

CWA Board of Directors

Work Session and Town Hall Meeting Minutes
Tuesday August 15, 2023 – 4:00 pm and 5:30 pm CDT

Work Session, called to order at 4:02 pm

1. Attending: Bonnie, Barb, Jean, Sally, Tom – meeting has a quorum
2. Minutes of July 11, 2023 meeting
Motion to approve the meeting minutes carried.
3. Review line up for town hall meeting
 - Appointment of 3 board members, discuss with background. Discuss seat terms.
 - Taxes for FY2022 filed.
 - Budget: needs to be updated and posted.
 - Summer help completed, can use more help this fall. Call ben Kieffer.
 - Pools were opened on time.
 - Painting project:
Order has changed with repairs by Roell scheduled after painting. Painting will be fixed after repairs are done.
Front door painting where needed will also be at a later date, scheduled with each owner.
Update on home owner responses to latest notice regarding painting readiness, 50 owners have not responded so far.
 - Snow removal contract: review specifics, check other companies (maybe further West), option to use Cimarron Ponds as a reference.
 - New bids for insurance.
 - Tree inventory is in process.
 - Randy: discuss automatic renewal and how to cancel with 90 day notice.
 - Irrigation done in house.
 - Newsletters, 3 so far.
 - Website is up and running, should be used as a survey tool.
 - Reserves, improve returns.
 - Management report by Ben Kieffer with treasury report and delinquent account overview.
 - Environmental update: Tom Bogaert.
 - Legal update: Bonnie.
4. Board Member Seat Terms
All board positions have 3 year terms, staggered to provide continuity. The year in which each member will be up for reelection at the annual meeting:
Bonnie 2025, Jean 2025, Tom 2025, Dena 2024, Marjorie 2024, Sally 2023, Barb 2023
5. Recommendation to appoint Sally as Environmental Chair
Sally has a lot of relevant board experience, is interested and has a good committee.
Motion to appoint Sally as Environmental Chair carried.
6. Potential transfer of planned \$ amounts between environmental budget accounts.
Tree removal (6522) will likely go over budget this year. No vote needed, Tom to send the information to Jean.

7. Accounts with delinquent amount over \$1000
Move to put these in collection and send demand letter carried.
8. Work session adjourned at 5:10 pm

Town Hall Meeting –

1. Attendance:
Home owners, see scans of recorded attendance lists below.
Board: Barb, Bonnie, Jean, Marjorie, Sally, Tom
Compass Management: Ben Kieffer
2. Introduction
The Town Hall meeting purpose is to provide a platform for exchange. The meeting is divided in three parts:
 - Briefing by the BOD on the last 3 months and plans for the upcoming months.
 - Home owner forum allowing for questions, request, comments, proposed solutions and recognition.
 - If time permits, an open dialog on existing topics.
3. Briefing
 - Added 3 board members, each with much relevant experience. Note that Barb Drews has 20+ years of HR experience at Three Rivers Park System.
 - The taxes for 2022 have been filed.
 - The budget is balanced and on the portal.
 - Summer help: David Navratil finished his work last week. The other candidate was not able to work due to a schedule conflict. CWA is open to hire more student help for this fall, there is plenty of work. Contact Ben Kieffer if interested.
 - The pools opened on time despite issue with the fob access system, thanks to Bonnie's insistence on fixing the system the Friday before the scheduled opening weekend.
 - Paint project: not going as originally planned, repairs by Roell will be done after completion of the main painting work. Roell will do the necessary touch up work after completing the repairs. The amended contract will reflect this. We need to know who will use Roell for the repairs (no answer from several owners). Roell plans to buy all the material at once for all repairs for efficiency and cost control.
Concrete foundation blocks are excluded in the current contract. Will work on adding this for homes where the foundation was painted before.
If the front door was previously painted, will be done during touch up work for repairs.
Roell will schedule with the individual owners.
 - Searched out new insurance bids and learned that the current carrier is basically our only option as carriers are unwilling to ensure an association our size and age. Started a discussion on eventually self-insuring within the next 10 years or so. If anyone has knowledge or expertise in this area, please reach out to a Ben or Jean so that we can start to form a committee for this purpose.
 - Tree inventory: necessary to plan ahead, work on an update is in progress.
 - Working on the contract with Republic trash removal service. The current contract has an automatic renewal after 3 years, coming up in February. Cancellation must be done within 90 days of the renewal date.

