



Tana Ridge Homeowners Association

Board of Directors Meeting: January 24, 2013

Attendees: R. Garcia; N. Matchey; M. Rock; D. Wall; P. Nielsen

Location: 4905 Lily Avenue North, Lake Elmo, MN 55042

Time: 7:00 – 9:00 pm

Meeting Agenda:

- About & Relationships of Law, Covenants, and Bylaws
- TRHOA Roles & Responsibilities
- 2013 Annual Plan: Annual Calendar; Key Actions; Focus Areas
- Open Discussion
- Review of Mtg Minutes

President Garcia provided a digital file of TRHOA archived documents to all Board Members. New documents will be scanned and put on the CD. In addition, Garcia shared a brochure from the Department of Natural Resources titled Minnesota Conservation Volunteer that provided information about the Emerald Ash Borer.

About & Relationships of Law, Covenants, and Bylaws

- Federal IRS: Federal legislation, state statutes and city ordinances all override the homeowner association's covenants and bylaws.
- State Statutes 500.21: ownership; structure; accountability is located at: (<https://www.revisor.mn.gov/statutes/?id=500.215>)
- Hierarchy is: State statutes; county ordinances & regulations; city ordinances & regulations; HOA
- TRHOA Covenants & Bylaws: Covenants overrule bylaws and the TRHOA covenants are in compliance with city ordinances.
- Because of the limited influence the HOA covenants and by laws have, the community relies on neighborhood relationships.

Action Item #1: All board members will read the statutes and covenants. Members should pay particular attention to the fiduciary responsibilities, Article 12 regarding the Waste Water Treatment System and Article 24, which is related to enforcement.

TRHPA Board Roles & Responsibilities:

- TRHOA Board roles & responsibilities defined in covenants and bylaws
- TRHOA responsibilities realigned to reflect current status of association development
- Clarification; questions; changes. The roles and responsibilities were reviewed and the following actions resulted:

Action Item #2: Secretary Wall will send the membership roster to all members. Each Board Member will post their own documents.

Action Item #3: Secretary Wall will send the board members' names, addresses and e-mail addresses to the city administrator.

Action Item #4: President Garcia will develop an auditing process to present to the Board and a plan to conduct the audit in February.

Action Item #5: We are not a tax-exempt organization, however we have not filed for taxes in the past. We do not pay property taxes on the out lots; that tax is rolled into the home property tax. President Garcia will research what other HOA do related to tax filing.

Action Item #6: Member Nielsen will receive a Waste Water Management financial report in March.

Action Item #7: Vice President Matchey will convene Board Members to conduct an out lot utilization and naturalization review this spring/summer. This will include walking the out lot areas, and considering prairie restoration, controlled burning, buck thorn identification and destruction. Projects will be identified and reviewed at the next board meeting with a consideration for a plan for landscaping.

Action Item #8: President Garcia will post the calendar and the Annual Plan on the website as a pdf.

Annual Plan Review

- Structured around responsibilities and external influences
- Action scheduled by quarter and month reviewed
- Special projects and initiatives not listed in standard annual plan

Special Project and Key Actions

- Review draft of project list
- Discuss potential special projects and key actions
- Set up in action plan and schedule

Future Meetings

- Thursday, March 21, 2013 7:00 – 8:30 @ Secretary Wall's house.
 - AGENDA:
 - Waste Water System Update
 - Meeting will be cancelled if there is no report.
- Tuesday, October 24, 2013 7:00 – 9:00 Location TBD
 - AGENDA:
 - TBD
- Thursday, November 21, 2013 7:00 – 8:30 Location TBD
 - AGEND
 - TBD

Submitted by: Secretary Wall