

ARBOR RIDGE CONDOMINIUM ASSOCIATION, INC.
BOARD MEETING
WEDNESDAY, JUNE 10, 2020

A Board Meeting of the Arbor Ridge Condominium Association was held on Wednesday, June 10, 2020 at 1027 Arbor Ridge Circle. The meeting was called to order at 2:00pm. Present at the meeting were Anneta Silvius, Julie Brietzke, Kay Grimus, and Dennis Keithley. Kathy Betts and Beth Krolikowski, representatives from P. J. Morgan Real Estate were also present.

MINUTES: The May 13, 2020 Board Meeting Minutes were reviewed, a motion was made by Dennis to approve the May 13, 2020 with the addition of having the walk through notes added to the minutes. The motion was seconded by Julie and all approved.

FINANCIALS: The Board reviewed the May financial statement, and current bank activity. The Board discussed the insurance invoices which have been getting paid after the deadline. There is concern with the late payments, Beth and Kathy will look into this with the PJ Morgan accounting team. There was also discussion about getting the insurance set up on an auto pay from the bank account, so that this does not happen in the future. Dennis provided the automatic payment forms to Kathy. There were also issues with all of the electric invoices getting paid, as only one was paid in May, which there are generally 3 invoices. Beth has sent correspondence to the owners that are showing delinquent on the association dues. The Board would like to have all of the monthly ACH dues payments deposited into the checking account instead of the Money Market account.

The Board also discussed that dues will be charged on a monthly basis rather than on a quarterly basis. This will help keep the receivable reporting easier since all homeowners will now be paying the same amount of dues. Kathy will be sending out notice announcing that she will be the new contact from PJ Morgan, which can also include the reminder that at the 2019 Annual Meeting, dues will be increasing for those owners that only pay \$300.00 per month to the \$320.00. The Board also discussed adding a late policy, in which the Bylaws will be reviewed, to verify if a policy is already established.

Kay motioned to have the dues billed monthly instead of quarterly, add a late fee of \$25.00 per month, unless an amount is specified in the Bylaws. Notice of the change and late policy will be sent with the introduction of Kathy Betts as the new contact for the association, and to also encourage homeowners to sign up for the ACH program. Dennis seconded the motion and all approved.

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

- a) **Sprinklers:** Sprinklers are all up and working properly. The backflow valve was replaced last week.
- b) **Entry Sign:** The Board had voted electronically last week and approved the sign costs at \$490.00. The red color will be darker to make the lettering stand out, this decision was made by the Board.
- c) **Street:** Anneta and Julie met with an engineer named Heelen who is employed by Olsson and Associates. After walking the street, he reported the street is in good shape. Some of his suggestions are: 1) Every 2-3 years the cracks should be cleaned and refilled. 2) If the asphalt is more than 4 inches deep, it could be milled and a 2" asphalt overlay applied. The company could do a complete report including soil and core samples, this report would range from \$5k-\$15k. He also suggested that the streets could be repaired in sections rather than all at one time. He also noted that there will always be problems where the asphalt and cement meet up, it is very important to caulk the end of those driveways. He also gave a referral of Omni as a good asphalt company to use for the HOA.

- d) **1010 Retaining Wall:** This retaining wall was torn out and replaced by Joe Simmon due to erosion and 2 different types of materials being used in the previous wall.
- e) **Jason Diggs Estimate:** Jason was notified that his estimate for repairs was approved, however he has not provided a start date. Beth will follow up with Jason and if he does not respond with a start date then we will get another estimate.
- f) **Insurance:** The Board discussed the issue of finding a handy man that holds liability insurance, which is required for payment through PJ Morgan Real Estate.
- g) **Lawn Care:** There is concern regarding the fertilization as it is believed that the second application has not been completed. Dennis has talked to Joe about this twice already. Dennis has also addressed the trimming with Joe. Joe needs to be reminded that we are in 5 year contact and he has agreed to the applications for fertilization and trimming.

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

- a) **Annual Meeting:** The Board discussed options for the annual meeting, option one would be to delay the meeting, second option to be holding the meeting in the morning in the circle drive with folding chairs and a microphone. The Board determined that a colored piece of paper would be sent with Kathy's mailing regarding the new contact and dues information that would ask homeowners if they would want to meet in the Circle drive in July, in September or just have a mail in ballot instead of a meeting.
- b) **Request regarding Ravine:** There has been a continual issue with the ravine behind the homes on the east side of the street. There is a large sink hole in the ravine that is continually getting larger, the lower association is looking to address the portion that is on their property, and make repairs, but will most likely need our side of the issue addressed.
- c) **Leaf Guards:** The guards that were put into the downspouts to catch debris are not working as hoped and causing additional concerns, as they are now clogging debris at the top of the downspout in the gutter. Beth will ask Jason if he could remove when doing all of the other repair work.
- d) **Hand Railings:** The hand railings in the front of condos are rusting and in need of painting. This is a limited common element and the responsibility of the homeowners. However, since all of them are in need of painting, the Board is looking to get an estimate to have them painted and then will provide the estimate to the homeowners, which then could be split.
- e) **Reference:** The Board discussed creating a document that would break down the Rules and Regulations to be a quick reference for homeowners on the do's and don'ts.

NEXT MEETING: The next Board Meeting will be Wednesday, July 8, 2020 at 2pm to be held at 1027 Arbor Ridge Circle

ADJOURNMENT: Dennis motioned to adjourn the meeting at 3:54pm, Kay seconded the motion and all approved.

Minutes Recorded by Beth Krolikowski, PJ Morgan Real Estate