



Liberty Park Condominium Association

Board Meeting

November 13, 2023
Liberty Park Board of Directors Meeting
Attendees via Zoom

Board: Bob Rowe (1530), Dan Streitz (1576), Connie Martin (1582), Todd Edwardson (1613), Anne Olson (1512)
Property Management: Angela Dee, Platinum*Plus* Management LLC, Rhonda Rowe (1530), Platinum*Plus* Management LLC

The meeting was called to order by Bob at 6:30 p.m. with all members present. The agenda was approved as presented.

Angela provided a financial update through October 31, 2023. Dan moved to accept the financials; Todd seconded – 5 affirmative votes.

Dryer vent cleaning

Cleaning dryer vents is important to prevent the buildup of lint, which can lead to reduced airflow and overheating, posing a serious fire hazard. Regular maintenance ensures the efficient operation of the dryer, prolongs its lifespan, and reduces energy consumption.

While this is a homeowner responsibility, Platinum*Plus* and the Board would like to promote regular cleaning by working with a cleaning service to offer a discounted rate to homeowners. The Association has received bids from three vendors: Coit, Better Air, and Service Master. Better Air and Service Master each charge \$180 per unit. Coit will charge \$65 per unit to schedule units over a two-week period for cleaning. This activity will be coordinated by Platinum*Plus* and the cost will be charged to the homeowner. Platinum*Plus* will facilitate socialization to determine interest and initiate registration through upcoming newsletters. Cleaning requires access to the roof and the interior of the unit to complete, so this service will be scheduled and completed in the spring 2024.

Seal coating – streets and driveways

Seal coating asphalt is crucial for protecting the surface from the damaging effects of sunlight, water, and chemicals, preventing cracks and deterioration. It also enhances the overall appearance of the pavement, providing a smooth, resilient surface that extends the lifespan of the asphalt.

Seal coating was last completed in Liberty Park in 2017 and cost approximately \$19,000. The Association has received two bids for seal coating the streets and driveways. Asphalt Aces bid \$23,697 and Jet Black bid \$21,215. Each firm bid the exact same service. This service would be scheduled for late spring/ early summer 2024. Bob moved to secure Jet Black for services; Anne seconded the motion – 5 affirmative votes.

Level concrete aprons on select driveways

1512 and 1603 have raised concrete around the apron on their concrete aprons in front of their garage and walkways. There are two options to correct this issue: 1) remove the concrete, regrade underneath, tamp down and repour concrete, or 2) mudjack the existing concrete. Mudjacking is a process of lifting and stabilizing sunken or uneven concrete slabs by injecting a mixture of water, soil, sand, and cement beneath the slab. It is done to restore the level and stability of the concrete, addressing issues caused by soil settlement, erosion, or other factors that can lead to uneven surfaces.

Given the age and condition of the concrete aprons, the Association has investigated contractors who could perform mudjacking services – American Waterworks and Northstar Mudjacking. American Waterworks has bid

\$2,500 to inject a substance under the concrete to stabilize the surface. Northstar will provide a bid in the spring. Todd moved to table this topic until the spring when the Board can obtain the bid from Northstar and the work can be performed; Dan seconded the motion – 5 affirmative votes.

Level pillars in front of homes

There are several units around the Association that are leaning. While the aesthetic appearance is very important, these pillars are not load-bearing and do not pose any concern to the structural integrity of the buildings. To correct the issues, Bob has obtained a bid from American Waterworks (\$1,000 per pillar) and is waiting on Northstar to provide a bid in the spring. The Board agreed to view this information as informative until spring when a second bid can be obtained to determine whether to move forward with this work.

Remove additional trees

During 2022 and 2023, the Board has removed trees that were no longer viable across the Association. Tree removal has occurred for a variety of reasons including disease, poor growth results, root intrusion, and overcrowding. The removal process is spanning across multiple years to spread the cost of tree removal and replanting across multiple budget years. In 2024, the Board will continue with this tree removal – selectively removing trees that have died or are not sustainable within the Association longer term. The Board will be extremely selective about further removal, only removing trees when it is absolutely necessary.

Replace select trees

Adjacent to the tree removal process, the Board is dedicated to keeping the green space and aesthetic appearance of the Association. They have identified the need to replace 10-15 trees across the Association grounds. In being diligent with cost and budgetary constraints, the next steps will be to: 1) mark the locations where replacement trees will be planted; and 2) obtain bids from multiple vendors to estimate the cost of the trees. This project will be targeted for spring/ early summer 2024 and will be funded through the operating budget for 2024.

