

Minutes of the Chelsea Woods Homeowners Board of Directors Meeting
March 17, 2025, 5:30
1505 Yuma Lane N, Plymouth, MN 55447

In Attendance:

Bonnie Johnson, President
Tom Navratil, Vice President
Jean Stanke, Treasurer
Becky Evenson, Secretary
David Wilson, Member at large - Architectural Chair
Roderick Hedner, Member at large - Environmental Chair (absent)
Barb Drews, member at large
Jesse Glassmann, CWA Property/Grounds Manager (absent)
Judy Kramer, CWA/Business Manager

Homeowner Guests:

Lisa Berry - 1880 Black Oaks Lane N
Susan Hammond - 1820 Black Oaks Lane N
Carolyn Walden - 1845 Black Oaks Lane N
Barbara Slater - 1850 Archer Lane N Plymouth
Gayle Wilson - 16365 15th Ave N
Fran McNamee – 16215 18th Ave N
Sally Edstrom – 1755 Black Oaks Lane N
Caryl Lewis – 16430 15th Ave N
Sonya Overmyer – 1605 Yuma Lane N
Kelly Smith – 1785 Archer Court
Unknown – Writing was illegible

Call to order

5:30 PM by President Bonnie Johnson

Adoption of the agenda

Adopted by all board members in attendance.

Approval of Minutes

The minutes of the February 2025 Board of Directors meeting were approved.

Homeowner Forum:

Fran McNamee's opinion is that there is no need for bus shelters for the kids.

Board response: We will take her opinion into account but will also ask for feedback from others. The board would like to make the association more attractive for young families.

Fran also commented that the association looks bad with all the piles of tree trunks and limbs. *Board response: Jesse will remove as many as he can once the Plymouth Yard Waste Site opens on April 2nd.*

Lisa Berry and Fran McNamee are of the opinion that the lawsuit involving RowCal should be settled. Also, Carolyn Walden would like an update on the lawsuit. *Board Response: We are advised by Counsel to not comment about on-going litigation.*

Lisa Berry is of the opinion that CWA must pay RowCal's legal expenses for the lawsuit and feels that CWA "owes" that to RowCal. *Board Response: Again, the board is advised by Counsel to not discuss ongoing litigation.*

Gail Wilson feels the board should put a moratorium on all projects except for the path repair by the pool until the litigation is done. *Board response: Currently the board is within budget, and we will strive to continue to remain at or below this year's budget.*

Sally Edstrom wanted to know who the environmental chairperson is for the board. She would like to volunteer to help. *Board response: We welcome anyone who would like to volunteer their time and effort to make Chelsea Woods a better place! Roderick is the environmental chairperson. If anyone else would like to volunteer, please send an email to info@chelseawoods.org.*

Lisa would also like to look at the financials. She has been trying to set up a meeting. *Board response: We will meet with homeowners on a 1 on 1 basis with a limit of 1 hour.*

Lastly, Lisa asked where the 2023 Board meeting minutes are. *Board Response: Judy has a copy in the CWA archive files.*

Barbara Slater sent out a memo to an old homeowner email list. *Board Response: Because it was an old email list, some homeowners got it and some didn't. Please note, this did not come from the board and there were many inaccuracies in this letter. The board also notes that any and all of the "spammed" emails of late are not official CWA messages or claims.*

Barb also asked Bonnie if she was going to resign due to her house being on the market. *Board response: Bonnie will remain on the board as long as she is a homeowner in Chelsea Woods. Bonnie will let the Chelsea Woods Board know when her status changes and it really isn't an appropriate board topic right now.*

Committee Reports

Architectural (Dave W.):

- There are no outstanding architectural requests. There was a request to install a new garage door which was approved.

Finance (Jean S.):

- Jean is in the process of doing some clean-up to the finances. There are some line items which are shown as expenses which are charged back to homeowners. They are basically pass through expenses.

