittel.

Motion: John Ward. Second: Anne Denelsbeck. Passed.

Maintenance

1. Asphalt sealcoating project is complete.
2. Trash doors. Electric Fire & Security is still waiting on a backordered part for the prototype.
3. Front door replacement. Northwestern Door had the highest quality door and hardware at the best price of \$2,600. The start date for this project is mid-November.
4. Rear door replacement. Two doors will be ordered from TrimPac and installed as prototypes.
5. Front door painting. Allied Electrostatic completed painting 1/3 of the doors. After hearing concerns over the color choices it was decided to look at different colors for the remaining doors next spring.
6. Rear entry light fixtures. Two prototypes have been installed. A 70W fixture on 825 and a 50W fixture on 820. John Ward suggested to slow this process down and take a look at LED lighting with approximately 41 lumens and no cold weather problems. Possibly a 10W fixture would be sufficient.
7. Grounds Contract. Reviewed the renewal bid from Lunseth Lawn Care with a modest increase of 2% for the 2012 summer season. Everyone is generally pleased with their work for the past two summers.

APPROVED to accept the bid from Lunseth Lawn Care for 2012, 2013 & 2014 for \$45,290; \$46,200; and \$47,355 respectively per year with the understanding that the Association may use the 60 day termination option.

Motion: Sandy Miller. Second: Cecelia Timm. Passed.

8. Removal of vines. It was decided to remove the vines that are growing into storm windows, screens and soffits. Lunseth will remove the vines in late November and spray the roots in the spring.

APPROVED to pay Lunseth \$45 per hour up to a total of \$2,000 to remove vines.

Motion: Cecelia Timm. Second: Anne Denelsback. Passed (ET against).

Satellite Dish Policy

There was a lengthy discussion regarding the placement and appearance of dishes littered throughout the property. With the attractive introductory offers by DirectTV and the upcoming change in service by WPC, the office has already seen an increase in dish installations. Enrique Torrano will investigate possible options and solutions to minimize the amount of dishes on the buildings.

Office Phone System

Patty handed out information regarding a new phone system for the office center.

APPROVED to change the office phone system pending positive feedback from the referrals and a written agreement that if the system does not perform as intended the Association will not be held to the 24 month commitment.

Motion: Anne Denelsback. Second: Sandy Miller. Passed.

Proxies

There was discussion regarding last minute proxies turned in at the start of the annual owners meeting which delayed the start of last year's meeting over an hour.

APPROVED to accept proxies up to but no later than noon on the day of the annual meeting.

Motion: Sandy Miller. Second: John Ward. Passed.

2012 Budget

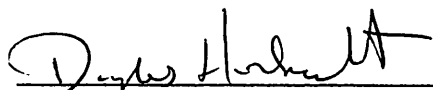
There was discussion regarding the budget and a dues increase for 2012. Dave Stendal summarized that the budget anticipates an increase in maintenance, administrative, and trash removal costs and a reduction in income from sources other than dues.

APPROVED a dues increase of 2.5% for 2012.

Motion: Anne Denelsbeck. Second: Sandy Miller. Passed (JW & ET against).

Meeting adjourned 9.55 pm

Respectfully submitted,



Doug Harbrecht, Secretary

Attachment

Payment Plan Parameters

- a. *Payment plans are not available to owners if the Association's attorney has already initiated foreclosure action.*
- b. *Payment plans are not available to owners who have already defaulted on a payment plan for curing the current delinquency.*
- c. *If a claim has already been filed in Conciliation Court, the Association will proceed with obtaining a judgment, either by order of the Court or a Confession of Judgment.*
- d. *Payment plans must provide that the owner will pay all current charges by the 10th day of the month.*
- e. *The payment plan must provide for steady payments in addition to the current charges, such that the delinquency will be cured within 18 months.*
- f. *If the payment plan is based on a large lump sum payment, such as a retirement fund withdrawal, worker's compensation claim settlement, or income tax refund, the owner must provide adequate documentation.*