Discuss and approve Nelson Lawn Care contract

Nelson Lawn Care has proposed two options for the 2024 contract renewal: 1) 10% increase for the contract renewal plus fuel surcharge as needed; 2) 20% increase for the contract including the fuel surcharge. Based on calculations over the last two years, the fuel surcharge would be less than a straight 20% increase. Anne moved to accept the contract with a 10% increase plus fuel surcharge; Connie seconded – 4 affirmative votes, 1 abstained.

Discuss and approve Platinum*Plus* Management contract

Platinum*Plus* has been the property management provider since 2009. They last requested a rate increase in 2019. The current proposal from Platinum*Plus* will maintain their current rate - \$21/ unit per month.

Todd requested that the Board obtain other bids for property management services and agreed to lead a sub-committee to solicit and evaluate bids, then bring back to the Board with a recommendation for discussion and potential action.

Given the short-time frame between now and the end of the year, Connie moved to approve the Platinum*Plus* contract for 2024 and begin the RFP process to evaluate alternate management companies for 2025; Anne seconded the motion – 4 affirmative votes; 1 non-affirmative vote.

Discuss and approve 2024 budget

Historically, November has been the time of the year when the Board reviews the actual spend throughout the current fiscal year and sets the budget for the upcoming fiscal year. The Board has been very diligent about keeping dues as low as possible while maintaining the high-level of quality in the services that are required to be provided by the Association's by-laws.

The Board last raised dues in November 2020 to \$280/ unit per month and has been able to keep dues at that level since that time.

Status of reserve fund

- 248,000 available reserve balance as of November 1, 2023.
- Average Reserve Contributions between 2021-2023 are \$38.6K per year versus recommended savings of \$83.1K from the Reserve Study conducted in September 2020.
- Since last Association dues increase – effective Jan 1, 2021, we have experienced:

- +19% increase in inflation
- +57% increase in insurance premium
- +24% increase in summer and winter maintenance

Platinum*Plus* recommended the following to achieve a stable and equitable Funding Plan:

- Currently, Association dues are \$280/ month per unit for water, sewer, garbage removal, exterior maintenance and upkeep, insurance, professional management and reserve.
- To account for the substantial increase in operational costs and to achieve and maintain adequate reserve levels, the Association should increase dues by \$45/ month per unit in 2024 (\$325/ month), then implement incremental increases of \$25/ month per unit in both 2025 (\$350/ month) and 2026 (\$375/ month).
- Repeat the Reserve Study in 2-3 years.

The Board is conscious to follow the recommendations for setting reserves for future capital expenditures outlined in the Reserve Study that was conducted in September 2020. Additionally, the Board needs to pass a budget that maintains positive net income year over year and at least 10% reserve funds. In 2024, not raising dues would have created a budget deficit and left <10% reserve funds, so raising Association dues is necessary to cover increased operational costs, such as rising maintenance expenses, utility bills, or insurance premiums; and ensuring the financial sustainability of the community. Additionally, the Association needs to continue to reserve to fund for finance major repairs, renovations, or infrastructure improvements that benefit the overall well-being and property values within the Association.

After much discussion, Connie moved to approve the budget with a \$45/ month per unit dues increase for FY 2024; Bob seconded the motion – 4 affirmative, 1 non-affirmative vote. The Board will review and vote on future increases during the next budget planning cycle in November 2024.

Platinum*Plus* will notify homeowners of the dues increase effective January 1, 2024 through the upcoming newsletter.

The Board of Directors will invite homeowners to ask questions and voice concerns related to the annual budget at the Annual Meeting in January.

Invest in additional CDs

Bob spoke with Community Resource Bank to understand current CDs rates that are available. Community Resource Bank is offering 11-month CDs with a 5% interest rate. This interest rate would exceed what it would cost to cash out all the Association's existing CDs early. Anne moved to cash out the existing CDs and move \$100,000 from the checking account into an 11-month CD at 5% interest; Todd seconded the motion – 5 affirmative votes. Bob will contact the bank and make these changes before the end of the week.

Develop plan for 2024 officer election in January

- Dan Streitz (1576) – plans to run again
- Bob Rowe (1530) – plans to run again

Through the upcoming newsletter, Platinum*Plus* will request that other interested homeowners self-nominate.

Set date for Annual Board of Directors meeting in January

The Board has determined that the Annual meeting for the Board of Directors will take place on Monday, January 8, 2024 – 6:30 p.m. at All Saints Episcopal Church, Northfield.

Anne moved to adjourn the meeting; Todd seconded the motion.
Bob adjourned the meeting at 9:08 p.m.

Respectfully submitted,

Angela Dee
Platinum*Plus* Management, LLC

Next meeting – Annual meeting of the Board of Directors

Monday, January 8, 2024 – 6:30 p.m.
All Saints Episcopal Church, Northfield.