

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

In Attendance:

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

Homeowner Guests:

Carolyn Walden – 1845 Black Oaks Lane
Sue Hammond – 1820 Black Oaks Lane N
Lisa Berry – 1880 Black Oaks Lane N
Chris Brown – 1795 Black Oaks Lane N
Fran McNamee – 16215 18th Ave N
Barbara Slater – 1815 Archer Lane N
Myrna Orensten – 1511 Black Oaks Place N
Marjorie Larson - 1840 Black Oaks Lane N
Maura Howerton – 16420 15th Ave N
Joshua Gackstetter – 16440 15th Ave N
Carolyn Miller – 16235 18th Ave N
Sue Kirchhoff – 1766 Archer Court N
Sonya Overmyer – 1605 Yuma Lane N

Call to order

5:30 PM by President Tom Navratil

Adoption of the agenda

Adopted by all board members in attendance.

Approval of Minutes

The minutes of the May 2025 Board of Directors meeting were unanimously approved.

Homeowner Forum:

Josh presented his case regarding property damage caused by his neighbor. He mentioned repeated attempts to resolve the issue and has hired an attorney. Josh requested enforcement of bylaws against a neighbor causing property damage, citing sections 8.3, 10.4, and 14.6. The board discussed potential remedies, including legal action and liens. A vote was taken, and all members present felt like the owner should be pursuing this himself through insurance or legal action.

Committee Reports

Architectural (Dave W.):

- Nothing to report, Dave was absent.

Finance (Becky.):

- Becky and Tom went to the bank at the end of May and transferred money out of checking into a money market account as a holding spot. They are planning on going to the bank this week to buy another CD. The interest rate is about 3.5% for a 9-month CD. We have another CD coming due in August.
- The bookkeeping is going to reach out to our tax preparer and get those going. An extension has been filed, and we don't owe any money but he will make sure they get completed.

1:13 PM

07/30/25

Accrual Basis

Chelsea Woods Association
Statement of Financial Position
As of June 30, 2025

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1001 - BMO Operating 3157	62,348.72
1002 - BMO Checking 8934	4,852.12
1010 - BMO Money Market 1761	505,672.73
1011 - BMO Certificate of Deposit 6676	255,793.70
1071 - Bill.com Money In Clearing	14,312.00
1110 - Old National Investment Qtrly	595,670.09
Total Checking/Savings	1,438,649.36
Accounts Receivable	
1300 - Accounts Receivable	-15,645.35
Total Accounts Receivable	-15,645.35
Total Current Assets	1,423,004.01
TOTAL ASSETS	1,423,004.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 - Owner Refunds	3,000.00
Total Other Current Liabilities	3,000.00
Total Current Liabilities	3,000.00
Total Liabilities	3,000.00
Equity	
3000 - Replacement Reserves Equity	1,259,235.42
3130 - Unreserved Members Equity	50,567.42
32000 - Unrestricted Net Assets	-64,409.52
Net Income	174,610.69
Total Equity	1,420,004.01
TOTAL LIABILITIES & EQUITY	1,423,004.01

Environmental (Roderick H.):

- Absent – however, he indicated it would be nice to have some folks that would volunteer to help with the walkarounds, flowerpots, etc.
- Turner pond was added to the list of ponds on the treatment schedule.

Communications (Becky E.):

