

# 2019 ANNUAL MEETING MINUTES

## Swan Meadows Homeowners Association, Inc.

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March 13, 2019 | 5:30 p.m. at 640 Belford Ave. | Meeting called to order by Mark Shoberg, Bray HOA

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### In Attendance

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Jeff Sheley	Mark Shoberg
Josh Gilder	Savannah Kohagen
Ted Juntilla	
Kati Bennett	
Charles Green (Newly Elected)	

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### Notice of Quorum Achieved

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With four proxies received and ten homes present, it was announced that quorum had been achieved.

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### Introductions

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Mark Shoberg introduced himself as the Community Association Manager with Bray HOA Management and Savannah K. as one of the Assistant HOA Managers with Bray HOA.

Jeff Sheley introduced himself as the President of the Board of Directors.

Josh Gilder introduced himself as the Vice President of the Board of Directors.

Ted Juntilla introduced himself as the Treasurer of the Board of Directors.

Kati Bennett introduced herself as the Secretary of the Board of Directors.

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### Approval of the Previous Years Minutes

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The present homeowners reviewed the previous years' minutes.

Motion: Jeff Sheley

Second: Josh Gilder

There was a unanimous vote by the present owners approve the previous years' minutes.

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### Discussion on Upcoming Projects

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#### 1. Irrigation

A member of the Board requested an itemized report of all the irrigation expenses. Bray will email this information to the Board of Directors.

## **2. Drain Installation on the SW Corner of the Subdivision**

A homeowner asked if a drain was ever installed. Mark Shoberg explained that he believed that T&S had recommended that they not do it, but could not remember the reasoning. Bray will touch base with T&S curbing to get clarification and will email the Board.

## **3. Leaking Valve**

The original valve appears to leak. Once the irrigation water is turned on, Mark will meet with Robert to determine the problem and if it is still utilized.

## **4. Communication**

Some of the present members vocalized that they would like better communication on the specifics of irrigation issues. Bray will ensure to provide more specifics if/when the time arises.

## **5. Quality of Materials**

The present owners want to ensure that any new materials that are installed are of high quality, to avoid long term expenses. Unfortunately, a lot of the materials (irrigation piping) installed by the developer was low quality.

## **6. Water Pressure**

An owner suggested that maybe the water main breaks could be a result of the high water pressure. Mark Shoberg stated that US Lawns looked into this and there is no way of adjusting the pressure. Another homeowner discussed that she has rather low water pressure. It was determined that the water pressure depends on your location within the Association. Another factor is that the pump that was installed was larger than what the Association needed.

## **7. White Board on Pump House**

There is an emergency shut off on the outside of the pump house. In the past, there have been no set process for what to do after you shut off the pump.

Bray will place a small white board at the pump house with simple instructions on what to do after hitting the shut off button.

Hit Shut Off → Call Bray (number to be displayed) → Write on Board (Description of what is going on and when it was shut off.)

From there, Bray will contact the irrigation vendor, email blast all owners and post on the Associations webpage.

The irrigation vendor can then write updates on the Board so that any member can walk down and see what is going on.

## **8. Sloping Areas Near Mailboxes**

Water gathers near the mailboxes due to a dip in the asphalt. Bray will get a bid to fix this issue (road base and gravel bid). Road base will most likely be the best option, as gravel moves.

## **9. Rock Blocking Easement**

There is a large rock that blocks access to the easement when placed in the middle of the sidewalk. The rock can be moved back and forth for access as needed, but it has been out of the way for quite some time resulting in a lot of people driving on the easement. A member of the community volunteered to move the rock back onto the sidewalk for the time being.

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## Budget

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Breakdown of some expenses:

Insurance: Directors & Officers Policy, Liability

Accounting: Tax Preparation

Management Fee: Bray HOA Management

There was a call to approve the 2019 Budget.

**Motion:** Jeff Sheley

**Second:** Ted Juntilla

There was a majority vote by the present members to pass the budget.

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## Elections

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Mark Shoberg called for a motion to open the election for the Board.

Jeff Sheley volunteered to serve again on the Board as President.

Motion: Jeff Sheley

Second: Kati Bennett

There was a unanimous vote by the present members to reelect him.

Josh Gilder volunteered to serve again on the Board as Vice President.

Motion: Josh Gilder

Second: Ted Juntilla

There was a unanimous vote by the present members to reelect him.

Kati Bennett volunteered to serve again on the Board as Secretary.

Motion: Kati Bennett

Second: Josh Gilder

There was a unanimous vote by the present members to reelect her.

Ted Juntilla volunteered to serve again on the Board as Treasurer.

Motion: Ted Juntilla

Second: Jeff Sheley

There was a unanimous vote by the present members to reelect him.

Charles Green volunteered to serve on the Board as a Member at Large.

Motion: Charles Green

Second: Kati Bennett

There was a unanimous vote by the present members to elect him.

Laura Thomas no longer lives within Swan Meadows HOA, therefore she will no longer be serving on the Board.

With no other volunteers, the election was closed.

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## Adjournment

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With no further business to discuss, Mark Shoberg called for a motion to adjourn the meeting.

Motion: Jeff Sheley

Second: Ted Juntilla

All members were in favor. The 2019 Annual Meeting was adjourned at approximately 6:45 p.m.

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Signature