

**PINERIDGE TOWNHOMES OWNERS' ASSOCIATION, INC.**  
**ANNUAL HOMEOWNERS MEETING MINUTES**  
**JUNE 25, 2024, 5:30-7:30 | 900 THIRD AVE N**  
**ATKINSON PARK REC ROOM**

1. Meeting was called to order by HOA President Jen Smith at 5:30
2. Establish Quorum: a quorum (50% of ownership present or by proxy) was established
  - a. Representations in-person by units 11
  - b. By proxy representations by units 31,29,5,9,1,7,22,28,24,27,13
  - c. Total representative membership 22
3. Financial Review: Manager reports provided included Profit & Loss through and Balance Sheets. The amounts in accounts to date are: Checking at \$28,518.34 and Savings/Capital Reserve at \$89,685.16
  - a. Dues: ownership was reminded that the last of five years of approved 5% dues increases will be 2025; however, it was noted that the 5% increase will likely continue after 2025
  - b. Roof replacement bids will be collected, and HOA will potentially begin Re-roofing one or two buildings this spring. We will continue to repair roofs as needed.
  - c. Budget 2024 highlights: A special assessment will be assessed in September to pay back the operating account for necessary maintenance projects totaling \$50,000.00
4. Review Annual Meeting Minutes from 2023 unanimously approved
5. New Business
  - a. Dues increase past the year 2025 was discussed and will likely be approved at the 2025 Annual Meeting according to the Board's recommendation
  - b. Snow removal expenditures: Level of Service was discussed (3" minimum before contractors come was agreed upon); discussion of ice melt method included the use of sand rather than salt or Mag Chloride products to save pavers from deterioration; management will leave buckets of sand/salt around complex during winter (these exist and are kept in unlocked closets throughout)
  - c. New paint: discussion about exterior touch-ups and fence staining – both contractors were given a Not to Exceed (NTE) limit and work will be scheduled for summer 2024
  - d. Interior water damage repairs: discussion regarding repairs to damaged units.
  - e. Cost of utilities/increase: discussion regarding increase for water and electricity
  - f. Parking passes: It was decided that passes were not necessary at this time but may want to discuss again at next years meeting.
  - g. Heat tape: discussion regarding completion of heat tape project and management of heat tape (John G will take care of this) Heat tape should have a sensor instead of running consistently. This would be expensive but will save money in the long run. Would have to pass a majority vote.
  - h. Seal coating/asphalt: work will be scheduled for summer 2024; cost est. \$22k
  - i. Repair fountain: cost est. \$1k
  - j. Paver replacement: contractor will be given an NTE of \$5k and work will be scheduled for summer 2024
  - k. New roof: discussion regarding phasing of project; management will get an estimate for units 1-8; Special Assessment was discussed and management recommended owners establishing savings for this project coming in the next few years (Reserve Study was mentioned; John Clausen will send doc to management)

- l. Landscape: discussion regarding another community clean-up in the fall of 2024 to cut back trees, shrubs, and perennials; bed clean-up by contractor (C-U Next Storm) will be relayed by management
- 6. Election of Directors: Jen Smith nominated and re-elected as President; Frank Fiaschetti nominated and re-elected as Vice President; John Clausen nominated and re-elected as Treasurer; Chris Estrem was nominated and re-elected as Director; Remmington Novak was nominated and re-elected as Director