CWA Board of Directors

Meeting Minutes

Tuesday September 12, 2023 – 4:30 pm CDT

1. Meeting called to order at 4:33 PM.

2. Attending: Bonnie, Barb, Dena, Jean, Marjorie, Sally, Tom
   Compass: Shelby

3. Adoption of agenda: adopted with exception proposed by Bonnie to allow other home owners to speak between 5:00 and 5:15 PM.

4. Home owner forum, answers in *italic*.
   Carolyn Walden:
   When were the ponds treated? *Pond treatment completed late last week.*
   Would like an email reminder of upcoming meetings: *BOD meetings are on the 2nd Tuesday of the month.*
   Where at the July meeting minutes? *Minutes were approved at the August meeting, will be posted.*

5. Approve minutes of previous meeting: motion carried.

6. Managers Report – Shelby Thull
   - Painting project: the 3rd invoice has not been paid yet. How to know that the project is completed, if and when is the final inspection, are home owners invited and ask questions? Compass to contact Roell for clarification.
   - Snow removal and lawn care contracts: have quotes from 3 companies.
     Should CW consider separate contracts for snow removal and lawn care? Tends to cause issues over responsibility of damage and will be more expensive.
     Quote from Charleston is 200% of the others, will not be considered.
     Board members to read and review the quotes from Lunseth and Clearscape and email questions to Shelby by Friday noon. Shelby then to forward the questions to the vendors and give until Tuesday to respond. BOD to reconvene by Zoom to discuss, initial proposed date 9/21.
   - Insurance: CAU is the only option for CWA. The current coverage and the available 3 options for insurance are laid out in a comparison chart, see appendix.
     Home owners are urged to check if their HO6 policy for a loss assessment cap.
   - Previous month finances:
     Operating: $86,996
     Reserve: $1,156,912
     Total cash: $1,243,908
   - AR & collection report:
     Total balance due $20,102.26 as of 8/31/23.
   - Compass contract update for 2024, to be mailed to the board fro review.
   - Annual meeting notice to be sent out by October 13, Compass to send out a packet for review by the Board.

Dena excused from the meeting at 5:45 pm.

7. Committee reports
   - Environmental:
     City of Plymouth plans an open house meeting concerning the storm drainage project.
     CW will plan a volunteer woods clean up on 10/14. Note that removing dead branches also reduces the risk of fire.
     Letters sent to homeowners regarding pet feces issues, have proof of the violation.
     Compass to include the Plymouth pet waste note in an email sent to all.
   - Legal: see executive session.
   - Finance: the insurance cost should be clearly separated from the dues in the billing to the home owners. Also, are the dues in line with inflation, possible study this.
   - Communications: Compass sent an email letter to home owners to address the communication issues. This letter achieves: 1) Acknowledgement of the problem; 2) What has been put in place to rectify it; 3) What can be expected going forward. This demonstrates that both the Board and Management company hear what the membership is saying and are both willing to take actions necessary to address/correct the complaint.
     The Board will continue to monitor Compass' performance.
     Newsletter: provide input by September 25. Printed copies will bee left on the outside of the office door. Suggested topics: insurance, parking rul
     es and access for emergency vehicles. On the lighter side: a "Dogs of CW" special.

   Jean excused form the meeting at 6:03 pm.

8. New Business
   - Insurance: look for comparison, other HOA's? Note that the mix of town homes (131) and patio homes (93) complicates going to individual insurance coverage.
   - Painting: 75% done, Shelby to define a walk around.
   - Inventory: winter job.
   - Medians at town homes: currently the responsibility of the owners. Sally notes that this makes it difficult to maintain a common look. It's also the 1st year this maintenance is not done by CW.
   - Pool fences: Bob to check and fix, paint asap.
   - Shown a text with picture of some grass clippings that went under the fence and onto the concrete. This type of complaint is really not appropriate.
   - Vendor performance review is ongoing.
   - Barb tasked with creating a professional job description for thee grounds maintenance role, currently Bob.

9. Continued business
   Topics tabled due to lack of time

10. Next meeting:
    - BOD General Membership meeting: October 10, 5:00 – 6:30 PM.
    - Annual meeting: November 14 or 16, TBD. Room reserved for both dates. Work session at 4:00 pm, meeting from 5:00 to 7:00 pm. Tow hours is enough time.

