

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

A Board Meeting of the Arbor Ridge Condominium Association was held on Wednesday, July 8, 2020 at 1027 Arbor Ridge Circle. The meeting was called to order at 2:00pm. Present at the meeting were Anneta Silvius (President), Julie Brietzke (Director), Kay Girmus (Director), Mary Jo Klein (Director). Dennis Keithley (Treasurer/Secretary), absent. Kathy Betts representatives from P. J. Morgan Real Estate were also present.

MINUTES: The May 13, 2020 Board Meeting Minutes were presented including the walk around photos as requested at the last meeting. The June 10, 2020 minutes were reviewed, motion by Kay Girmus to accept, seconded by Mary Jo, all approved.

FINANCIALS: The Board reviewed the June financial statement, and current bank activity. This is the end of our 2019-2020 budget. The year was financially sound, and the HOA came out with a positive cash flow of \$6575.00 Motion by Anita to transfer \$5000.00 of that into the reserve account, seconded by Kay, all approved. The Board also discussed the ACH payment now for insurance which is all taken care of and Anita gave Kat the ACH forms for Mid America Energy. There is a \$311 credit owed to the HOA from PJ Morgan which will reflect in July. There is a possible plumbing invoice that has not been paid yet from the sprinkler start up. Kat will check with Beth and Buffalo to see where that invoice is at so we can get it paid. All dues have been switched over to \$320 per month, and will be invoiced monthly going forward. Statements have been sent out for the month of July already and some ACH forms have come back for homeowners to be on the auto pay program. Motion by Julie to accept the June cash flow, seconded by Kay. All approved.

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

- a) **Sprinklers:** The system is set to run on Wednesday and Saturday. As of now, everything seems to be working just fine.
- b) **Entry Sign:** The sign is completed and looks fantastic! Kat will get her marketing team to upload the new photo on the PJ Morgan website. Invoice has been submitted for payment.
- c) **Street:** Following up from the May discussion, Kat will get a couple of bids to the streets cleaned, including the cracks and resealing those cracks. Kat will also ask them for any other preventive maintenance items that would need to be addressed.
- d) **Ruml Services (Keith):** Kat had Keith come out and pull the gutter guards out of the gutters on each building as they were not working properly and causing water to actually spill over the gutters. Keith also is doing the repair list that we had approved with another contractor for the same price that was originally quoted. Jobs should be completed the end of this week, pending weather. Kat will also ask him to provide a bid for painting.
- e) **Lawn Care:** Kat will talk with Joe about bringing in some dirt to fill some sink holes etc. There re 3 homeowners that have sinkholes that need to be addressed.
- f) **Homeowner Requests:** There were 4 homeowner requests that the board discussed. One request was for a new garage door and that was approved. Other requests were for sink holes being filled and other ground maintenance items.
- g) **Gutters;** Kat has called Excel Roofing 3 times already and has not heard back from Matt as of today. She will follow up again tomorrow and if she does not hear anything, she will go to his supervisor to get to the bottom of the gutter issue.
- h) **Dog Pick Up:** There has been some concerns about the picking up of dog waste on a couple of units. There is a concern of the mowers running it over and transferring it to other areas of the common areas. The homeowners have been doing a pretty good job of this and the board will continue to monitor.

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

- a) **Annual Meeting:** The Board has sent out surveys in regards to the annual meeting and the logistics of hold a meeting during COVID-19. Kat reached out to the attorney to ask him what the reasonable solution would be and he indicated that we legally still need to have an actual meeting. The Board has decided on September 12, 2020 for the annual meeting at 9am in the circle. The rain date, if needed, is September 19, 2020 at 9am. Kat will send out save the date postcards and start putting the annual meeting packet together for board approval. Kat also projected out the budget for a 3-year span, and will make a few changes on that and send back to the board for approval.
- b) **Request regarding Ravine:** Kat and Anneta met Matt with Sun Valley at the ravine to check out the possible mudslide/water intrusion for the homes below. After the inspection, Matt concluded that there is a line of trees that need to be removed, and then netting put down and prairie grass planted. The problem with the ravine is that there is no sunlight in that area, which does not allow grass to grow. So, when it rains it is just becoming a mud slide. Matt will have his arborist reach out to Kat to come out and get a bid on removing those trees.
- c) **Board Positions:** There will be two open board positions that will need to be voted on at the annual meeting. Kat has already sent out an email requesting volunteers, but will also put on the save the date postcard.
- d) **Fallen Tree;** Kat had reached out to one of her tree vendors to remove the fallen tree and provided a bid to the board that was approved. At the meeting, Anita announced that the City of Council Bluffs is going to take responsibility of removing that tree at no cost to the HOA.

NEXT MEETING: The next Board Meeting will be Wednesday, August 12, 2020 at 2pm to be held at 1027 Arbor Ridge Circle

ADJOURNMENT: Anita motioned to adjourn the meeting at 4:30pm, Kay seconded the motion and all approved.

Minutes Recorded by Kat Betts, PJ Morgan Real Estate