

CWA Board of Directors
General Membership Meeting Minutes
Tuesday, June 13, 2023, 5:00pm CDT
CWA Office – 1505 Yuma Lane, Plymouth MN
Continued Monday, June 26, 2023, 4:00pm CDT
Zoom Meeting

1. Meeting was called to order at 5:30 PM on June 13, 2023
2. Attended by Bonnie, Jean, Tom, Tedd, Dena. Ben Kieffer and Shelby Tull from Compass Mgmt. Attended as guests. Sally Edstrom, Barbara Slater and Ken Eto attended through completion of item 5 of the agenda.
3. The agenda was approved with reservation submitted by Bonnie to add items.
4. The minutes of the May 9, 2023 BOD meeting were approved unanimously.
5. Homeowner Forum:
 - a. Barbara Slater has an ongoing issue with her neighbors and submitted photographic evidence. Ben Kieffer from Compass Management to make a list of all violations pertaining to the CW rules and regulations and architectural standards. Each violation to be submitted in a separate letter.
6. Committee reports – Updates
 - a. Architectural:
Architectural committee letters to non compliant homes to go out immediately.
Paint repair letter to be sent out.
 - b. Financial: budget notes have been completed.
 - c. Governing documents:
No response so far from the committee, work to be started.
 - d. Remaining updates not covered due to lack of time.
6. New Business
 - a. Managers report – Ben Kieffer.
 - The new Compass portal is live, emails sent out with instructions.
The board portion includes a tool for online invoice approval.
 - Financial overview:
All funds are protected under FDIC. Financial report for May 2023 sent out.
 - General paint project information letter: draft to be submitted by Compass to Bonnie for approval. Homeowners have a 2 week window to respond whether they will use Roell for the required repairs or pursue that on their own. When no response is received, the rules & regulations allow CWA to perform the repairs and bill the owner. See also section 3.1.2 of the Architectural Standards and section 9.1, architectural controls of the AMENDED AND RESTATED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF CHELSEA WOODS. The window standard for patio homes needs to be clarified. It is suggested to add the wording “All windows on the same side [to have the same color]” to the section 3.1.2 of the Architectural Standards when the R&R are modified. This rule will be used for the current paint cycle.
 - Sending ACC letters to non compliant homeowners will start tomorrow.

- Letter requiring payment of overdue balances were sent out, no responses received.
- b. Ben Kieffer is not available for the currently planned November 14 annual home owner meeting. Date to be reviewed.
- c. CW inventory: no inventory available of the CW assets. Tom Bogaert to work on this with Bob Benick.
- d. Vendor performance reviews to be started.
- e. Stairway from 18th Ave. to Hunt pond is a hazard and must be replaced. Tom Bogaert to work with Compass on a proposal and quote.

7. Continued Business

(Not discussed due to lack of time).

8. Executive session:

(See executive session minutes)

9. Establish date & time of next meetings

- a. Intermediate BOD meeting: June 26 at 4:00 PM, via Zoom.
- b. Next BOD Meeting: July 11 at 5:00 – 7:00 PM at the CWA Office.
- c. Annual meeting tentatively November 14 at 5:30 PM.

10. Adjournment

Meeting adjourned at 8:30 PM.

Continued Meeting June 26, 2023 4:00 PM

1. Meeting was called to order at 4:03 PM on June 26, 2023
2. Attended by Bonnie, Dena, Marjorie, Jean, Tom
3. Resignation of Tedd Minks noted.
7. Committee reports – Updates
 - d. Environmental

The environmental committee has started the evaluation of adherence to the environmental standards in the CW Rules and Regulations. Non compliance letters will be delivered in July.
Contacted 3 companies to replace the stairs at 18th Ave., leading to Hunt pond.
Discussed option to cover work that was to be done by the summer help.
 - e. Communications

Becky is still working on the newsletters, next one planned for July. Need contributions for this: paint project, safety suggestions for walking at night, ...
 - f. Social activities: option to organize something around Night to Unite
 - g. Community Involvement: nothing to report
8. New Business
 - a. Painting update: the paint contract is finalized, letters to owners for required repairs will be printed and mailed tomorrow. Project information available on the Roell website:
<https://roellpainting.com/chelsea-woods-hoa/>
 - b. Vendor performance reviews: Bonnie has pulled samples from the ??? website. Vendor reviews will be an important topic, see contract bidding process.
9. Continued business
 - a. Update on trash service: as it stands now CW contract cannot be cancelled early. Motion passed for Dena to contact Ben Kieffer as to when the new service could start and to contact Randy's to explore options to end the contract early.
 - c. Contract bidding process

Luneth does excellent work but at a high price, needs review.
Insurance provider contacted for clarification on coverage, no response.
 - d. Old tennis courts: option to have a community garden with raised beds. Support from the County extensions Office and Master Gardeners not feasible until November. This projects requires a change to the Rules and Regulations, fits the November time frame.
The must be approached with some thought to it is done properly: avoid plots with weeds, CW to own the beds or not, ... Other options: volunteer gardeners and sell or donate the produce, let a food bank use part or all of it.
 - e. SOP's: envisioned as a step by step description of the important processes. Part of it can be an operations calendar: what needs to be done at a certain time and how. Some items are incident driven rather than calendar driven: e.g. tree removal. Proposed a binder with sections: date bound, environmental, legal, ... Dena is willing to gather & organize the information. Notes received from Ken Eto are a good starting point.
 - f. In house landscaping: start with a cost analysis. The open up part of the snow removal service is expensive, explore options e.g. Bob using the CW truck & plow.

- g. Review options for new CPA: current firm is cost effective when comparing to others. CW to continue working with Barder.
- h. Archivist: on hold for now.

10. Executive session

(See executive session minutes)

11. Adjournment

Meeting adjourned at 5:15 PM CDT