

Dufferin Park Homeowners Association

2004 Board of Directors:

Ali Anderson (952) 440-2358 Aanderson@traderumours.com
Gregory Lind (952) 440-9133 Gplind@integraonline.com

Managed by: Wensmann Mgmt

Larry Schaefer
16154 Main St SE
Suite 110D
Prior Lake, MN 55372
(952) 447-0203

Email: lschaefer@wensmann.com

Website: <http://www.dufferinpark.com>



Minutes of the Annual Meeting MARCH 25, 2004

Pursuant to notice, the annual meeting of the Board was held on March 25, 2004 at the Savage Fire Station #2 meeting room.

I. CALL TO ORDER - 7:11PM

Introduction of the Board Members:

Board members in attendance

Jeremy Zwart, President
Alison Anderson, Vice President
Greg Lind, Secretary

II. ESTABLISHMENT OF A QUORUM/ROLL CALL

55 including proxies-quorum not achieved.

According to Article III, Section 4, a vote was held to continue without quorum approved.

III. APPROVAL OF MINUTES OF THE PRECEDING MEETING(S) OF MEMBERS

1. Call for motion to approve
2. Call for second to approve
3. Minutes were approved

IV. REPORT OF OFFICERS

Updates:

Vendors: Selected a single vendor (Quality Seasons) for all landscaping services of all monuments, cul-de-sacs touching each site at least 1x per month. Lowered overall landscaping costs by \$1000-\$1500 per year (over the multi-vendor approach used in past years). Also responsible for Christmas lights for Dufferin/27. Board of Directors have been working to identify "turn-key" vendors so we won't have to get bids for the various demands that occur during the year.

Website: (Update from Greg Lind) [Website](#) has been under development for over 2 years. Would like to go as electronic as possible. The notice for the annual mtg went out to 120-130 people, which helped save postage. Would like to get more email addresses. Encourage homeowners to email us (none of the email address' will be accessible to SPAM & protection includes firewall and Virus protection)

In previous annual meeting minutes, homeowners voiced the desire for a newsletter. This was one of the many motivations for its creation, for more effective communication. Previous annual meetings minutes are on website, DP history page w/ GenStar history. The most informative page Document / Covenants page. Each addition/version is on the website. Articles and Bylaws also on the website. DP Yellow Pages for preferred vendors also on the website.



DUFFERIN PARK HOMEOWNERS ASSOCIATION Minutes of the Annual Meeting (Continued)

Covenant Violations Policy: We have covenants, which outline the rules, but current covenants don't outline a course of action for non-compliance. Recently, through discussion with numerous legal agents, the BOD believes that we are now able to legally invoke a Collections Policy for delinquent assessments including collections, letters, and involvement of an attorney, a lien on homes or possible foreclosure. When violation is reported, three steps are taken:

Upon receipt of first notice, Homeowner has 30 days to cure the violation. Covenant violation policy is stated in this notice.

At 30 days, a second notice is sent and a \$10 penalty assessed. All penalties are subject to the Associations Collections Policy.

At 60 days, an attorney is contacted and further legal action, up to foreclosure, will be initiated. All attorney fees are the responsibility of the homeowner.

Collections Policy: When the annual fee is assessed, these are the steps taken:

Upon receipt of the billing notice, Homeowner has 60 days to pay the annual assessment. Collections policy is stated in this notice.

At 60 days, a second notice is sent and a \$10 late fee assessed, interest accrues at 60 days past due and beyond.

At 90 days, an attorney is contacted and further legal action, up to foreclosure, will be initiated. All attorney fees are the responsibility of the homeowner. Pending the collection of the assessment, a lien will be filed on the property with the homeowner responsible for all fees.

Change in Management Company: The board felt the previous management company was lacking in responsiveness, communication and service/attention for the fee that they were charging. We felt that we could get more affordable service. At the time they were contracted, they were the best option. Over the course of a year, the options seemed to improve greatly. We contacted 4 different companies for bids and chose the most competitive after a personal interview & reference check. We nearly reduced the annual costs by 50%.

V. FINANCIAL REPORT

Showed slide of income statement 2003 and reviewed

Reviewed Income totals

Reviewed key expenses line items, including Plantings, Management Fee; Insurance (D&O) noted that the Mgmt Fee Company would be changing in 2004.

Showed slide of balance sheet 2003 and reviewed

Noted that A/R balance represents past due balances and represents a 50% reduction from last years past due balance.

Showed slide of budget for 2004 and reviewed



DUFFERIN PARK HOMEOWNERS ASSOCIATION

Minutes of the Annual Meeting (Continued)

**Noted that budget changed since the mailing, updated copy will be on the website. Discussed specific line items. Noted the creation of a replacement reserve new this year to set aside money for capital items (larger expenditures).

Discussed lighting initiatives to get more monuments wired with lighting, starting with the monument on Bridgewater and Murphy-Hanrahan, which will be started in the next 3-4 weeks.

