

**TALL TIMBERS HOMEOWNERS ASSOCIATION 2013 ANNUAL MEETING MINUTES  
AMERICAN LEGION MEETING ROOM  
NORTH BRANCH MN 55056  
JANUARY 26, 2014**

**I. ESTABLISHMENT OF A QUORUM:**

A roll call sheet was utilized (see **Appendix A**) with each Lot Owner in attendance in person asked to sign in next to their name and address. Those Lot Owners holding proxies for other TTHA members not in attendance were asked to sign in for the person whose proxy they held. Of the 48 homes within TTHA, 65% of Lot Owner's were present (28 Lot owner's in person and 3 proxies).

**II. CALL TO ORDER:**

The annual meeting of the homeowner's association was held on January 26, 2014 at the American Legion in North Branch, MN. TTHA President, Julie Wermerskirchen, called the meeting to order at 6:16 pm. TTHA Board members Dennis Faith, Scott Ingram, Ardy Bernier, and Karen Johnson were all in attendance. The annual meeting was conducted following the Robert's rules of order and Lot Owner's were reminded only one vote per Lot will be counted. The use of an audio recorder to record the meeting minutes to assist in the generation and accuracy of the minutes was approved by general consent. Upon completion and approval of the meeting minutes, the recoding will be deleted.

**III. APPROVAL OF THE 2013 ANNUAL MEETING AGENDA:**

The annual meeting agenda was approved by general consent.

**IV. APPROVAL OF THE JANUARY 30, 2012 ANNUAL MEETING MINUTES:**

The January 30, 2012 annual meeting minutes were approved by general consent.

**V. APPROVAL OF THE OPERATING GUIDELINES FOR THE MEETING:**

A review of Robert's Rules of Order was conducted before the meeting was called to order. The meeting was conducted under the TTHA By-laws and the Robert's rules of order. The operating guidelines were approved by general consent.

**VI. WELCOME REMARKS:**

Julie Wermerskirchen welcomed all Lot Owners to the 2013 annual meeting. She thanked current Board members, committee and project members for helping to keep the association running smoothly. This year saw the addition of eight new members to the association. The members were introduced and welcomed to the neighborhood.

**VII. ELECTION OF (3) TTHA BOARD MEMBERS:**

The following association members have come forward for nomination to the TTHA Board: Cory Bombard, James Hoard, James Skroch, and Andy Peek. There were no other nominations for the open positions on the TTHA Board. Current Board members Scott Ingram and Ardy Bernier each have one year remaining on their terms. There were no objections to all four Lot Owner's being on the TTHA Board. The 2014 Board will consist of six members.

**VIII. TREASURER'S REPORT: See Appendix B and C**

Ardy Bernier presented. She discussed the year's budgeted expenses vs. actual expenses. She also spoke to the overages seen in the budget for attorney fees. All annual dues were collected with no late fees or interest accessed. Final year-end account totals were given. There were no questions from the association regarding the information presented.

**IX. FINANCIAL REVIEW COMMITTEE REPORT:**

Financial review committee members this past year were Trudy Lundeen and Nancy Murden, they were not in attendance. In their absence, Ardy Bernier presented their findings. The committee had no recommendations for change to the financial operating process.

**X. COMMITTEE REPORTS:**

Scott Ingram presented all committee reports.

**A. ARCHITECTURAL CONTROL:** There were no projects brought forth to the committee this year.

**B. LANDSCAPE:** A question had been brought to the Board regarding adding or removing rock at the entrance to the development in what appears to be a drainage ditch. The City of North Branch was contacted and instructed us if any repair is needed or enhancements desired they wish to be contacted so that the public works director can advise us.

**C. SEPTIC:** All homeowners are in compliance with septic pumping. The next group of homeowner's that will come due next start in April. The procedure on how to access a Lot Owner's pumping due date was reviewed. The drain field inspections are due this year. Additional drain field clearings will need to be done spring 2014. The common lift stations are due to be pumped by the end of September 2014.

**D. VAC: See appendix D.** There were 16 concerns addressed by the Board of Directors this year. **See Appendix D** for a listing of the concerns addressed. Nine variances were submitted with all nine granted. A new policy will adopted for the 2014 year. All Lot Owners will be contacted by written letter with any VAC concerns. In an effort to keep a uniform approach, the Board of Directors felt this would be the best way to handle non-compliance concerns.

**E. WEBSITE:** Presently there is no one serving on this committee. Any person interested in working on this committee should contact the Board. The website's written code is showing its age, making some functions that used to work obsolete. During the past year, the board continued to utilize the website for recording septic pumping dates and updating member information.

**XI. PROJECT REPORTS:**

Julie Wermerskirchen presented.

