

Stillwater Crossings Townhome Association

Board Meeting

6:00 PM

Location: Kingwood Management

14520 61st Street Court North

Date: March 29, 2023

Minutes

I. Homeowner Forum

Homeowners Present: Gillian Stewart and Bonnie Bleess

Gillian Stewart asked questions regarding windows and locks. The original windows were Crestline windows <https://crestlinewindows.com/> and they were supplied by ABC Millwork <https://www.abcmillwork.com/> the telephone number is 952-937-9060. The builder was Ryland Builders.

Bonnie Bleess asked where she would go to replace screens and the patio door screen/lock. She was advised that Ace Hardware and Menards provide a service that will do rescreening. New sliding screen doors, screens, locks can be purchased at Ace Hardware, Menards, Lowes, Home Depot etc.

Gillian Stewart asked questions regarding ice dams. Wes and Lea explained the board had a meeting over the winter to discuss ice dam issues. Moving forward they are taking a more proactive approach. There is a contract in place to have snow removed from roofs when the snow accumulates to 8" or more.

The Board will be discussing having heat tape installed on all end units. The heat tape that was installed on several units in 2020 has proven effective. This was an extremely difficult winter for ice dams and the units have an unfortunate layout and the issue really comes from the design. Ice dam removal and roof raking are costly making the initial investment for the heat tape worth the investment for homeowners.

Gillian Stewart asked if the deck project will be priced out individually on a case-by-case basis. The Board confirmed yes, homeowners will only be charged for the work they have done on their individual deck.

She also asked about the city road project. Wes prefaced the answer by clarifying this is not an Association project, it is a city project, so we do not have any control over the project. However, from what he understands, the ring road will be widened, additional cut out parking will be put in and the assessment does not go out until all of the work is complete. The projected timeline is May or June but that has NOT been confirmed.

Bonnie Bleess asked if the flashing on the corner area of her house could be looked at. Kingwood Management will follow up with Buildtec. She also mentioned some water pressure issues and the Board gave her ideas on things to look at to correct the issues.

II. Business Meeting

A. Call to Order

Called to order at 6:02 PM.

Attendance: Board Members Wes Humphries, Lea Morris, Terry Dryer

Kingwood Management: Jennifer Sherwin, Property Manager.

A.1. Due to a change in circumstances Bob Schorr resigned from the Board of Directors on February 8, 2023. The Board of Directors formally accepts his resignation as of February 8, 2023. The Board and Kingwood Management thank Bob for his time and service on the Board.

A.2. Terry Dyer, who has previously served on the Board of Directors, has offered to serve on the board again. The Board of Directors and Kingwood Management are pleased to have Terry volunteer for the position. His experience and expertise will be very valuable. Welcome Terry!

B. Approved January 31, 2023, minutes

B.1. The minutes were approved by the Board via email and sent to homeowners on March 24, 2023.

C. Financial Report

C.1. Review of Financials

Discussed by the Board and Jennifer Sherwin. The financials are in good standing for the Association and the Reserves are on target as per the budget.

C.2. Delinquencies

The Board discussed delinquencies and fines.

D. Management Report

D.1. Incident/Complaint Reports

Discussed by the Board and Jennifer.

E. Old Business

E.1. Damaged Mailboxes

Kingwood Management has been working with the city and the Post Office regarding the new mailbox and the keys. To be completed in April.

E.2. Parking

It has been noted that people are parking their cars in their neighbor's driveway space. Please Park within the confines of your own driveway and do not park in your neighbor's space. At no time are vehicles allowed to be parked on the finger streets blocking the driveway entrance.

E.3. Garage Doors

Kingwood Management and the Board discussed there are several garage doors being left open while not in use. Please be reminded that garage doors must remain closed when not in use. This rule helps to maintain a pleasing, uniform appearance at the Association. It is also very important for security, to prevent rodents and bugs coming in, and to eliminate the potential for frozen water pipes in the wintertime.

F. New Business

F.1. Christmas Trees

The Board added this item to the agenda. There were several Christmas trees abandoned this year and they have been left by the curbs all winter. Jennifer explained there were several homeowners who had scheduled a pickup with Waste Management, and they had paid for the service, but Waste Management did not pick all the trees up. They promised to come back on several occasions. PLEASE REMOVE any trees that are in front of your home and dispose of them properly. Do not haul them into the nearby wooded or farm areas. Homeowners are 100% responsible for disposing of the trees and they may not be left on the curb.

F.2. Satellite Dishes

Before installing a satellite dish, please read *Section H – Satellite Dish Installation Guidelines and Policies* in the Rules and Regulations. You must receive written approval from the Board. If you do not receive written approval, the Board has the right to require that you remove it.

F.3. Summer Projects

Wes asked Jennifer, Kingwood Management, where we are at in the process of the summer projects. Jennifer gave an update regarding the bids and the contractors she has reached out to.

F.4. Bids for Deck Project

Crown Exteriors, Waves of MN LLC, and the Superior Construction Services will be submitting bids.

F.5. Patio Project

Patios need to be addressed. Kingwood Management will seek bids regarding sand jacking and concrete replacement. The patios will be looked at on an individual basis to assess what will need to be done.

F.6. Patio Project Postponed

Lea Morris made a motion to table the patio project until 2024. The concern is with the city road project and the deck project there may be too much traffic at the Association to complete all the projects this summer. Wes seconded the motion, no one opposed, motion carried. The patio project will be completed in 2024.

F.7. Sidewalk Repair

Kingwood Management will contract Advance Concrete to assess the sidewalks and advise of any repairs that need to be done. The Association has a warranty on the work with this contractor.

F.8. Crack Sealing and Seal Coating

ACS will return to crack fill all finger streets and begin on the Seal Coating rotation.

F.9. Lawn Care and Snow Removal

The Board discussed the performance of Valley Green and will be meeting with them to discuss their winter performance and the expectations for the upcoming season. The contract renewal for Valley Green is October 31, 2023. Kingwood

management will seek bids to compare the renewal bid Valley Green provides to several other vendors and their services, on behalf of the board.

F.10. Entrance Sign and Flower Beds

Wes mentioned it may be time to discuss the front entrance, the Stillwater Crossings sign, and the flower beds. It may be time to do some updates and modernization. He asked the other board members to think about the possibility and it will be discussed at a later date.

F.11. Environmental Impacts

Lea Morris discussed if there are any ways the Association could be more environmentally friendly and what could be done as an Association to make a positive impact on the environment.

G. Schedule Next Meeting

Date: April 26, 2023

LOCATION: Kingwood Management Office, 14520 61st Street Court North

TIME: 6:00 PM

III. Adjournment

Wes motioned to adjourn the meeting. Lea second; motion carried. Adjournment at 8:15 PM.

**There are open seats on the Board of Directors.
Please contact Kingwood to express your interest.**