

**Stillwater Crossings Townhome Association
Board Meeting
6:00 PM
Location: Kingwood Management
14520 61st Street Court North
Date: January 28, 2021**

Minutes

I. Resident Forum

No residents present due to COVID -19 restrictions.

The board will implement in person meetings as soon as it is safe to do so.

Business Meeting

A. Call to order

- Called to order at 6:03 PM
- Attendance: Richard Nauman from Kingwood Management, Board Members Wes Humphries, Lea Morris, and Jennifer Sherwin.

B. Approve Minutes

1. Lea made a motion to approve the minutes, Wes Second, motion carried

C. Financial Report

1. Review of Financials

- Discussed by Richard and the board. The Financials are in good standing for the Association and the Reserves are on target.

D. Management Report

1. Incident/Complaint Reports

- Discussed by Richard and the board
- Outstanding violations have been corrected.
- The Board discussed delinquencies and fines

E. Old Business

1. Heat Cable Project

- Build Tech has completed the project. The cables have been operating successfully and homeowner feedback has been positive.

2. Fencing

- The fencing that is the most derelict is the fencing around the gas meters.
- Best Built Fence Company will continue to work on the fences in the 2021.
- Due to COVID the project was delayed in 2020 but will continue in 2021.

2. Trees

- Junker Tree Service addressed the Northside trail and the dead Oak
- The area has been cleaned up and is greatly improved.
- Evergreens will be planted to replace the trees that were removed in the Fall in the Spring. Due to the sudden weather change they were not able to plant them in the Fall. They will be done in early Spring.

3. Garage Doors

- Richard gave a garage door update. Garage doors are the responsibility of the homeowner and need to be maintained and in good condition. He will continue to monitor the condition of the garage doors.

4. Mailboxes

- It has been reported some mailbox pods have been freezing and icing over. Kingwood is monitoring the issue. Please contact Kingwood Management if you are unable to open your mailbox due to freezing.

5. Finger Roads and Parking

- As we enter into the Snow Season Homeowners should be advised each townhome unit has two parking areas the garage and the driveway directly in front of their garage.
- Additional parking areas are for guests.
- No parking is allowed on the short dead-end streets (except in adjoining parking areas) which provide driveway access.
- Ensure there is access for snow removal
- Parking across the base of driveways on the finger roads is strictly prohibited at all times all times of the year.

F. New Business

1. No Solicitation Signs

- It was brought to the attention of the Board that there has been an issue with unwelcome solicitors coming to the door.
- “No Solicitation” signs have been ordered and will be placed on each address signpost to deter any unwanted solicitors coming to homeowners’ doors.

2. Driveway and Finger Street Replacement

- The driveway and finger street replacement will be continued this year in the Spring/Summer.
- Wes proposed the Board approve to do three roads/drives this year and three next year and have the project completed in two more years as opposed to three years. There will be a cost savings to the Association as the more they can do at once the less expensive it will be.
- Lea made a motion to do three drives this year and three next year. Jennifer seconded the motion, motion carried.

3. Salting finger roads.

- The Association Board and Kingwood Management are aware there is an issue with the accumulation of ice due to the nature of the snowstorms we have had this winter.
- Homeowners please be aware we have taken your feedback into account and we are working on solutions with Valley Green.
- After the last storm, the Board did authorize Valley Green to salt the problem ice areas to try and loosen the ice for removal.
- Please be aware salting and deicing of drives, parking areas, sidewalks, walkways, steps, IS NOT PART OF THE SNOW REMOVAL CONTRACT.

- The vendor does offer the service however it is done on a as needed basis and it is billed separately from his contract.
- It is very difficult for a Vendor to salt individual drives without causing damage to the grass.
- If they are salted by hand it is a great expense due to the cost of labor.
- Based on feedback moving forward the Board and Kingwood Management along with the Vendor will keep a close eye on the situation and treat when it is cost effective and absolutely necessary. It will be at an extra cost to the Association.
- Depending on the severity of the storm and predicted temperatures the vendor will be authorized to treat the roads at the Boards discretion.

2. Homeowners Responsibility Regarding Snow/Ice Removal

- Homeowners are responsible and required to remove snow from sidewalks/driveways when there is less than 1.5" of snow.
- Snow that is not plowed due to obstacles or vehicles within the driveways becomes the responsibility of the homeowner. The vendor is not required to come back, and the homeowner should remove the excess snow.
- Ice accumulation on drives, walkways, curbs, garage aprons and other paved areas caused by traffic, drainage, ice storms or melt/re-freeze conditions are the responsibility of the homeowner.
- Snow accumulation due to sweeping of cars etc. on paved surfaces is the responsibility of the homeowner.

3. Homeowner Communication

- Please contact Kingwood Management directly with any concerns or issues. You can contact Kingwood Management via telephone, email, or the website. Kingwood Management is **employed** to be the managing agent. Board members volunteer their time.
- The property manager is Richard Nauman telephone number 651-439-7812 extension 414. Email is the most effective form of communication he can be emailed at:
Rnauman@kingwoodmanagement.com
- Please do not contact any member of the board directly.
- All communication must go through Kingwood Management.
- It is not appropriate under any circumstances to contact a member of the board, or any board family members, through Facebook, their employer, or any other social media platform for Association business reasons.
- It is considered an invasion of privacy and a form of harassment.
- To be clear moving forward if any homeowner chooses to personally attack any member of the Board, the Property Manager, or use inappropriate language in emails/phone calls the homeowner **SIMPLY WILL NOT BE RESPONDED** to.
- We are all working toward a common goal and behavior and language that is inappropriate is not helpful and will not be tolerated.
- Balanced feedback with suggested solutions is always welcome.

- Homeowners should feel free to contact Kingwood Management with any issues, concerns, or questions.
- Please approach all communication with respect and consideration, engage in respectful and collaborative relationships with the property manager and members of the volunteer board and each other.
- The Board is striving to build a feeling of community at Stillwater Crossings.
- The board strives to make the most prudent business decisions that will affect the value and appearance of the community while making sound legal and fiduciary decisions.
- Although in person meetings have been suspended for the time being your voices can and still are being heard.
- The property manager does present the board with concerns and feedback from the homeowners.
- If there is anything you would like to bring to the attention of the board, there are various ways to communicate those to the board.
- We do encourage homeowners to put their feedback in writing.
- Again, please contact Kingwood Management directly with any concerns or issues. You can contact Kingwood Management via telephone, email, or the website. Kingwood Management is **employed** to be the managing agent. Board members volunteer their time.

G. Schedule Next Meeting

DATE: To be Announced

LOCATION: To be announced based on COVID Restrictions

TIME: To be announced

II. Adjournment

- Lea motioned to adjourn the meeting, Jennifer second; motion passed.
- Adjournment at 7:20 pm