VI. ELECTION OF ONE MEMBER TO THE BOARD OF DIRECTORS

Voting (to fill 1 board member for a 3 year term)

Nominees: Richard Weintzweig & Kirsten Smith

Results: Elected: Richard Weintzweig (3 year term)

VII. OLD BUSINESS

Open floor for discussion, no topics were presented

VIII. NEW BUSINESS

Comments were made regarding the evergreen trees along County Rd 27 (South of Dufferin Dr and North of 150th St). Many of the trees are dead and have been that way for several years. They have not been replaced or removed. It was suggested that communication to the county should take place. Phone calls had been made in the past by one of the board members, apparently to fall on deaf ears. A petition was suggested and will be looked into (See newsletter for updates to this item). Other items were brought up during the evening; please see the Q&A link below [at the website http://dufferinpark.tripod.com/id21.html](http://dufferinpark.tripod.com/id21.html).

Next years location for the Annual Meeting will take place elsewhere, due to the size and number of people. We will investigate the options.

IX. ELECTION OF OFFICERS

The following persons were elected to the following offices:

President: Ali Anderson

Vice President: Gregory Lind

Secretary: Richard Weintzweig

Appointed to Architectural Review Committee: Kirsten Smith

They're being no further business; motion was made and seconded to adjourn.
Motion approved.

X. ADJOURNMENT 9:08pm

Respectfully submitted,

Gregory Lind
Secretary



DUFFERIN PARK HOMEOWNERS ASSOCIATION

Budget 2005

Expenses

Management fee	\$ 3,900
Grounds maintenance and flower plantings	11,600
Insurance - (D&O & Liability)	3,100
Insurance - Liability	-
Postage, mailings (2 mailings), & Copy charges	1,500
Utilities	600
Miscellaneous	<u>225</u>
Total expenses before replacement reserve	20,925
Replacement reserve	<u>2,000</u>
Total expenses	<u>22,925</u>
Net Income	<u><u>\$ -</u></u>



DUFFERIN PARK HOMEOWNERS ASSOCIATION

Income Statement

For the Year Ended, December 31, 2004

INCOME

Assessment receipts	\$ 22,855
Total Receipts	<u>22,855</u>

EXPENSES

Bank Charges	26
Plantings-	10,945
Utilities (Electric)	428
Insurance (D & O & Liability)	3,088
Office charges	1,255
Miscellaneous	913
Management fee	4,605
Total Expenses	<u>21,260</u>

RESERVE EXPENSES

Reserve Allocation	1,996
NET INCOME	<u>\$ (1,595)</u>



DUFFERIN PARK HOMEOWNERS ASSOCIATION

2005 ANNUAL MEETING OF
THE MEMBERS OF
DUFFERIN PARK HOMEOWNERS ASSOCIATION

PROXY

The undersigned member(s) of Dufferin Park Homeowners Association and owner(s) _____, hereby appoint Larry Schaefer, Wensmann Management Co. for the Association, or _____ as Proxy to vote on (my)(our) behalf at the Annual Meeting of Association Members scheduled for Tuesday, February 22, 2005, or any adjournment thereof.

Name of Homeowner (Printed)

Name of Homeowner (Printed)

Signature of Homeowner

Signature of Homeowner

Date

Date

Email of Homeowner

Email of Homeowner



DUFFERIN PARK HOMEOWNERS ASSOCIATION

**DUFFERIN PARK
HOMEOWNERS ASSOCIATION**

Any homeowner interested in serving on the Board of Directors at Dufferin Park Homeowners Association is respectfully requested to complete this nomination form and return to:

Larry Schaefer, 160154 Main St SE Suite 110D, Prior Lake, Minnesota, 55372.

NOMINEE FOR BOARD OF DIRECTORS

HOMEOWNER NAME _____

HOMEOWNER ADDRESS _____

HOME PHONE _____ WORK PHONE _____

HOMEOWNER EMAIL _____

PLEASE INDICATE REASONS WHY YOU WISH TO SERVE ON THE BOARD OF DIRECTORS:

WHAT ISSUES WOULD YOU LIKE TO SEE ADDRESSED IN THE LONG AND SHORT TERM FOR DUFFERIN PARK?

PLEASE INDICATE YOUR SPECIFIC SKILLS AND BACKGROUND WHICH WOULD BENEFIT DUFFERIN PARK:



DUFFERIN PARK HOMEOWNERS ASSOCIATION

**DUFFERIN PARK
HOMEOWNERS ASSOCIATION**

Any homeowner interested in nominating someone else to serve on the Board of Directors at Dufferin Park Homeowners Association is respectfully requested to complete this nomination form and return to:

DUFFERIN PARK HOMEOWNERS ASSOCIATION

c/o Larry Schaefer, 160154 Main St SE Suite 110D, Prior Lake, Minnesota, 55372.

NOMINATION FORM

Dear Mr. Schaefer:

(I)(We) hereby nominate the following member(s) to serve on the Board of Directors of Dufferin Park Homeowners Association, election to take place at the Annual Meeting of Members on Tuesday, February 22, 2005.

(I)(WE) understand that each person nominated will be contacted in advance of the Annual Meeting to determine his or her willingness to accept the nomination.

(I)(WE) further understand that nominations may also be made from the floor during the course of the Annual Meeting.

Sincerely,

Homeowner's Name

Homeowner's Name

Homeowner's Address

Date

Homeowner's Email