

**THE VILLAGE AT IZATYS ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

October 4, 2017

Maple Grove Town Green Meeting Room

7991 Main Street N.

Maple Grove, MN 55369

The meeting was called to order by President Michelle Baringer at 6:06 p.m. In attendance were board members Randy Hoversten, Roger Swanson, Cathy Shuman, and Ron Zappa. Also in attendance was Ad Hoc Committee member Jim Greenwalt. Representing Zappa Management Group was Tom Baltz, Executive Vice President. Neal Narveson was also in attendance representing Narveson Management Inc.

**A motion was made by Randy Hoversten and seconded by Roger Swanson to approve the July 15, 2017 Board of Directors meeting minutes. The motion was unanimously approved.**

**Committee Reports**

Finance Committee

In Kim’s absence, Ron presented the finance report. Ron reported that the 2017 financials are on schedule, with rental occupancy decreasing for the remainder of the year. Key revenue & expense line items were reviewed and discussed noting that the 3 expense categories of Maintenance, Administration and Housekeeping are all under budget for the year.

The 2018 budget discussion brought to light many concerns from board members. Randy wanted to discuss the letter from HG & K which suggested the Association payback to the reserve account. Randy wants the budget amended to show contribution to the reserve account. Neal suggested waiting to see how 2018 goes regarding unsold inventory and usage.

**A motion was made by Cathy and seconded by Roger to approve the 2018 budget as approved by the Finance Committee. The motion passed with Randy opposing.**

**Action Item – The finance committee will take the points made by HG&K regarding the reserve fund, review the budget and line item descriptions and set a meeting date to discuss.**

**A motion was made by Ron to approve HG& K for the 2017-year end review, Cathy seconded the motion. The motion was passed unanimously.**

Ron asked for declarations from Michelle and Randy for additional 3-year terms on the Board of Directors. Both were nominated by the Board of Directors.

Property Management Report

Tom reported that the 2018 maintenance fee billing will be mailed out on October 15, 2017 and that all envelopes are ready to be stuffed and mailed. It was agreed that the President’s letter will go in the Annual Meeting Notice mailing versus the maintenance fee billing. The President’s Letter will notify owners of the transfer to Narveson Management Inc.

Tom also reported that the remainder of queen mattresses have been ordered to be replaced and the last two furnaces are scheduled for replacement by November 15, 2017.

**Action Item Update**

**The dual affiliation request letter was written, signed by Michelle and mailed to Interval International. No response as of October 6, 2017. Tom will call Interval International the week of October 9, 2017 to follow up.**

CGVI Report

Neal Narveson, Tom Baltz, and Roger Swanson stated that CGVI is proving to be self sustaining at this time and currently has $27,000 to $33,000 in its savings account. Neal stated that Causeway on Gull is hoping to have clear title on approximately 100 of their unit/weeks thru CGVI and talked about the Village staff using Landshark to assist in getting documentation needed to gain clear titles for Village unit/weeks. Roger stated that the last time he received financials from CGVI was in May.

New Business

The consent for the assignment of contract transferring the contract from Zappa Management Group to Narveson Management Inc. was presented to the Board of Directors.

**A motion was made by Randy to approve the Authorization and Consent for Assignment for assignment of the current management contract to Narveson Management, Inc and to authorize Michelle Baringer to sign said document. Michelle seconded the motion. The motion passed unanimously.**

Narveson Management presented a two-year contract extension to the Board of Directors for 2019 and 2020 at no increase. Near also presented a lease agreement regarding one half of the maintenance garage at no increase. Michelle requested time to review the contract and lease agreement, have the Board of Directors review the contracts before signing the two year extension.

**Action Item -- Michelle will review contract extension proposal and have a signed copy to Tom Baltz on or before October 20, 2017.**

The meeting was adjourned at 7:58 p.m.

Respectfully submitted by Amy Parkin, Recording Secretary

**Summary of Action Items and Motions**

**Motions**

1. **A motion was made by Randy Hoversten and seconded by Roger Swanson to approve the July 15, 2017 board of directors meeting minutes. The motion was unanimously approved.**
2. **A motion was made by Cathy and seconded by Roger to approve the 2018 budget as is. The motion passed with Randy opposing.**
3. **A motion was made by Ron to approve HG& K for the 2017-year end review, Cathy seconded the motion. The motion was passed unanimously.**
4. **A motion was made by Randy to approve the Authorization and Consent for Assignment for assignment of the current management contract to Narveson Management, Inc and to authorize Michelle Baringer to sign said document. Michelle seconded the motion. The motion passed unanimously.**

**Action Items**

1. **Action Item – The finance committee will take the points made by HG & K regarding the reserve fund, review the budget and line item descriptions and set a meeting date to discuss.**
2. **Action Item -- Michelle will review contract extension proposal and have a signed copy to Tom Baltz on or before October 20, 2017.**