- Saved \$16,000+ by not using the services of Lunseth for irrigation, by bringing that work in house.
 - Published a 3rd Trails newsletter to help keep you engaged in the community. This one included a garden tour of some of the gardens in the Woods that help to make Chelsea Woods a beautiful place to live. Becky Evenson is the contact.
 - CWA website is live.
 - The stairs leading to Hunt pond will be replaced, details in the environmental update.
 - Reserve accounts: looking for better interest returns.
4. Managers and financial report – Ben Kieffer
- See account balance in the July 2023 financial report. All funds are FDIC insured.
 - Switch a funds earning 0.8% to a CD earning 4%.
 - First payment to Roell made in July.
 - Approximately \$14k in open delinquent accounts.
 - Portal deployment delayed by a software update at Compass and then the paint project. Use the portal to interact, submit architectural requests. The board has access to the home owner communication.
 - Apologized for recent poor response time since Shelby was in Jury duty last week and Ben's son fractured his foot.
 - The website is a public portal to CWA and not to contain personal information.
5. Environmental (also see presentation slides at the end of this document)
- Stairs at Hunt Pond: New stair to be pre-made concrete (5 foot wide Charcoal/ granite landscape steps) and includes a railing. Estimated installation time start is the week of the 28th.
 - Pond update: Swift, Steele and Crescent were treated for duckweed, algae and excess nutrients on August 8. Can take up to 2 weeks to see full effect. Other ponds did not need to be treated. Island and Turner are back to normal thanks to the rain. Carlyle Pond is an example that shows that that duckweed and other plants on the ponds are beneficial for providing food for ducks, geese and herons. Fallen trees and branches in the ponds provide safe places for turtles to sun and ducks to rest.
 - City of Plymouth Chelsea Woods Drainage Improvement Project. City is currently working on the final plans. Expect a Neighborhood Open House at City Hall in about a month. Maple Creek Project is Completed, uses manhole style weirs to control levels and flow.
6. Legal
- Start the process of reviewing the governing documents:
 - Based on the current documents.
 - Using historical requests and new input: send input to Dena at dsonbol01@gmail.com.
 - Work will be done with CW legal counsel.
 - Proposed changes will show the differences between current and new.
 - Changes require 67% yes vote, hope to have this ready for the next annual meeting.
7. Work in progress
- Working on a CWA assets inventory including depreciation.
 - Evaluate a new CPA firm.
 - Create the archivist role once the paint project is wrapped up.
 - Community involvement, needs a committee. Chair is Jean, contact Ben if interested.

- Evaluating in house landscaping and snow removal. Current service is very good but also very expensive. Example: the “open up” work after a snow storm could be done by the CWA maintenance person.
 - Vendor performance review planned, chair is Barb.
 - Continue working with Ben at the City of Plymouth to budget the CWA portion of the drainage improvement project.
8. Home Owner Forum (also see Request to Speak Forms further down)
- Ken Pratt, 1765 Black Oaks Ln.: lack of communication from Ben / Compass. Called about paint last Thursday and again Friday, no response. Started painting today, no notification.
 - Dan Arnold, 1607 Black Oaks Pl.: Website, add photos for people new to CW, needs a spell check. The ponds are not visible from any of the streets, curtain of green. Same at the benches, please fix this.
 - Susan Hammond, 1820 Black Oaks Ln.: plan more time for the November meeting. *Board will look into this, may require a different location than the Ridgedale Library.*
 - Tracy Wilson, 1608 Black Oaks Pl.: Second the complaint about lack of communications from Compass. Person from the architectural committee was on the private front porch and startled their teenage daughter who had just come out of the shower. The following communication from Compass regarding this was late and unprofessional. No answer on a request to identify the person, felt a lack of understanding.
 - Gail Wilson, 16365 15th Ave. N.: Proposes a new committee for new ideas on what to do with the old tennis courts, picnic area, dog park, ... Note that tearing out the current courts is expensive, possibly \$90K or more.
 - Molly Wierman, 1535 Black Oaks Ln.: recommends that CW have an environmental succession plan to foster bio diversity, for the ecological transition with climate change, and to safe guard the mission supporting the environment. Is willing to help as her studies are in this area.
9. Open Discussion, *answers in italic*
- When is the office drop off mailbox checked: *about once a week.*
 - For people who do not use email, how should the board be contacted: *call Compass or attend the open portion of a board meeting.*
 - Insurance: *it is a difficult market, the total value of CWA is too high. We are actually lucky compared to some other HOA properties.*
 - Lisa Berry: switch to personal insurance as an option, with an HO3 policy. *Good thought, this would require an update to the governing documents.*
 - Were the terms of the BOD published: *see January meeting minutes.*
 - Christine Morgan: large willow tree toppled, could become a fire hazard. *Quote request sent to Meridian.*
 - Gary Swedberg: need a succession system from board to board. Example, 30 years ago the irrigation system project was started but not fully completed because of cost. Was to be done the next year. This is still not done. *Ties in with the archivist role and a planned calendar of events to be completed at CWA.*
 - Sue Hammond: sent emails about budget and terms. *All board positions have 3 year terms, staggered. Up for reelection (annual meeting year): Sally and Barb 2023, Dena and Marjorie 2024, rest 2025.*
 - Tracy Wilson: What about street maintenance, damage from plowing and potholes. *Repairs have historically been done every five years, cold patches can be done on a case by case*

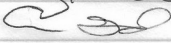
basis. Merna Orensten: street repair funds are in the reserve, refer to the previous reserve study.

