

CWA Homeowners Board of Directors Meeting
Meeting Minutes
1505 Yuma Lane N, Plymouth, MN 55447
5:30pm to 7:30pm
6/15/2026

In Attendance:

Dave Wilson, President Architectural Chair
Barb Drews, Vice President
Jean Stanke, Treasurer
Becky Evenson, Secretary & Treasurer
Jade Gardner, CWA/Business Manager
Jesse Glassman-Grounds

Homeowner Guests:

Barb Slater-1850 Archer Lane N Plymouth, MN 55447
Jim Gregory-1830 Archer Lane N Plymouth, MN 55447

Call to Order-The meeting was called to order by the Board President.

Approval of Previous Meeting Minutes-The Board reviewed the corrected May meeting minutes. Corrections included a company name and a spelling error.

Motion: To approve the corrected May meeting minutes.

Second: Motion was seconded.

Vote: Motion carried; May minutes approved.

Outstanding minutes will be distributed to the Board for review and approval by email.

Homeowner Forum

- A homeowner raised concerns regarding weeds and maintenance at the end of a cul-de-sac and requested that the area receive attention. The Board explained that current maintenance priorities are focused on high-traffic areas, including 18th/Yuma and the pool areas, with additional areas to be addressed as resources permit.
- A homeowner also raised concerns regarding a neighboring property, including prolonged vehicle/trailer storage and excessive weeds. The Board discussed the difficulty of completing violation inspections due to limited volunteer time and staffing resources.
- Homeowners were encouraged to submit photographs and information regarding potential violations so that the Board can review the matter and issue notices when appropriate.
- A homeowner reported concerns regarding holes and incomplete restoration associated with utility work.
- The homeowner contacted the utility company and its claims administrator. An examiner inspected the affected areas, and some restoration work has been completed.
- The Board will continue to monitor outstanding restoration issues and coordinate with affected homeowners as needed.

Architectural- Dave Wilson

Architectural Request – Pergola

- The Board discussed a homeowner request to install a pergola. The governing documents do not specifically address pergolas, although they address similar structures.
- The Board discussed the need to consider placement, dimensions, appearance, height, anchoring, and whether additional architectural standards may be appropriate.
- **Action Item:** Obtain additional information regarding the proposed pergola and discuss appropriate architectural requirements before approval.
-

Finance- Becky Evenson

- financial position as of the end of May, including:
- Operating cash: approximately **\$301,008**
- Cash reserves: approximately **\$1,348,306**
- Bill.com clearing approximately **\$1,062**
- Total assets: approximately **\$1,651,126**
- The Board discussed an upcoming CD maturity of approximately **\$493,000**.
- The Board will review current interest rates and consider whether funds should be divided among multiple CDs or financial institutions rather than remaining entirely with one institution.
- The Board also discussed moving a portion of operating funds into a money market account as appropriate.
- Pool furniture and other capital expenses were discussed as reserve-funded expenditures.

Action Items:

- Review available CD and money market rates.
- Evaluate diversification of CD investments.
- Continue discussion during the upcoming budget workshop.

Environmental /Grounds-Dave Wilson-

- The Board discussed mowing and landscaping concerns, including areas that had been missed by the landscaping crew.
- The Board noted that there had been a crew change and that additional monitoring would be necessary to ensure all contracted areas are being maintained.
- The landscaping company formerly known as ClearScape is now operating under the name **DJs** for certain services.
- The Board also discussed the Association's garbage contract with Republic Services, which is believed to expire later in the year.
- The contract will be reviewed during the upcoming budget discussions.

Weed and Property Violations

- The Board discussed enforcement of landscaping and weed requirements on individual properties. Questions were raised regarding violation notices, fines, Association responsibility for correcting violations, and procedures for non-compliance.
- The Board agreed that the Association should consult legal counsel regarding the appropriate enforcement process, including available fines and procedures for continued non-compliance.
- **Action Item:** Consult legal counsel regarding enforcement procedures, fines, notice requirements, and Association authority concerning property maintenance violations.

Manager Reports-Jade Gardner

- Requested an update from the bookkeepers on current AR report.
- The Board also discussed outstanding homeowner account information and requested updated reports from the bookkeeping service for May and June.

Property/Grounds-Jesse Glassman

- Painting and plexiglass improvements at pool entrances.
- Mulching and weeding in high-visibility areas.
- Maintenance around Turner Pond and Archer.
- Maintenance at the large pool and neighborhood entrances.
- Mulching around selected trees.
- Routine trail and dog-station maintenance.
- The Board discussed the need to increase the pace of grounds maintenance and noted that additional summer grounds assistance had been hired.
- A pathway/bridge area was also discussed due to safety concerns. The area remains on the summer maintenance list.