**A. NNO- 70** people were in attendance. For the coming year, a new coordinator is being sought. The information that outlines how past celebrations were put together will be kept with the 2014 Board.

**B. Volunteer projects-** 2 projects were completed this year. TTHA association members packed food at the Feed my Starving Children facility and collected food for the North Branch Family Pathways food shelf. Nancy Schoon and Carol Randall have been past coordinators and will continue to do so. Carol Randall brought a new idea with working in some capacity with the wounded warrior project. She suggested possibly incorporating collecting money for this organization into our NNO celebration.

**XII. UNFINISHED BUSINESS:** Scott Ingram presented.

**A. 2010 Annual meeting request to verify septic line responsibilities.**

1. Proposed covenant change-Article VII, Section 5

A proposed change to the TTHA covenant Article VII, Section 5 was distributed to all Association members in the annual meeting packet that was mailed 30 days prior to the 2013 annual meeting. **See appendix G.**

Tom Davis moved to accept the proposed revision to the covenant as proposed by the 2013 Board of Directors. The motion was seconded. Discussion. A vote was taken. **Motion defeated.** In addition to the proposed revision by the 2013 Board of Directors, Stan Formogey moved to revise the Covenant Article VII, Section 5 to incorporate changes regarding responsibility of septic lines that cross through other Lot Owners property, with the new proposed revision to be presented at the 2014 annual meeting. Motion was seconded. Discussion. **Motion passed by majority vote.** The Board will be tasked to work on this and consult with legal council if needed and present their findings at the 2014 annual meeting.

**B. QUESTION FROM THE 2012 ANNUAL MEETING-**Should the association be billed an annual assessment fee by Chisago County? The Board contacted the county and found out we should not have been charged and from this point on will not be. We will not be credited for money paid previously.

**C. OPERATIONAL REVIEW PROCESS REPORT:**

The 2013 Board of Directors composed an operational review process per the request of the Association at the 2012 Annual meeting. This document was distributed to all association members prior to the meeting. **See Appendix E.** The past motion relating to this topic from the 2012 annual meeting minutes was read for the association. Vince Schoon addressed the association and voiced opposition to the Board's direction taken regarding the 2012 Annual meeting motion. There were no motions made by the association.

**XIII. NEW BUSINESS:**

Both Ardy Bernier and Julie Wermerskirchen presented the following topics.

**A. Proposed Budget for 2014-See Appendix F**

**1.** The board proposed an increase of \$600.00 to the operating budget for contracting out the secretarial duties for 2014. This would increase each Lot Owner dues by \$12.50.

**2.** The second proposed increase would be an increase of 6% to the 2014 annual dues. This would increase the dues by \$10.11. This increase would be allocated to the general septic fund.

Dennis Faith moved to increase the operational budget for the contracting out of the secretarial duties. Motion was seconded. Discussion. Vote taken. **Motion defeated by majority vote.**

Dennis Faith moved for a 6% increase to the 2014 annual dues to be allocated to the general septic fund. Motion seconded. Discussion. Vote taken. 22 ayes, 7 naves. **Motion passed.**

**B. Approval of the 2014 TTHA financial operating budget:**

Tom Davis moved to accept a \$4100 financial operational budget for the 2014 year. Motion seconded. **Motion passed by majority rule.**

**C. Approval of the 2014 annual dues:**

Vince Schoon moved to increase the 2014 annual dues by \$10.11, which is a 6% increase. Motion seconded. **Motion passed by majority rule.**

**D. Applicability of Minnesota Statute 515B.3-121:** Julie Wermerskirchen explained this statute governs common interest communities. According to the statute, a review of the association's finances must be conducted by a licensed CPA. This review is something our association has never completed. We have had our own financial review committee perform a review, but a licensed CPA has not done so.

**D. Applicability of Minnesota Statute 515B.3-121: (cont.):**

Liz Hanson moved to have the 2014 Board investigate if MN. Statute 515B.3-121 applies to our association. Motion seconded. Discussion. Julie Wermerskirchen moved to amend the motion that the 2014 Board assume the task of the applicability of MN. Statute 515B.3-121 to TTHA and if so required present an implementation plan at the 2014 annual meeting. This amendment was seconded. Stanley Formogey requested an amendment to change the word from applicability in Julie's amendment to required. The change to the first amendment was seconded. **Original motion with all amendments passed by majority vote.**

**E. Other new business from association members:** No new business was brought forth.

**XIV. ADJOURNMENT:**

Julie Wermerskirchen moved for the adjournment of the annual meeting. Motion seconded. The meeting of the TTHA homeowners was adjourned by general consent at 8:04pm.

**Respectively submitted:**

Karen Johnson  
TTHA Secretary

**Approved by:**

Julie Wermerskirchen  
TTHA President