

Sterling Hills Townhome Association (THA)  
Annual Meeting Minutes  
November 14, 2017

Members of the Sterling Hills Townhome Association met at Cavett Elementary School on Tuesday, November 14, 2017 to discuss and vote on the following agenda items: THA polices; Covenant infractions; service provider complaints; 2017 services update; paving repair project; member debt collection; 2017 expenses; 2018 budget; nomination and election of Board member; and open discussions on what constitutes adequate lawn care and the aging sprinkler system.

The following Board members were present; David Neth (President), Erik Nore (Vice President) and Paula Dicerio (Secretary/Treasurer and THA Manager). A sign in sheet with names of members who attended this meeting and these minutes are on file at the THA office. Minutes are also posted to the THA website. Meeting was called to order by Neth at 6:00 P.M. with roll call of Board members and approval of the November 8, 2016 annual meeting minutes. Motion made and seconded to approve the minutes. Motion carried.

Nore presented an update of THA policies, Covenant infraction complaints, and service provider complaints. Nore shared that THA sent notices to a few members about parking infractions and added two cars had to be towed. Nore said there was nothing concerning snow removal and lawn care this year and Dicerio added there were few snow events. Nore reported there were a couple of street trees that died and had to be removed. Nore talked about the THA sending notices to a couple of members for non-upkeep of their townhomes where siding had fallen off and a notice for an inoperable vehicle parked in a driveway. Nore said a few formal complaints were filed regarding the lawn care provider. These complaints were investigated by the Board and resolved to the satisfaction of the Board and members involved with the exception of Virgie White.

Dicerio presented 2018 services and announced that Liberty Lawn & Landscape will do lawn care in 2018, however Forest Lake will continue with sprinkler maintenance and snow removal. Dicerio said the contract for refuse pick-up will expire in May, 2018. Dicerio spoke about the web site and remarked that she is posting notices pertaining to developments around the area to the site to keep members informed of issues which might impact Sterling Hills. Dicerio noted that members are also using the site to contact the THA with questions and to file complaints.

Dicerio spoke on the paving repair project and noted the THA had entered into a contract with Pavers in the amount of \$26,543.25. The THA also hired Benesh Engineering to do compaction testing and oversee pouring of concrete.

Dicerio called attention to the Special Projects Profit Loss Statement; explaining how the five dollar increase in dues was spent on needed projects for community property owned by the THA. Proceeds to pay for the paving repair project and possible upgrades to the sprinklers will be taken from this account also.

Dicerio commented on the debt recovery report and said all accounts are presently under 90 days. Dicerio added that all accounts turned over for collection were resolved in 2017. Dicerio presented income and spending for 2016 and 2017, making note of an increase in cost to repair the sprinkler system due to its age and the way it was installed. Dicerio noted that total expenses for 2016 and 2017 have allowed for a profit which will be used to subsidize the special project account for paving repairs in 2018.

Dicero presented the 2018 budget and called attention to the last column, showing monthly cost per member for each item in the Budget. Motion made and seconded to approve the 2018 budget. Discussion followed.

Jerry Hauder questioned the need for street tree replacement because of increase cost to plant a tree. Dicero explained that members allowed for the Board to determine if an area was conducive for the tree to survive or not. Dicero also noted that trees which are replaced along Grainger are City trees. The City presently gives vouchers to pay for a portion of the cost of a new tree to be planted, however the City must come out and mark a space for planting before the tree may be planted.

Members ask Dicero to inquire when interviewing future refuse providers, if there is a difference in cost between one day and two day pick-ups. Dicero said she would, however commented that members with babies and families required two pick-ups a week. Dicero also noted that recycling will probably come with a cost under new contract negotiations with Uribe because they presently charge other customers for the service. Motion was called to approve the 2018 budget and carried.

Neth announced that Dicero's term on the Board of Directors was up and re-nominated her for another term on the Board. Neth ask for nominations for the open position on the Board of Directors. With no other nominations, Dicero was elected to serve the three year term.

Nore began the open forum discussion by asking members present to discuss what they thought adequate lawn care looked like. Members agreed that lawn care provided by the THA was adequate and suggested to the Board they continue to do what they are doing when managing lawn care. Nore also discussed his concern for the aging sprinkler system. Dicero stated that she had talked to Forest Lake about this and a rough estimate to change out the system would cost each member a one-time assessment of \$500.00 to \$700.00. Members agreed to continue what the association is doing by repairing and replacing on an "as needed" basis for now instead of replacing the existing system all at once. Nore also shared that he is in contact with the owner of the car lot about their bright lights and they are now adjusting the lighting to 30% every evening at 9:00 P.M.

Motion made to adjourn and seconded. Motion carried unanimously. Meeting was adjourned at 7:30 P.M.

Sterling Hills Townhome Association (THA)  
Board of Directors Meeting Minutes  
November 14, 2017

Officers of Sterling Hills THA Board of Directors met on November 14, 2017 at 7:35 P.M. Minutes from the last meeting were approved. Board members reviewed, approved and signed lawn care and paving repair contracts and discussed hiring a firm to TV the sanitary pipe directly under an area where a sink hole is forming under the pavement to see if there is any damage to the sewer in that area. Board of Directors were elected as follows: David Neth - President, Erik Nore - Vice President, and Paula Dicero - Secretary/Treasurer. With no further business to discuss, meeting adjourned at 7:50 P.M.