Sierra

Association, Inc.

P.O. Box 4, Waconia, MN 55387 board@sierraassociation.org

Minutes from bi-monthly meeting held Tuesday, September 14, 2010.

A. Board members and management present: Blane, Shane, Barton, Katie, LeRoy and Court

1. Other items not on agenda – Wood posts in neighborhood (stop signs, mail boxes, etc) being chewed up by grass trimmers. Before spring growth, install barrier – wooden or metal. Need to research best method. Get Greg Bagley's bid for work.

B. Agenda considered and approved.

1. Architectural committee contact info - Barton to submit member names and contact info to Shane for population of board's address book.
2. Architectural committee - Update, no new projects since July meeting.
    a. Some work done on Fountain lane, near Sierra Pkwy, Court to check out nature of work.
3. Prior meeting minutes to be posted to website within a week.
4. Go Daddy contracts end – Email 3/2011, Domain 4/2012 and Hosting 8/2012.
5. Paint basketball lines on park tarmac – Shane to get bid.
6. Greg Bagley update – has insurance, is in address book.
7. Email account current; mostly service providers and realtors checking dues status on for sale homes.
8. Address Book –
    a. Blane has posted some contacts, such as Greg B,
    b. Still need: insurance agent, banks and tax preparer.
    c, Should list name, contact info AND function/service provided for ease of use.
9. Association Services –
    a. Management contract renewal - Court has provided new 2 year contract for board consideration.
    b. Grounds keeping duties to be documented and grounds mapped for clear communication for service requirements and getting bids. (Court)
    c. Snow contract to be bid either annual fee OR per snow fall basis, not hourly (Blane to contact Chad).
    d. Bidders should have appropriate insurance to protect Sierra HOA.
    e. Court to collect bids for maintenance contracts; snow and grass.
10. Klein bank – Court to confirm all docs completed.
11. Sierra insurance policies / coverage summary –
    a. Court to provide Shane with all policies, details and terms.
    b. Policies will be reviewed and evaluated and possibly put out for bids.
    c. These term dates are to be added to the "to do" matrix for monitoring.
12. Balance sheet and income statement reviewed: overall OK – sufficient for known expenses.
    a. Water bill pending – large expense as city has only billed a nominal amount year to date.
    b. Delinquent accounts turned over to collection agency.

13. Review master "to do" matrix – all current, no major tasks pending.
    a. To be updated with other due dates (see item 11.c.)
14. Erosion / retention pond problems –
    a. Silver Steet drain tile problem fix by Beniek, to be sodded this week and resident will water.
    b. Pond on SW outlot not finished, Blane to push a deadline.
    c. Ditch washes out onto road at north bound 284 Sierra turn lane, Blane to talk to city.
15. Park Sign –
    a. LeRoy and Shane to research best sign.
    b. Words for sign discussed – Shane putting together, short and simple.
16. Website – add forum / bulletin board for current events/concerns.
    a. Barton to discuss with friend and organize details for next meeting.
    b. All board members to bring ideas / concerns for discussion at next meeting.
17. General Update –
    a. Blane to purchase six mail boxes on hand for replacement if needed.
    b. Park equipment tagged with graffiti – Katie to talk with Greg Bagley about immediate removal.
    c. Spring "to do" items should be completed prior to picnic: basketball lines, park sign, suggestion box, sign post grass trimmer barrier.
    d. Shane to make 2 copies of lighthouse key.
18. Next board meeting: Tuesday, November 9, 2010 at 8PM. Place TBD