

**Prairie East Fifth Association  
Board Meeting Minutes  
August 16, 2012**

The meeting was called to order at 6:05 pm by Vice-President, Tim Nelson

Board Members Present:

Cory Miller, Tim Nelson, Amy Dresch and Carol Wach. Also present Lori Waltzer, Property Manager

**Secretary's Report:** Motion to accept June minutes by Amy Dresch and second by Carol Wach. Motion passed.

**Treasurer's Report:** Final payment made on 10345 Balsam account. Motion to write off the remaining balance of \$262.91 to bad debts. Motion to accept treasurer's report with the write-off by Amy Dresch, second by Tim Nelson. Motion passed.

**Management Report:**

- **Roof Replacement Project** – Roof replacement began on August 16. Board discussed Ambe/Distinct Renovations recommendations to replace the insulation, add continuous soffit vents and soffit chutes. Board will not add the recommendations to the contract. If the board decides, this project can be done at a later time.
- **Deck Staining** – Stain has worn off in spots on some decks that have heavy usage. When decks are due to be re-stained, the quote needs to include power washing and stripping the existing stain from the decks and re-apply the stain.
- **Special Assessment Meeting** – The board will hold a special meeting, per the bylaws, to vote on a special assessment to pay for roof replacement. The meeting will take place on Thursday, October 11 6:00 pm in the large conference room of the library. In the meeting notice, the reserve study will be included. Lori will work with Cory to draft the letter.
- **Deck Addition 10337 Balsam** – The work has been started but nothing has been touched for the past three weeks. Lori will call the homeowner to get an estimated completion date.

**Citations to be issued:**

- **None**

Meeting adjourned at 7:00 pm. Motion to adjourn by Tim Nelson and second by Carol Wach.

Submitted by Lori Waltzer

Next meeting, Thursday, September 20, 2012. 6:30 pm at the Eden Prairie Library, Small Conference Room.