- Greg Evenson: 2 BOD terms will end this year, also not the BOD can have up to 9 members. Also noted that Dan Arnold is a gifted resident artist.
- Sue Hammond: any more town Hall meeting before the annual meeting? *No*.
- When are the regular board meetings and where is the date & time posted? Suggestion to post on the mail boxes. *Regular meetings are every 2nd Tuesday of the month at 4:30 pm.*

10. Next meeting: September 12 at 4:30 pm, CWA office

11. Meeting adjourned at 7:30 pm.

Recorded Home Owner Attendance Lists

<u>Name</u>	<u>Address</u>
Fran McNamee	16215 18th Ave. N.
Anne Andreasen	1830 Comstock Ln N
Kyle & Wanda Pratt	1765 Black Oaks Ln N.
Donna Guernsey	1605 Yuma Ln
Sharon Mohr	16125- 16th Ave N
Blide Smoel	16350 15th Ave N
Mary Schmitt	1645 Weston Ln N
Barbara Slater	1850 Archer Ln N.
Kathy Brostrom	1631 Black Oaks Pl. N.
DICK & BOB	16325 15th St
Greg & Roy Everson	16135 16th Ave No
Andrea Swanson	16120 16th Ave N.
Virginia Caporaso	1505 Black Oaks Ln N.
Mary Ellen Martinson	1517 Black Oaks Pl N
Laura Isaacson	1735 Black Oaks Ygn N.
Gayle Wilson	16365 15th Ave N.
	16335 15th Ave. N.
Leslie Hubsmith	16245 18th Ave

Attendances

<u>Name</u>	<u>Address</u>
Sue Hirschberg	1766 Archer Ct.
William Andersen	1505 Black Oaks Pl N
Doreen Arnold	1607 Black Oaks Pl N.
Gary and Liz Tvedburg	1850 Comstock Ln N
Myrna Orensten	1511 Black Oaks Pl N.
Paul Lewis	16430 15th Ave. N.
Hogare Lase	1840 Black Oaks Ln. N
Ausan Hummel	1820 Black Oaks Lane N
Candice Warden	1845 Black Oaks Ln
Carol McIntosh	16130 Ave N
Debra Coleman	1741 Archer Ct
Jim Gregory	1830 Archer Ln N.
Tim & Heather	1870 Black Oaks Ln N
Tracy Wilson	1608 Black Oaks Pl
Milly Wierman	1535 Black Oaks Ln

Request to Speak Forms

Chelsea Woods Association
Town Hall Meeting
August 15, 2023

Request to be recognized to speak

Name: Ken Pratt
Address: 1765 Black Oak Ln N.
Briefly describe the subject you wish to bring before the board:
Lack of Response from Compass

Chelsea Woods Association
Membership Meeting
June 13, 2023

Request to be recognized to speak

Name: Dan Arnold
Address: 1607 Black Oaks PL N
Briefly describe the subject you wish to bring before the board:
state of ponds & landscape

photos of CWT

Chelsea Woods Association
Town Hall Meeting
August 15, 2023

Request to be recognized to speak

Name: Boyle Wilson
Address: 16365 15th Hiv N.
Briefly describe the subject you wish to bring before the board:
Tennis Courts
What do you (Assoc members) want?

Chelsea Woods Association
Membership Meeting
June 13, 2023

Request to be recognized to speak

Name: Molly Wierman
Address: 1535 Black Oaks Ln N.
Briefly describe the subject you wish to bring before the board:
Environmental succession plan

Chelsea Woods Association
Membership Meeting
June 13, 2023

Request to be recognized to speak

Name: Susan Hammond
Address: 1820 Black Oak Lane N
Briefly describe the subject you wish to bring before the board:
Ask Library for long time period for Annual Meeting in November

A suggestion for annual mtg.

Chelsea Woods Association
Membership Meeting
June 13, 2023

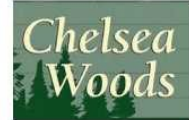
Request to be recognized to speak

Name: Telcy Wilson
Address: 1608 Black Oaks PL N
Briefly describe the subject you wish to bring before the board:
Arch. Committee ID
POT HOLES

Chelsea Woods

Town Hall Meeting

August 15, 2023



Stairs at Hunt Pond



- New stair to be pre-made concrete (5 foot wide Charcoal/ granite landscape steps) and includes a railing.
- Estimated installation time start is the week of the 28th.



Ponds



- Swift, Steele and Crescent were treated on August 8.
- Can take up to 2 weeks to see full effect.
- Other ponds were not treated.



Ponds



- Island and Turner are back to normal thanks to the rain.



Carlyle Pond



Reminder that duckweed and other plants on the ponds are beneficial for providing food for ducks, geese and herons.



Ponds



Fallen trees and branches in the ponds provide safe places for turtles to sun and ducks to rest.



City of Plymouth Projects



Chelsea Woods Drainage Improvement Project

- Currently working on the final plans.
- Expect a Neighborhood Open House at City Hall in about a month.

See also:

<https://www.plymouthmn.gov/departments/public-works/project-spotlight/water-resources-projects/chelsea-woods-drainage-improvement-project>

City of Plymouth Projects



- Maple Creek Project is Completed.
- Uses manhole style weirs to control levels and flow.

