

**ARBOR RIDGE CONDOMINIUM ASSOCIATION, INC.**  
**BOARD MEETING**  
**TUESDAY, JANUARY 12, 2021**

A Board Meeting of the Arbor Ridge Condominium Association was held on Tuesday, January 12, 2021 via Zoom Virtual Meeting due to COVID-19. The meeting was called to order at 2:04 pm. Present at the meeting were Annetta Silvius (President), Julie Brietzke (Vice President), Kay Girmus (Secretary), Mary Jo Klein (Director) and Dennis Keithley (Treasurer). Kathy Betts representative from P. J. Morgan Real Estate was also present.

**MINUTES:** The October 14, 2020 Board Meeting Minutes were presented to the Board for their review. There were some typographical errors that Kat will update and send to the Board. Motion by Dennis to accept as revised, seconded by Julie, all approved.

**FINANCIALS:** The Board reviewed the October, November and December financial statements, and current bank activity. Kat will double check the Hartford Insurance as the ACH payment for the premium for December did not reflect on the cash flow due to the payment being on the 29<sup>th</sup> of December. Kat will talk with Hartford (Hailey is our point of contact) to have the date of the ACH be moved from the 29<sup>th</sup> of each month to the 20<sup>th</sup> of each month. Kat will also request, again, that statement either in the mail or by email be sent so we can ensure that the payment is reflected on the cash flow statements going forward. Kat will also talk with Hailey to see if they have an updated bid for our insurance for the next year as it is set to expire in the month of March. There are no delinquent homeowners at this time. Financials were accepted by all.

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

- a) **Custom Edges:** There was discussion of the snow removal that was done the last couple of weeks due to snow storms. There was a homeowner that had a new driveway poured, and asked Kat to reach out to Joe to ensure that no salt was placed on her driveway, which Kat did. However, Joe did put down salt on her driveway three times. Kat will reach out to Joe and request a red flag be placed at the end of her driveway to ensure that the crews do not apply any more salt applications to her driveway. There are also concerns about snow removal/ice buildup around the mailboxes. Kat will ask Joe to place ice melt buckets by the mailboxes so if we have a refreezing situation ice melt can be applied without having to call Joe back out. The contact with Joe is executed and Kat will send over to all the Board so they have a copy for their records. Motion by Dennis seconded by Julie to accept Custom Edge's Contract. The items that were changed in this contract are "The Hill" will be serviced one time every year, fall clean up (remove scrub trees, low hanging branches, and noxious weed). The guard rail trees will be trimmed up for safety and clearance on an as needed basis. Also, installing and compacting fill dirt to all areas around condos also providing fill dirt for these areas are determined by the Board of Directors and Custom Edges.
- b) **"The Hill"/Trees Overhanging:** It was noticed that there are some posts that have red flags/markings on them behind the condos. The owner of that property is CBO Properties out of Blair. Kat will reach out to them to see if they are willing to do some tree trimming on their trees that are hanging over some of our condos. Kat will follow up with the Board as soon as she talks with them.
- c) **Painting/Wrought Iron Railings:** Kat will reach out to Keith Ruml to have him provide us a bid for painting of the condos in the spring that are scheduled for paint and also to provide a bid for the painting of the wrought iron railings on the porches. Kat will submit estimate to the Board when received. Would like to start this project March/April timeframe.
- d) **ACR Request:** There was a request from a homeowner to replace her windows. The homeowner did not fill out a form, so Kat will reach out to her, provide her a form and ask her to complete and send back so she can get it over to the Board for review/approval.

**NEW BUSINESS:**

**Moles:** Kat will check with the exterminator to see if the moles should be active right now. They seem to be coming out and causing damage. She will also get an annual bid for the treatment and what type of treatment they are using. Julie has been using a “vibrating type stick” that goes in the ground to warn them off, it seems to be working pretty good for her. Possible use of those could be approved by the Board.

**Updated Directory/Emergency Contact:** Kat will compose a letter to all homeowners indicating that we are updating the directory for 2021. Kat will ask all homeowners to complete and ensure that we have some sort of emergency contact on file. Goal is to have the directories out by the first part of February.

**Contractor Check In/Out:** When a contractor is on site to perform any work that is outside of regular operating services, that contractor will check in and out with a Board Member. Motion by Dennis, seconded by Mary Jo, all approved.

**Rules of Conduct:** Kay will send out the draft that she has right now. This has been tabled until we can actually meet in person.

**Tracks at the Bottom of the Hill:** There seem to be some sort of “cookie” tracks from students spinning out in their cars or possible snowmobile tracks. The Board will keep an eye on this to see if it continues.

**NEXT MEETING:** The next Board Meeting will be Wednesday, February 9, 2021 at 2pm to be held via Zoom.

**ADJOURNMENT:** Anita motioned to adjourn the meeting at 3:50 pm, Kay seconded the motion and all approved.

Minutes Recorded by Kat Betts, PJ Morgan Real Estate