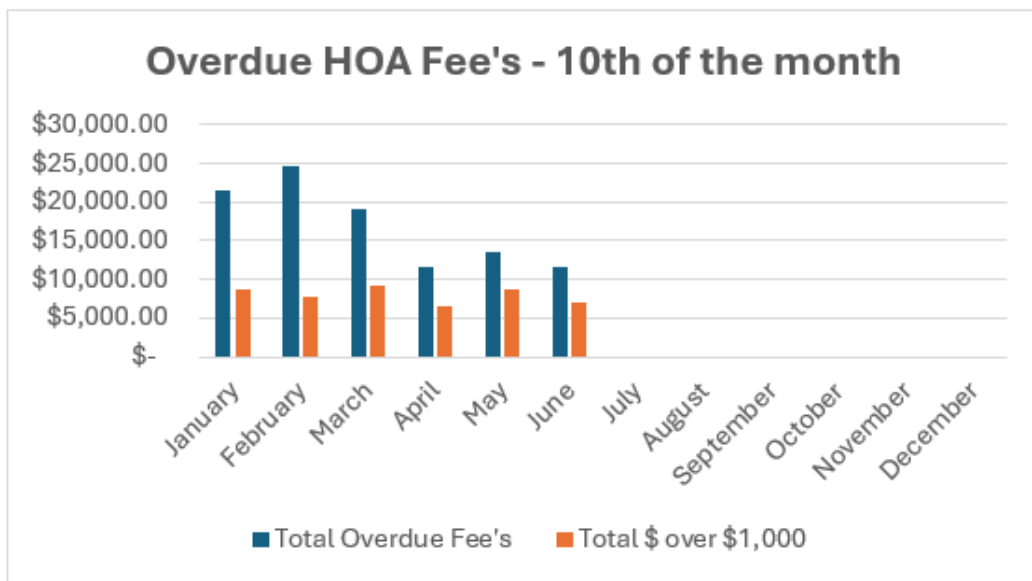
- Becky is hoping to do the next newsletter in August. If anyone has any topics or anything they would like in the newsletter, please let Becky know.

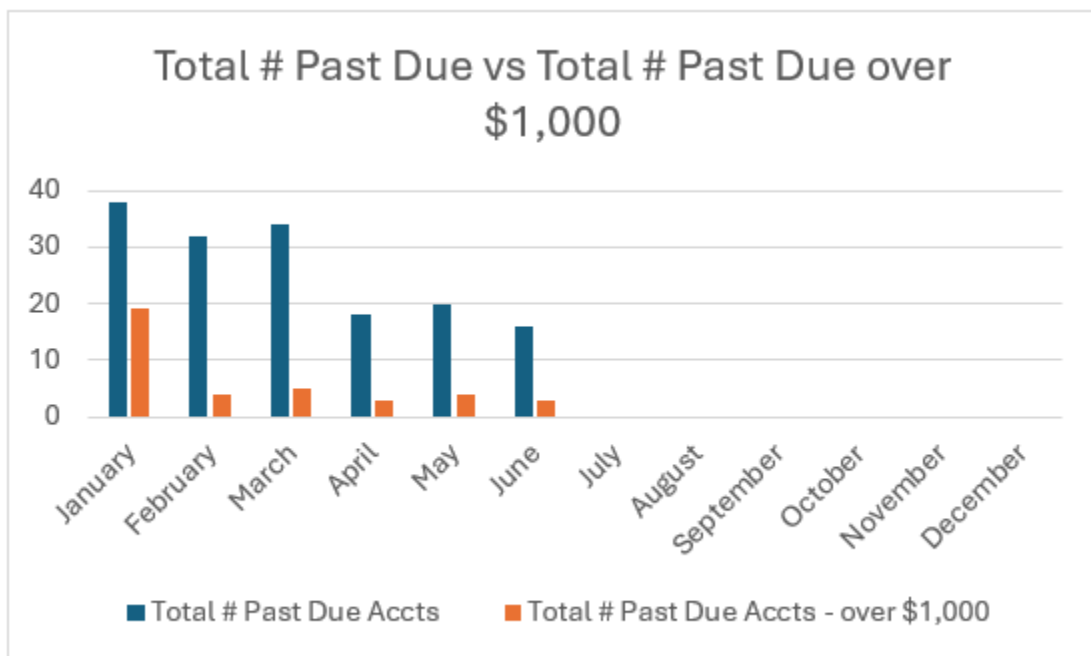
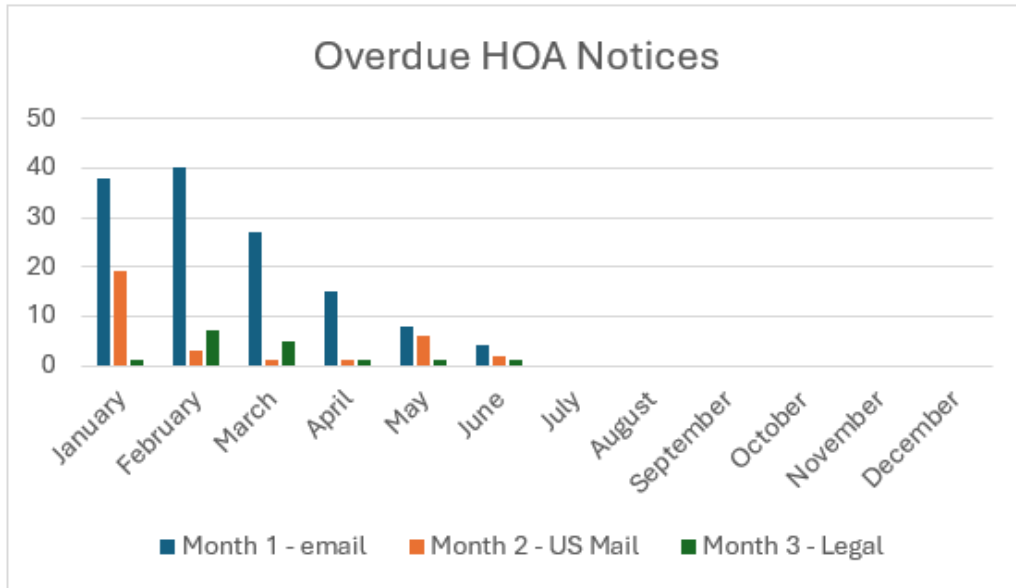
Social Activities and Community Involvement (Chris B.):