4:04 PM
03/17/25
Accrual Basis

Chelsea Woods Association
Statement of Revenue and Expenses
January through February 2025

	Jan 25	Feb 25	Jan - Feb 25	Annual Budget	
Ordinary Income/Expense					
Income					
5110 · Monthly Assessments	78,054.00	78,400.00	156,454.00	940,800.00	
5210 · Late Charges	420.00	390.00	810.00		
5218 · Collection Fee	1,362.00	965.00	2,327.00		
5219 · Billback Repair Income	3,130.50	0.00	3,130.50		
5227 · Keys/Fobs	0.00	0.00	0.00		
5311 · Interest Income-Operating	1.46	1.51	2.97		
Total Income	82,967.96	79,756.51	162,724.47	940,800.00	
Gross Profit	82,967.96	79,756.51	162,724.47	940,800.00	
Expense					
6553 · Billback Repair Expense	0.00	0.00	0.00	17,171.00	Not Assoc Expense
General & Administrative Exp					
6316 · Bank Fees	30.00	30.00	60.00		zero
6319 · Collections Cost	1,062.00	0.00	1,062.00		zero
6390 · Miscellaneous Administrative	33.03	49.36	82.41	2,250.00	
6311 · Postage	0.00	0.00	0.00	1,000.00	
6310 · Printing and Supplies	0.00	0.00	0.00	1,000.00	
6415 · Property Taxes	0.00	0.00	0.00		??
6540 · Security/Alarms	0.00	0.00	0.00		Remove
6538 · Vehicle Expense	100.51	61.55	162.06	1,750.00	Repairs/Maint
Total General & Administrative Exp	1,225.54	140.93	1,366.47	6,000.00	
Insurance Expenses					
6711 · Crime/Fidelity Bond Insurance	0.00	0.00	0.00	5,629.00	
6710 · Property & Liability Insurance	21,851.00	21,851.00	43,702.00	262,326.00	
6713 · Workers Compensation Insurance	0.00	0.00	0.00	5,284.00	
Total Insurance Expenses	21,851.00	21,851.00	43,702.00	273,239.00	
Payroll Expenses					
6550 · Maintenance Wage Expense	3,333.32	3,333.32	6,666.64	65,000.00	
6718 · Payroll Tax Expense	291.68	291.68	583.36	6,000.00	

PM
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Statement of Revenue and Expenses
January through February 2025

	Jan 25	Feb 25	Jan - Feb 25	Annual Budget	
Total Payroll Expenses	3,625.00	3,625.00	7,250.00	71,000.00	
Professional Fees Expense					
6314 · Audit & Tax Fees	0.00	0.00	0.00	5,000.00	
6313 · Legal Expense	0.00	5,842.50	5,842.50	10,000.00	
6312 · Management Fees	2,430.00	2,790.00	5,220.00	35,000.00	
Total Professional Fees Expense	2,430.00	8,632.50	11,062.50	50,000.00	
Utilities Expenses					
6322 · Communications	0.00	0.00	0.00	500.00	Administrative
6411 · Electricity Expense	269.98	358.41	628.37	6,500.00	
6410 · Natural Gas	62.32	30.92	93.24	5,500.00	
6414 · Telephone/Internet Expense	232.82	97.07	329.89	1,500.00	
6512 · Trash Removal Expense	0.00	0.00	0.00	51,480.00	
6412 · Water Expense	0.00	0.00	0.00	5,500.00	
Total Utilities Expenses	565.10	486.40	1,051.50	70,980.00	
Repairs and General Maintenance					
6516 · Garden, Supplies, Misc	0.00	0.00	0.00	2,250.00	
6541 · Pool Maintenance	0.00	0.00	0.00	7,000.00	Pool Category
6542 · Pool Chemicals/Supplies	0.00	0.00	0.00	7,000.00	Pool Category
6539 · Maintenance Supplies	0.00	0.00	0.00	3,200.00	
6537 · Irrigation Maintenance	0.00	0.00	0.00	10,000.00	
6533 · Tools and Equipment	176.53	167.64	344.17	1,000.00	
6530 · Repairs and Maintenance	49.78	0.00	49.78	10,000.00	
6525 · Tree Replacement	0.00	0.00	0.00	7,500.00	
6523 · Grounds Improvements	0.00	0.00	0.00	12,000.00	
6522 · Tree Maint, Removal & Stump Rem	3,756.05	0.00	3,756.05	40,000.00	
6520 · Lawn/Snow Contract	9,496.00	9,496.00	18,992.00	123,672.00	
6519 · Invasive Species Removal	0.00	0.00	0.00	12,000.00	
6518 · Pond Maintenance	0.00	0.00	0.00	5,000.00	
6521 · Snow Removal Supplies	0.00	0.00	0.00	2,000.00	
6514 · Street, Curb Repairs	0.00	0.00	0.00	2,750.00	

