

The Marsh Ridge HOA Board met Wednesday, October 4, 2023 at 6:30 pm at 577 Marsh Dr. Board members Jon H, Zelda M, John B, and Liz F were present. Also attending was Lloyd G as an interested candidate for a position on the Board.

Initially a special board meeting was called to resolve some questions and finalize the format for a by-mail paper ballot election for Director positions that was tabled at the Annual Meeting on September 17th. However, other matters of pressing concern were also addressed.

Board related actions and changes to the original March 2000 By-laws were confirmed through official minutes:

- At the October 28, 2004 annual meeting, the motion was approved to begin self-management of the Association effective January 1, 2005. This essentially ended the Declarant (Developer) Period and transferred control to a Homeowner Board of five persons.
- In a by-mail all member ballot tallied and made official on February 16, 2005, the terms of Directors were changed from one year to two years.
- In an annual meeting member vote on September 19, 2013 the ratio of Directors was set at two Single Family owners and three Twinhome owners.

The current Board status is as follows:

Zelda Malo (SF): elected Sept 2015 - has served (9) consecutive 2-year terms
 Jon Holzer (SF): elected Sept 2013 - has served (5) consecutive 2-year terms
 John Beltrand (TH): elected Sept 2021 - has served (1) consecutive 2-year term
 Joe Konicek (TH): elected Sept 2021 - resigned Jun 2023 – 3.5 months short of 2-year term
 Liz Fautsch (TH): elected Sept 2022 - has served one year of a 2-year term

Two new candidates for a Director's seat volunteered to be nominated at the Sept 17th meeting: Lloyd Griep (TH) and Bruce M Larson (TH). A tentative candidate (SF) withdrew.

The slate for the 2023 election of four Directors is as follows:

Two SF positions: Jon Holzer & Zelda Malo – both unopposed candidates

Two TH positions: Three candidates for two seats - John Beltrand, Lloyd Griep, Bruce M Larson

By-mail ballot materials will be prepared for Board review, then sent out to the full membership as soon as possible.

Several other items required the Board's attention:

- Jenco submitted its new contract for three years:
 - 11/1/2023-2024 12 monthly payments at \$3,840 – yearly total \$ 46,080 +7%
 - 11/1/2024-2025 12 monthly payments at \$3,916 – yearly total \$ 46,992 +2%
 - 11/1/2025-2026 12 monthly payments at \$3,994 – yearly total \$ 47,928 +2%

(Jenco's current monthly charge of \$3,588 has been in effect since April 2020 - over 3.5 years.)

Extra charges incurred for irrigation maintenance will be billed on a time and material basis. Services and projects not covered by the contract need to go through an estimate/bidding process prior to commencement.

Motion was made and approved (4,0) authorizing Jon H to sign the new contract and submit to Jenco.

- The invoice from One Stop Handyman (Rich Jerde), dated 8/31/2023 for \$7,134.46 was emailed to the Board on 9/19/2023. Jon H took on the task of reviewing the invoice prior to payment. Jerde has inquired when payment will be forthcoming; Jon H will follow up.
- Architectural Committee approved Application for Architectural Addition or Alteration submitted for 716 Marsh Dr, a single-family unit, by email on 9/21/2023. The board accepted the committee's approval and signed off on architectural change as requested.
- In response to 9/17/2023 member vote in favor of a CPA review, Liz F will prepare letters to three CPA firms requesting bids for an audit or a review of the Associations finances with the understanding that each has a somewhat different purpose and cost.
- Jon H will obtain 3 preliminary bids for a reserve study – with the understanding that a formal reserve study may not be appropriate until the Association's governing documents have been updated with respect to the specific components obligated as reserve expenditures.
- Liz F will email initial inquiry to Hellmuth & Johnson for a ballpark estimate on review and revision of the Association's governing documents.
- The annual MN Secretary of State corporate filing must be completed before December 31, 2023. In the interest of continuity planning, Liz F wants to research the use of a permanent Registered Agent for the required Registered Office Address instead of a resident's home address that is subject to changes in ownership and the requisite accessibility.
- The board was updated on suggested changes in bill payments for the top four operations expenses. Online and automatic payments avoid late payments that might incur penalties and create a predictable month to month liability – both time and amount – for cash flow planning.
 - Switching DMU to both autopay & budget billing to avoid unpredictable cash demands
 - Placing Hartford's 11 monthly premium payments on autopay
 - Look into similar setup for monthly payments to Republic for trash collection and the Jenco monthly contract billing.

Annual invoice from Marsh McLennan for general HOA liability policies' annual premiums totaled \$3,673 and was forwarded to the bookkeeper for immediate payment to prevent any lapse in coverage.
- Jon H has been in contact with DMU regarding a metering issue. DMU indicated it will be repaired in the spring.

The next Board meeting is set for Wednesday, November 15 th , 6:30 pm at 577 Marsh Dr.