- Chris Brown will be coordinating a fun event – potentially September 5th. He is proposing we have a doggy parade with a few prizes and some hot dogs and other food afterwards. The intent is to help create some unity within the community as well as have some fun. He is still drilling down the details. If anyone would like to volunteer to help, let us know. Stay tuned for further details! Tom will get back to Chris in the next week.

Business Manager (Judy K.):

June Aging Summary





- There have been 14 disclosure document packets for home sales put together this year. Last year Judy prepared 12 disclosure documents for the whole year so there has been a lot of turnovers in ownership this year as compared to last year.
- There have been questions about the age of the roofs. Based on the discussion, it seems like some roofs were replaced some years while others were replaced a different year depending on the storm damage. The best way to get an accurate date on a specific home would be to contact the city and ask when a permit was pulled for the specific property address.

Property/Grounds Manager (Jesse G.):

- We've lost a couple of street signs due to the wood rotting out. Jesse has hacked together a fix, but all the signs are in bad shape. Jesse is going to get a couple of quotes, and we will vote on them.
- A lot of the pool furniture is breaking, and Jesse keeps having to make trips to the dump with them. They are in bad shape. Last year he pressure washed them. This year he scrubbed them, but they still look pretty worn out. We asked the homeowners in attendance if they thought it would be a good investment to get new furniture. The feeling in the room was unanimous in favor. We will look at estimates for replacements.
- The pool fences also need to be replaced. They are infested with bugs. They need to be replaced with maintenance free material. Tom gave approval for estimates.
- The handrails on the bridge need to be replaced as they are dangerously loose. Tom gave approval to Jesse to replace them.
- As a side note, Tom would like to have an approval form so we can keep track of all the approvals.
- Joe Baumann has worked out well so far. He's a hard worker, has a good GPA and is attending the U of M for environmental science. If everything works out, he'd like to work for Chelsea Woods next summer.
- Tom would like to see the branches on Otter Trail (and possibly others) trimmed due to the trees grown to the point that the branches will hit folks in the face.
- A reminder needs to go out, the medians between driveways need to be weeded and maintained by the homeowners.
- There are also areas by the pool, etc. that need to be addressed with Clearscape.