3/17/25
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Statement of Revenue and Expenses
January through February 2025

	Jan 25	Feb 25	Jan - Feb 25	Annual Budget	
Total Repairs and General Maintenance	13,478.36	9,663.64	23,142.00	245,372.00	
9200 · Contingency	0.00	0.00	0.00	4,809.00	
9999 · Reserve Funding	0.00	0.00	0.00	219,400.00	18283.33
Total Expense	43,175.00	44,399.47	87,574.47	940,800.00	
Net Ordinary Income	39,792.96	35,357.04	75,150.00	0.00	
Other Income/Expense					
Other Income					
Reserve Income					
8010 · Interest Reserves	459.48	415.29	874.77		
Total Reserve Income	459.48	415.29	874.77		
Total Other Income	459.48	415.29	874.77	0.00	
Other Expense					
Reserve Expense					
9000 · Reserve Expenses	0.00	0.00	0.00	0.00	
Total Reserve Expense	0.00	0.00	0.00	0.00	
Total Other Expense	0.00	0.00	0.00	0.00	
Net Other Income	459.48	415.29	874.77	0.00	
Net Income	40,252.44	35,772.33	76,024.77	0.00	

Environmental (Roderick H.):

- Nothing to report.

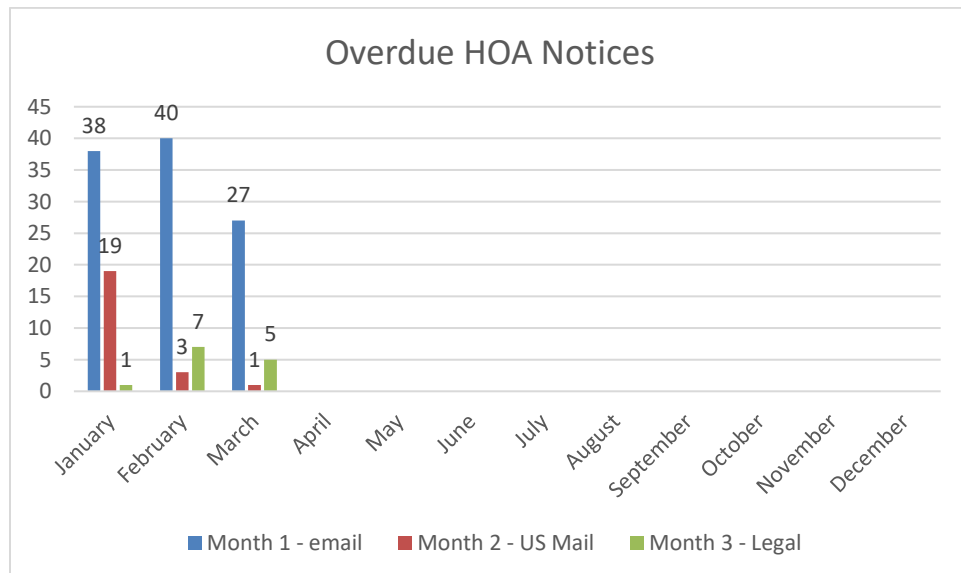
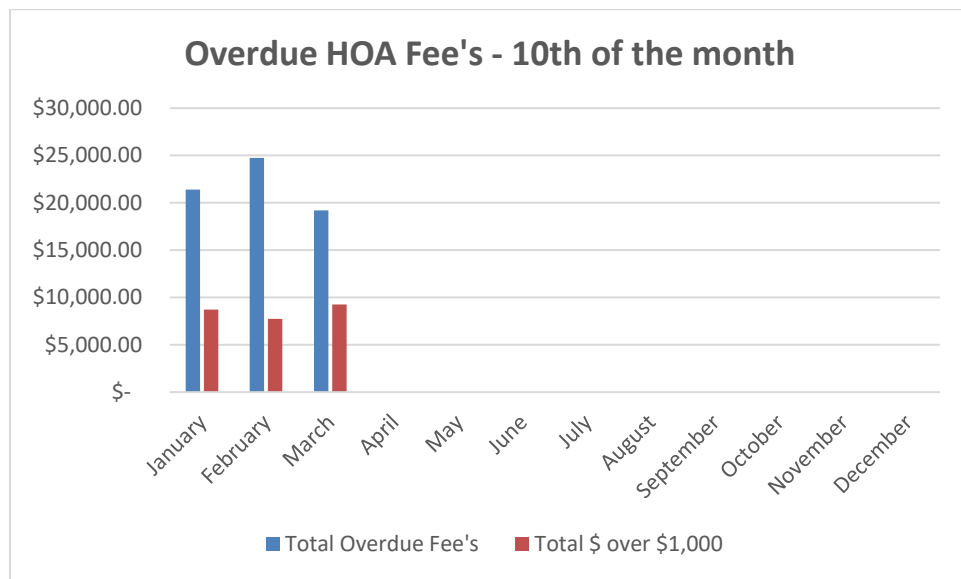
Communications (Becky E.):

