

**DRAKE LANDING ASSOCIATION
BOARD MEETING AGENDA**

February 10, 2023

2:00 pm

Minutes

I. CALL TO ORDER

- A. The meeting was posted to the website.
- B. The meeting was called to order at 2:00
- C. Attendees
 - a. Tim Colton, President
 - b. Paula Ramey, Vice President
 - c. Laura Snow, Treasurer
 - d. Brooks Rarden, Secretary
 - e. Steve Wahl, SRG

II. OWNERS FORUM

- A. Other than Board members, no owners were present at the meeting.

III. APPROVE MINUTES FROM LAST MEETING

- A. 8-26-22 meeting minutes were distributed to the BOD in the meeting packet.
- B. A motion to approve the 8/26/22 minutes by Brooks Rarden, seconded by Tim Colton and approved unanimously.

IV. FINANCIALS

- A. Year End Financials 12/31/22
 - a. Balance Sheet
 - i. \$7,068 operating account balance
 - ii. \$205,225 reserve balance
 - iii. Still carrying \$36,929 owed from reserves to operating account.
 - b. Profit & Loss
 - i. \$284,538 actual expenses vs. \$265,529 of budgeted expenses, over budget by \$19,009 or 7%
 - ii. \$21,038 over budget on gas for the year
 - iii. \$4,392 over budget on electricity
 - iv. Without energy overages DL would have been \$6,421 under budget for the year
- B. 2021 Tax Returns were signed and returned.
- C. Steve Wahl to follow up with Willis Bennett of D4 about future gas price hedging. Willis has industry experience and has volunteered to advise in the past. When is the best time of year to lock in a rate with Tiger Gas in order to best control gas rates for the HOA.
- D. Checking with accounting on the YTD snow plowing expense and verifying that invoice have been paid for Nov, Dec & Jan.

V. MANAGING AGENTS REPORT

- A. D12 window which was damaged by NW Roofing has been replaced.
- B. A handicapped sign was posted on the street side of E building per the State Farm office request.
- C. Dumpster enclosure lock has been repaired multiple times and is currently working per BOD feedback.
- D. Installed ice bars on E building, this was supposed to be installed on A building, but they are being added to A building.
- E. Continued roof ice/snow removal.
- F. Ice dam was removed from the west side of State Farm office at E building. Hot edge has been ordered for both sides of the roof above the State Farm offices.
- G. Steve Wahl is checking with NW Roofing on what the green indicators on the heat tape control boxes mean.
- H. Steve is checking with Dale on what electrical circuits run which sections of heat tape and hot edge.

VI. RATIFY BOARD ACTIONS VIA EMAIL

- A. 8/26/22 Approval of 8/26/22 BOD Meeting Minutes
- B. 8/29/22 2023 Budget 3 Cent Budget Increase Approval
- C. 8/31/22 HB 1137 Policy Changes Approval
- D. 9/30/22 Furniture Donation Approval
- E. 10/25/22 Comcast Agreement Extension Approval
- F. 11/2/22 Decision on Responsibility for Ice Falling on Car
- G. 11/16/22 NW Roofing A Bldg Ice Bar Approval
- H. 11/29/22 Board Position Replacement Approval
- I. 12/6/22 E Building Railing Non-Approval
- J. 12/7/22 Handicap Parking Sign, Street Location Approval
 - a. A motion to approve the board actions via email by Tim Colton, seconded by Brooks Rarden and approved unanimously.

VII. OLD BUSINESS

- A. Irrigation monitoring system
 - a. Rescheduled twice with Rainbird Certified contractor and ran out of summer.
 - b. Planning to meet with Paul Riechmann in the spring, this is a referral from Jerry Price
- B. Gas meter repair – east side of D building
 - a. This issue was called in to Xcel energy, no feedback from Xcel yet

VIII. NEW BUSINESS

- 1. Insurance renewal 4/1/23
- 2. 2023 Projects
 - a. All projects are subject to contractor recommendations, funds for items not needed in 2023 are pushed out on the reserve budget.
 - b. Asphalt overlay – will get opinion from A-Peak Asphalt about need and cost.

- c. Fencing Wrought Iron – get estimates.
 - d. Spa Filter – will get opinion from The Hot Tub Company and estimate if replacement is recommended.
3. Property Walk - May BOD Meeting
 - a. 5/19/23 10:00 property walk, 2:00 BOD meeting.
4. SRG was told that the plowing company does not always clear open spots between parked cars. A 3-car opening is required to plow but even when this is available the plow driver does not always clear this.
5. SRG has asked if the BOD wanted to do a parking lot cleanup of snow. The Board wants to conserve plowing funds since this has been a snowy season and the trend may continue using up additional plowing funds.
6. There was a building-wide water shutoff done at building B per an owner request so they could change out an angle stop. SRG was told that there are unit water shutoffs in each of the building B units. SRG tried to get the owner to test this prior to the building shutoff but they were not at the property. SRG will do an audit of all building B units to confirm the shutoffs. Steve Wahl has left a message with Tom Silengo to see what information Tom has about unit water shutoffs outside of B building.

IX. NEXT MEETING DATE

5/19/23

10:00 Property Walk

2:00 BOD Meeting

X. ADJOURNMENT

- A. A motion to adjourn the meeting was made by Brooks Rarden, seconded by Tim Colton and approved unanimously.
- B. The meeting was adjourned at 3:01