

CWA Board of Directors
General Membership Meeting Minutes
Tuesday, May 9, 2023, 5:00pm CDT
CWA Office – 1505 Yuma Lane, Plymouth MN

1. Meeting was called to order at 5:05 PM
2. Attended by Bonnie, Jean, Tom, Tedd. Ben Kieffer and Shelby Tull from Compass Mgmt. Attended as guests. Marjorie Larson and Keith Pokorny attended through completion of item 5 c. of the agenda.
3. The agenda was approved.
4. Homeowner Forum: No homeowners attended.
5. Board Structure
 - a. The resignation of Keith Pokorny was accepted by all present except Keith. The board thanks Keith for his work and contributions as a valued board member.
 - b. Reviewed the candidate profile of Marjorie Larson, she is a long time CW resident, has board and architectural committee experience.
 - c. Marjorie Larson was appointed as a new board member replacing Keith. Marjorie will be the chair of the architectural committee.
 - d. The motion to approve proposed restructuring with Tom Bogaert in the role of Secretary and Tedd Minks in the role of Deputy Secretary, Member at Large was carried.
6. Committee reports – Updates
 - a. Architectural: architectural committee to send out letters to non compliant home owners with required changes to adhere to the CW architectural standards.
 - b. Legal: Dena will get the Governing Documents group together in the next couple of weeks. Continuing to work with legal counsel to recuperate money from Rowcal.
 - c. Finance: focus is on the budget see under New Business below.
 - Irrigation maintenance under current contract is time and material plus per visit charge. CW to not use these services and perform work in house or contract directly as needed.
7. New Business
 - a. Managers report – Ben Kieffer.
 - The architectural committee to review the outdated garage light fixtures on Black Oaks place.
 - Financial overview:

Compass and CW are making sure that all funds are protected under FDIC. Cash not needed for the upcoming paint project to be moved in a CD to increase earnings.
Account balances as of April 30th, 2023

Operating	
• Operating Account:	\$ 92,298
Total Operating:	\$ 92,298
Reserve	
• AAB Reserve Accounts:	\$ 690,492

- Old National Accounts: \$ 570,210 (Statements needed, not reconciled as of 2/28)
- CIT CD: \$0 (Closed, moved into AAB reserve)
- Total Reserve: \$1,260,702**
- Total Cash Assets: \$1,353,000**

- Accounts Receivable / Collection report:
There are currently 10 owners who have not made a payment since Compass became the CW management company. 4 home owners have not responded to notices sent by mail. Propose to send a collection notice and the owners charged \$75 each. To be reviewed by Dena.
- b. 2023 budget:
 - Budget is reworked to eliminate the shortfall, balanced budget proposed.
 - A few line items need the documentation corrected.
 - All present approved the budget. The budget needs to be reviewed by Dena and Marjorie before final approval by email.
- c. Summer expenses:
The budget constraints only allow for a single person to be hire for summer help. Total budget is \$5000 including taxes. As this person needs to be mostly self managed, Gabe is the only applicant who meets these requirements. Ben and Tom to discuss the schedule with Gabe.
Tree trimming or removal request at 1621 Black Oaks Pl., no progress, Tom to follow up.
Weekend pool work is performed by Bob Benick, on average 2 – 4 h. Review the cost of overtime and options.
- d. Pools are on schedule to be opened on May 27. Per Mar to install the updated fob system. Pools to be filled on May 17 and MN state inspection to be done May 22.
- e. CW declined invoice from Lunseth for unapproved snow drift removal.
- f. Painting update:
Review painting bids, Roell bid for “good paint” is \$50K over other bid. Otherwise both bids are similar in description. “Better and best paint” options do not provide enough benefit to consider the price difference.
The carpentry repair summary from Roell is updated with current prices, confirm if priming of newly installed wood is included. Letters to be sent out to all homeowners that need repair to be done before painting. Home owners who decide to not have repairs done by Roell will need to send a form to CWA, inform when the repair is completed and have the repairs reviewed.
Also some uncertainty about needed priming after cleaning and scraping in bid from Roell.
Both bids are for a single coat of paint and require repainting with the current color. Patio homes could be painted a different color bu at an extra charge to be covered by the owner.
Motion to conditionally approve the Roell bid carried, if priming is included and the price matches the lower bid.
Per the contract, Compass management will charge a 3% management fee for the painting as it is a large project.
- g. Update on trash service.
Not clear when CW can terminate the contract, to be determined. Tabled until Dena is available.
- h. Start conversations about:
 - Contract bidding process for next year, needs to be started now. Bonnie is taking the lead on the insurance.
 - Old tennis courts: start conversation about the option to have a community garden with raised beds. Support options from the County Extension Office and Master Gardeners to be

explored.

8. Continued Business

- a. Reminder to start working on the SOP's for each of the board members responsibilities. Tedd to lead this project
- b. In house landscaping: form a committee and start making a cost estimate.
- c. CWA website: live as of May 8, Compass to send out and email notice.
- d. CPA firm and audit requirements.
Audits are a large part of the CPA cost, as a non profit CWA is not required to have a yearly audit done. It is recommended for a year when transitioning between management companies, i.e. last year. Jean to make a list of critical items to be included in an audit or review.
Review options for new CPA: have a quote from Barder, Ben to get a quote from another firm.
- e. Archivist: start with the boxes of old files in the garage.

9. Executive session: nothing to discuss

10. Establish date & time of next meetings

- a. Next meeting: June 13 at 4:30 PM in the CW office, BOD work session before that if needed.
- b. Next Town Hall Meeting: July 11 at 5:30 PM.
- c. Annual meeting tentatively November 14 at 5:30 PM. (contingent on room availability-subject to change. BOD work session 4pm at library)

11. Adjournment

Meeting adjourned at 8:00 PM.