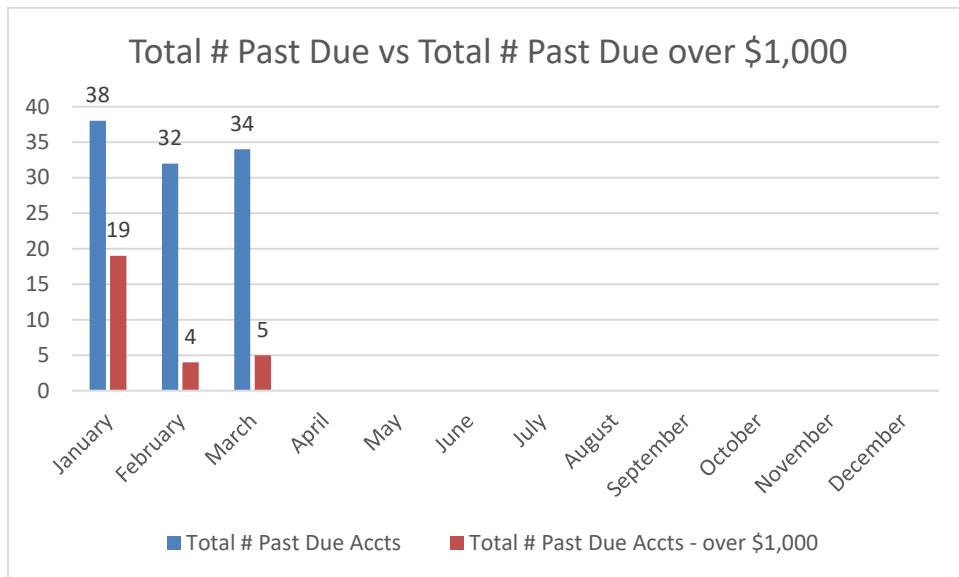
- The next newsletter should come out at the beginning of April.

Social Activities and Community Involvement (Chris B.):

- Chris Brown will be leading an effort to plan community activities in the coming months.

Business Manager (Judy K.):





- Judy signed Jesse up for the Certified Pool Operator certificate. He will be certified within the next couple of weeks.
- A snow damage report is being put together to be sent to Clearscape. The report will go out after the 1st of April when the snow season is generally considered over. She will send out a request for damage from the homeowners.

Property/Grounds Manager (Jesse G.):

- Jesse was absent but sent information to Judy to disseminate to the board.
- Jesse is currently working on his Certified Pool Operator (CPO) certificate. This will be completed within the next couple of weeks and is good for 5 years.
- He has also been working on removing the underbrush and dead tree removal.
- Jesse would also like the board to know that he is no longer interested in creating a management company. Therefore, the proposal he submitted to the board is no longer on the table for discussion.

New/Continued Business

Meeting Protocol and Meeting Decorum (Bonnie):

- Dave has indicated that homeowners should have more than the allotted 15 minutes for homeowner input. Bonnie suggested that Dave could host a meeting to allow additional homeowner input. The board is trying to increase its productivity and efficiency.

Chelsea Woods Garage sale

- Will be held May 10th, 2025.

Bus Shelter Update (Becky E.):

- This item has been continued until next month.

Tree/Grounds Maintenance (Jesse G.):

- This item has been continued until next month.

Governing Documents (Bonnie J.):

- A homeowner offered to help "roll out" the governing documents when they are ready. Bonnie will check with counsel to see if that makes sense.

Meeting adjourned at 7:30 pm

Next meeting: April 21st at 5:30 pm