New Business

Discussion on returning to property management company

There was a letter sent to the board from Maura stating that we are illegally running the board without a management company. The letter demanded that we immediately go back to an association that's run by a property management company. Tom does not intend to do this. As president, he has the right to look at what is a pressing matter and make decisions. There is one person bringing this item to the board and there have been no other requests from other homeowners. Also, Tom has discussed this with many

homeowners when out in the neighborhood and others are happy with how things are being run. He is basing his decision on what needs to be done in the best interests of the community. Here is his financial analysis if we were to go back to a management company:

Financial Analysis: Management Company vs Current Model					
With Management Company			Current Model		
Business Manager @ \$5,400.00/mo*	\$64,800		Business Manager (Judy)	\$23,000	
Maintenance Mgr (Bob)	\$67,000		Maintenance Mgr (Jesse)	\$48,000	
2 Part Time Employee's (20 hrs/wk)	\$7,200		Joe S (\$200/weekend*12)	\$2,400	
Project Fees (5-10% of Project)*	\$13,700		Joe W (20/we*12)	\$3,600	
Total	\$152,700		Total	\$77,000	
* Business manager numbers were taken from a previous contract and adjusted for inflation based on the department of Labor Statics			Result: We would spend \$75,000 more in management fees if we switch back to a Management Company		
**Last years projects (Trees, Pool, Rowell Painting, Sealcoating) (10%)					

Also, over the weekend Judy took a call, there was flooding in the street. Tom went over to investigate, called Jesse and got the water turned off. This type of service is not usually included in a property management contract. A property management company would have likely called a service to come out and CWA would have gotten a bill for such service.

Tom is offering the following: Based on the by-laws a change in management needs 67% of properties to vote for a change. If there are 151 votes (1/property) who want to change the management, then he will look at what the community wants. If that happens, he will then start the process of getting bids, making cost comparisons and adjusting the budget. Unless this is brought up again with the necessary votes, he'll not be talking about this again or responding to email about this topic.

Tom also called the attorney and asked him about the legality of this. To get something in writing from them, they will charge \$15,000.

One of the homeowners felt that we have not been transparent and they would like to see a huge amount of very detailed information from our books. We have limited their time to meet with us as a means of reducing the number of volunteer hours the board has to put in and the number of hours Judy must add to her timecard. Becky is new to the finance position, and we received an email less than a half hour prior to the meeting letting us know what they wanted to look at. Therefore, a second meeting will be set up. Becky and Judy are putting together a stack of things they have requested for review. We are working on setting up a time that works for everyone. There are also financials on the CWA website they can look at.

Reserve Study and Audit

- We are hoping to have an audit done by the annual meeting.
- The reserve study will be done Q1 next year.

Tree Presentation – Scott from Meridian Trees

Scott Gilbertson from Vineland Tree Care (previously Meridian) was there and discussed the significant number of dead ash trees on the property and the potential danger they pose. Scott estimates the cost of removing all ash trees to be around \$150,000, suggesting a long-term plan to address the issue. Scott is going to put together a more detailed estimate and get back to the board.

Other:

- Lighting – if you have an issue with your outdoor lighting, let us know.
- Night to unite will be August 5th this year.

Continued Business

Update on court case

Rowcal has requested to continue with the depositions. CWA has said they don't want to do this because Rowcal missed the date by a month or so. The judge agreed with CWA. CWA has tried to drop this lawsuit several times, but Rowcal has refused. One of the reasons our legal fees have escalated is there are members of the old board who have testified against CWA even though the CWA lawyers felt the case was warranted.

July 10th Is the date when the judge should respond to us. Therefore, we are in a waiting period.

Update on governing documents

The updates to the governing documents have been paid for. We are waiting for the lawyers to create a chart as to what is currently in the documents vs what the new documents would state.

Meeting adjourned at 7:10 pm

Next meeting: July 28th, 2025