New Business- Dave Wilson

- **National Night Out**-The Board discussed the upcoming National Night Out event. A Board member is stepping down from the committee after several years of involvement, and additional volunteers are needed.
- The Board discussed sending an Association-wide email requesting volunteers.
- Approximately **\$250** is budgeted for the event. Due to the short timeframe, the Board decided to focus on National Night Out rather than combine the event with a pool party.
- The Board discussed holding a larger pool/community event at the large pool the following year after completion of the new pool fence and furniture.
- **Action Item:** Send an email to residents seeking volunteers for National Night Out.
- **Tree Maintenance**-The Board discussed numerous tree-related concerns, including:
 - Overhanging trees.
 - Dead trees requiring removal.
 - Dead river birches near the neighborhood.

- Trees near the pergola property.
- Dead trees near the 18th Avenue stop sign.
- Additional branches and trees requiring assessment.
- A quote of approximately **\$2,100** was discussed for pruning the river birches.
- The Board also discussed an outstanding billing/pricing issue with the tree contractor and agreed that documentation should be compiled before additional work is authorized.
- The Board noted that the Association has substantial long-term tree maintenance needs. Approximately **\$150,000** was spent on tree work during the prior year, and preliminary estimates indicate significant additional work may be required.
- A new tree assessment will be completed to help establish priorities and determine the Association's tree-maintenance budget for the upcoming season.
- **Action Items:** Compile a list of tree concerns.
- Obtain/update tree assessments.
- Meet with the tree contractor to establish priorities and pricing.
- Include tree maintenance funding in the upcoming budget workshop.
- **Governing Documents-**The Board received draft Word versions of the Association's governing documents.
- The Board discussed reviewing and editing the drafts internally and potentially obtaining assistance from legal counsel to complete the revisions and ensure that the documents are legally supportable.
- The Board also discussed the potential cost and benefit of Association membership/services through CSI, particularly in connection with future management decisions.
- The Association's legal counsel was discussed favorably, with the Board noting that counsel has been responsive and experienced in HOA matters. Documentation has been provided to counsel for review, including materials needed for Association audits and tax matters.
- **Action Items:**
- Continue review and editing of governing documents.
- Obtain a proposal from legal counsel for assistance in completing the revisions.
- Continue discussion regarding CSI and potential management-company options.
- **Pool Projects and Maintenance-**The Board discussed delivery of the new pool furniture, umbrellas, and related equipment.
- The Board also discussed a repair to the pool heater/controller at the large pool. The controller display had failed and a repair costing approximately **\$500** was completed without prior Board authorization.
- The Board emphasized that future repairs and expenditures must receive appropriate Board authorization before work is performed, particularly when warranty coverage or significant expenses may be involved.
- The Board will review the invoice for the completed repair.
- **Action Item:** Ensure future pool repairs and expenditures receive Board authorization before work is performed.
- **Bookkeeping / Financial Administration-**The Board discussed the ongoing search for a new bookkeeping provider.
- Several companies have been contacted, but responses have been limited.

- The Board is specifically seeking a bookkeeping company with HOA experience and appropriate controls for invoice and payment authorization.
- The Board also discussed whether the Association should continue using Bill.com or transition to another payment-processing system.
- For the time being, the Board agreed to continue using Bill.com while additional options and costs are evaluated.
- Potential processing costs and whether such costs could be passed through to homeowners were discussed. The Board agreed to address this further during the upcoming
- **Action Items:**
 - Continue search for an HOA-qualified bookkeeping provider.
 - Obtain additional proposals.
 - Continue evaluating Bill.com and alternative payment options.
 - Review payment-processing costs during the budget workshop.
 - Consult governing documents/legal counsel regarding any proposed fee or cost pass-through to homeowners.
- **Neighborhood Lighting**-The Board discussed replacement of neighborhood light fixtures. Many fixtures are no longer functioning properly despite attempts to repair photocells and other components.
- The project was identified as part of the Association's prior reserve study and long-term capital maintenance planning. The discussion included approximately 224 light fixtures throughout the neighborhood.
- The Board discussed forming a resident group to research replacement options, costs, fixture styles, and installation requirements. Existing information from prior Board members will be provided to interested residents.
- **Action Item:** Provide existing lighting documentation to interested residents and have a small resident group research replacement options and costs.
- **Garage Lighting and Bike Racks**-The Board reported that the garage lighting project has been completed.
- Two bike racks have been installed, one at each pool. The Board discussed temporarily securing the racks to the ground and determining whether permanent installation or seasonal removal would be preferable.

Adjournment

There being no further business, a motion was made to adjourn the regular meeting.

Motion: To adjourn.

Second: Motion was seconded.

Meeting adjourned at 6:48pm