

**The Marsh Ridge HOA Board met Thursday, July 13, 2023 at 6:30 pm at 577 Marsh Dr.** Board members Jon H, Zelda M, and Liz F were present; John B was absent. Four residents were also in attendance.

The meeting was called to order; with one addition to new business, the agenda was approved (3-0).

The Year-to-Date June 30, 2023 financial report was reviewed and accepted (3-0) after a short discussion on the comparison between cash and accrual basis reporting results.

### **Old Business:**

- Ash Trees & Emerald Ash Borer (EAB)
  - On Wed, July 12<sup>th</sup> Shadywood Tree contacted John B and advised they would be coming to Marsh Ridge on Monday, July 17<sup>th</sup> to inoculate the ash trees against EAB.
- Sealcoating/Driveway Repair
  - As contracted, three twinhomes received a full driveway placement in June.
  - Also as contracted, 47 twinhomes had fresh sealcoating applied to driveways in June. The seal coating project went smoothly and with satisfactory results.
- Handyman Follow-up to 2023 Spring Walk Thru
  - Workers were observed in June making repairs to shutters and electrical boxes.
  - The Board will follow-up with contractor to verify completion status of total work list prior to issuing any payments.
- Jenco Follow-up for 2023 Summer Work
  - Jon H is working with Jenco to finalize contract renewal.
  - Workers have been performing general contract work. Jon H will follow up with Jenco to address particular items of homeowner concern – some of which may or may not be part of the contract.
  - A controller for one zone of the irrigation system failed. Jenco made the repair, cost expected to not exceed \$3,000.00.
- Shrub Plan Update
  - A walk-about survey of every twinhome should begin shortly to document the status of shrubs, plantings, and edging. The intent is to create a plan that groups each scenario by level of need – for example: a) no pruning, b) standard pruning; c) substantial cutback of growth needed; d) removal, with or without replacement; etc.
  - After the survey is completed, a plan will be worked out with Jenco for the units needing substantial cutback of shrubs, or removal and replacement. Homeowners are encouraged to submit specific requests by email.

**New Business:**

- Contact Log and Listing of Homeowner Concerns
  - Liz F has begun logging every contact received from a homeowner, and the topic of that contact, in order to build ongoing worksheets and track response to the various categories of concerns, e.g. lawn & sprinklers; shrubs & plantings; other landscape issues; building repairs; etc. These worksheets will be shared with the contractors as a means to build in some accountability and measurement of performance.
  - Homeowners are encouraged to email their concerns to create a documented written record, rather than rely on verbal contact.
  
- Authorized Signer
  - In June the Board approved Zelda M to replace Joe K as authorized signer on all Minnesota Lakes Bank accounts, and the Ameriprise investment account. Zelda M will arrange with Joe K to complete the changeover at the respective institutions.
  - For the time being Zelda M and Liz F will cover the Treasurer functions. Zelda M as signatory on the bank accounts and Ameriprise. Liz F responsible for financial monitoring and reporting.
  
- Update on Investments and Tax Return
  - After reviewing the continuing positive movement of interest rates, no changes were made to any Reserve investment terms as of this date.
  - Liz F has provided a local CPA with all the documentation necessary to review the 2022 tax return.

**Misc Items:**

- Email will be sent to SF homes to remind owners of their responsibility to correct pet damage to lawns and handle weed control on their properties.
- Liz F will look into renting the activity room at City Hall for \$100 for the September annual meeting. (Prior meetings at church had a \$175 rental fee.)
- Zelda M will provide Liz F with information needed to complete the annual financial audit.

Next Board Meeting: Wednesday, August 23, 2023 - 6:30 pm - at 577 Marsh Dr
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