11. Meeting adjourned at 6:36 PM.

Appendix

1. Insurance Coverage Options

Insurance Comparison for Chelsea Woods Association: 10/01/2023	CURRENT 22-23	OPTION #1	OPTION #2	OPTION #3
PROPERTY:	CAU	CAU	CAU	CAU
Admitted Carrier in the State of MN (yes or no)	Yes	Yes	Yes	Yes
Undamaged Property Exclusion (yes or no)	No	No	No	No
Total Property Values	$96,025,000	$100,500,000	$100,500,000	$100,500,000
Building Coverage Definition	All In	All In	All In	All In
Property Deductible (per occurrence)	$20,000 Per Occurrence	$20,000 Per Occurrence	$50,000 Per Occurrence	$50,000 Per Occurrence
Wind/Hail Deductible (Per Bldg. % or Flat Ded. / Per Occurrence)	5% Per Building	8% Per Building	8% Per Building	10% Per Building
Wind/Hail Deductible Maximum	**$4,801,250**	**$8,040,000**	**$8,040,000**	**$10,050,000**
Ice Dam Deductible	$20,000 Per Unit	$20,000 Per Unit	$50,000 Per Unit	$50,000 Per Unit
Replacement Cost	**Guaranteed Replacement Cost**	**Guaranteed Replacement Cost**	**Guaranteed Replacement Cost**	**Guaranteed Replacement Cost**
Coinsurance or Agreed Amount	Coinsurance Waived	Coinsurance Waived	Coinsurance Waived	Coinsurance Waived
Association Contents	$15,000	$15,000	$15,000	$15,000
Sewer Backup	$96,025,000	$100,500,000	$100,500,000	$100,500,000
Sump Pump Failure	Separate Limit of $15,000)	Separate Limit of $15,000)	Separate Limit of $15,000)	Separate Limit of $15,000)
Flood& Earthquake Coverage	None	None	None	None
Ordinance & Law: Coverage A: Undamaged Portion	$71,246,989	$100,500,000	$100,500,000	$100,500,000
Coverage B: Demolition & Debris Removal - undamaged portion	$300,000	$300,000	$300,000	$300,000
Coverage C: Increased Cost of Construction	$300,000	$300,000	$300,000	$300,000
Loss of Income	Actual Loss - 12 Months	Actual Loss - 12 Months	Actual Loss - 12 Months	Actual Loss - 12 Months
General Liability-Occurrence:	$1,000,000	$1,000,000	$1,000,000	$1,000,000
-Aggregate	Unlimited	Unlimited	Unlimited	Unlimited
-Medical Payments	$5,000	$5,000	$5,000	$5,000
Hired/Non-Owned Auto Liability	$1,000,000	$1,000,000	$1,000,000	$1,000,000
Terrorism Coverage	Included	Included	Included	Included
Package Premium	**$194,553**	**$253,100**	**$242,063**	**$236,889**
FIDELITY/CRIME:	Great American	Great American	Great American	Great American
Employee Theft (including Board Members)	$1,800,000	$1,800,000	$1,800,000	$1,800,000
Forgery	$1,800,000	$1,800,000	$1,800,000	$1,800,000
Deductible	$10,000	$10,000	$10,000	$10,000
Property Management Company	Included	Included	Included	Included
Computer Fraud	$1,800,000	$1,800,000	$1,800,000	$1,800,000
Wire Fraud	$1,800,000	$1,800,000	$1,800,000	$1,800,000
3rd Party/Client Coverage	Included	Included	Included	Included
Expense Coverage	Excluded	Excluded	Excluded	Excluded
Fidelity/Crime Premium	**$2,805**	**$2,805**	**$2,805**	**$2,805**
DIRECTORS & OFFICERS	Great American	Great American	Great American	Great American
Policy Form	Claims Made	Claims Made	Claims Made	Claims Made
Limit	$1,000,000	$1,000,000	$1,000,000	$1,000,000
Deductible	$1,000	$1,000	$1,000	$1,000
Property Management Co. as Additional Insured	Included	Included	Included	Included
Retro Date	None	None	None	None
Prior Acts Coverage	Included	Included	Included	Included
Defense Coverage - Inside or Outside Limit	Outside Limit	Outside Limit	Outside Limit	Outside Limit
Directors &Officers Premium	**$2,674**	**$2,674**	**$2,674**	**$2,674**
UMBRELLA	USLI	USLI	USLI	USLI
Occurrence/Aggregate Limit	$1,000,000	$1,000,000	$1,000,000	$1,000,000
Self-Insured Retention	$0	$0	$0	$0
Extends over General Liability & D&O Liability	GL Only	GL Only	GL Only	GL Only
Umbrella Premium	**$1,000**	**$1,000**	**$1,000**	**$1,000**
EQUIPMENT BREAKDOWN	CAU	CAU	CAU	CAU
Property Damage Limit	$96,025,000	$100,500,000	$100,500,000	$100,500,000
Deductible	$20,000 Per Occurrence	$20,000 Per Occurrence	$20,000 Per Occurrence	$20,000 Per Occurrence
Equipment Breakdown Premium	**Included**	**Included**	**Included**	**Included**
WORKERS COMPENSATION	AmTrust	AmTrust - Pending	AmTrust - Pending	AmTrust - Pending
Includes Volunteers?	No	No	No	No
Workers' Compensation Premium	**$2,873**	**$3,177**	**$3,177**	**$3,177**
TOTAL PREMIUM	**$203,905**	**$262,756**	**$251,719**	**$246,545**