

ARBOR RIDGE CONDOMINIUM ASSOCIATION, INC.
BOARD MEETING
WEDNESDAY, JANUARY 8, 2020

A Board Meeting of the Arbor Ridge Condominium Association was held on Wednesday, January 8, 2020 at 1027 Arbor Ridge Circle. The meeting was called to order at 3:00pm. Present at the meeting were Larry Rockwell, Anneta Silvius, Mary Jo Klein, Kathryn Schlott and Dennis Keithley. Julie Brietzke, and Steve and Karen Hovey were also in attendance. Beth Krolkowski, representative from P. J. Morgan Real Estate was also present.

MINUTES: The December 4, 2019 Board Meeting Minutes were reviewed, a motion was made by Kathryn to approve the minutes which was seconded by Dennis and all approved. Future minutes will have it noted at the bottom, who recorded the minutes.

BOARD OF DIRECTORS: Julie Brietzke has accepted the nomination to join the Board of Directors. Dennis motioned to appoint Julie Brietzke to the Board of Directors to fill the open position until the annual meeting. Mary Jo seconded the motion and all approved.

FINANCIALS: The Board had previously reviewed the November financial statement, and since the December financials were not available due to the bank statements not being available there was not a financial statement to review. Anneta motioned to move the regular monthly board meetings to the second Wednesday of each month at 2pm. Kathryn seconded the motion and all approved.

Beth presented 3 invoices that were received, from Gary's Mole which were sent as outstanding from April and May of 2019. Beth will pull invoices from 2019 to compare with the invoices paid, since there are no invoice numbers only dates. The invoice for Council Bluffs Water Works was also reviewed, Anneta motioned to approve payment of the Council Bluffs Water Works invoice, Kathryn seconded the motion and all approved.

OLD BUSINESS: The following items were brought up for discussion;

- a) **Bylaw Amendment:** This has been completed and the Amendment has been added to the website, there was discussion of how to combine or note on the original document that there is an amendment. Kathryn motioned to add a flap to the top and attach the amendment to the original document, the motion was not seconded. Dennis motioned to have the documents scanned as one document, with the 2019 Amendment on the top, and asterisk the section noting the amended section on the document, Kathryn seconded the motion and all approved.
- b) **Joe Simon Project list:** There was discussion on the project list, 1010's retaining wall was also added. The Board discussed prioritizing the list, however a walk around still needs to be completed and the list needs to be updated. Anneta motioned to schedule a walk around in the spring and to create a new list, which needs to be prioritized. Kathryn seconded the motion and all approved.
- c) **Street Lights:** The light is still out and two others are constantly on. Echo lighting is stating that the light has not been picked up. Beth will ask Brian with PJ Morgan Maintenance team what the delay is in on the pick-up, and have him contact Dennis when he is out. The Board would like to have a refund on the maintenance charges since this still has not been resolved. There is some concern that the sensors on the electrical boxes are not working properly, so Beth will also contact Mid-America.
- d) **Downspout Guards:** Tabled until roofing project.
- e) **Entry Sign:** Tabled until Spring

- f) **Gary's Mole Letter:** The Board had been sent a copy of the letter sent to Gary's Mole letting him know that services for the winter are no longer needed, and that he would be contacted in the Spring if services were needed further.

NEW BUSINESS: The following items were brought up for discussion;

- a) **Welcome Packets:** Kathryn provided a draft of the welcome packets for new owners, which the Board reviewed and discussed edits. Kathryn will update the packet for final review.
- b) **Roofing/Siding Contract:** Beth will request a copy of the contract from Xcel for Board review as there are payment stipulations that the Board would like to have outlined in the contract. Once the contract is received the Board will form a list of any additional items that need to be added to the contract, and then a meeting will be set with Xcel to finalize the contract.
- c) **Minute and Financial distribution:** There was discussion of the distribution of the minutes and financials to the owners. Currently Kathryn sends a newsletter and has been attaching the financials. The Board discussed various ways to distribute the information effectively to the owners. It was determined that Kathryn would continue to send the Newsletter with the financials attached and refer owners to the webpage for copies of the minutes.
- d) **Map:** Dennis updated a property map with the owner's information and distributed to the Board of Directors.
- e) **Radon Mitigation/Satellite Dishes:** There are more homes adding radon mitigation systems and satellite dishes as a reminder these items are allowed, but Board permission is needed as far as placement of the external items. Kathryn will also add these items to the welcome packets.

NEXT MEETING: The next Board Meeting will be Wednesday, February 12, 2020 at 2pm to be held at 1025 Arbor Ridge Circle

ADJOURNMENT: Anneta motioned to adjourn the meeting at 5:05pm, Julie seconded the motion and all approved.

Minutes Recorded by Beth Krolikowski, PJ Morgan Real Estate