

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors meeting Saturday June 10, 2023

1. Welcome Clyde Shaffer, President

- A. Determination of Quorum: The meeting was called to order at 8:00 AM. Board members present were Clyde Shaffer, Helen Figueroa, David Minyard and Frank Gaspar via phone. Samuel Bodine and Jarrett Sagouspe, property manager was not in attendance. It was determined that we had a quorum for the meeting.
- B. Proof of notice of meeting or waiver of notice: Proof of meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

2. Reports of Officers: Clyde Shaffer

- A. In absence of Jarrett, the minutes were recorded by Helen Figueroa. Reading of minutes. Motion to approve by Helen Figueroa, Seconded by David Minyard.
- B. Reading of Financial Reports: Helen Figueroa
 - 1. The Profit and Loss Report was provided from May 1st to May 31st, 2023 (see handout for detail). Total income collected for assessments, late fees, etc. was \$107,140.46. Total Expenses was \$10,893.66 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$96,246.80**. Our total Net Income for the year to date is **\$74,990.27**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$326,442.38**.
 - 3. Helen Figueroa announced to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 6 homeowners with outstanding dues and/or fines).
- C. Jarrett Sagouspe has sent out late and/or collection notices to all homeowners in arrears.

3. Old Business (May 2023): Clyde Shaffer

- A. A. Carport Bids &/or Options: The board is going to involve an engineer, so they can obtain drawings and provide a RFQ to other businesses to price out the job to rebuild the carports. Once this information is obtained a mass mailing will be sent to all homeowners to review and to provide their thoughts.

Note: An RFQ, or request for quote, is a document used by a business to ask another company for the price of a product or service. An RFQ contains specific information about the product or service a business is looking to purchase.

- B. Propane Contract (Update): The board has received one bid from Ferrell Gas and should be receiving a 2nd bid from Suburban Propane within the week. Once reviewed, the board will decide on which company to go with at June's board meeting. It was also determined that the tanks are not up to code and need to be updated.
- C. Board Election counting/results/positions: Frank Gaspar and Clyde Shaffer were re-elected onto the board. Frank Gaspar had 51 votes and Clyde Shaffer had 58. Both delegates will remain on the board for another two years.

Larry Capsel turned in his resignation to the board at the meeting. The board asked Samuel Bodine who was in third place with 26 votes to step in and take over Larry's spot. He graciously accepted.

*Note: A **BIG** thanks to all participants that ran for a board and for everyone that voted!*

- D. Insurance Coverage: Unfortunately, our insurance company dropped us do to the large storm and the insurance claim filed on the carports. Jarrett with Sagouspe Management, Inc. is working with two companies on trying to get the association reinsured.

4. New Business: Clyde Shaffer

- A. Propane Bid Vote: Suburban contract expires in July, Ferrell Gas and Suburban have submitted bids, which indicated a \$1000.00+ savings with Ferrell. Board will revisit issue at next meeting.

- *Propane contract was not voted on, board members still have questions for Jarrett.*

- B. Engineering Update (Carports): Clyde has arranged for 2 engineering firms to attend board meeting on July 8th, to discuss carports issues and requirements,

firms are (Associate Design and Paulie Engineering). Our only request is to have an angled roof and to find out current standards and what is to code.

- C. Insurance Policy (Update): We are still working on purchasing insurance and possibly forgoing Wild Fire Insurance due to not having carports.
- D. Board Positions & Duties: Board Elections, Erin Woodward resigned the board after the May meeting. We welcomed our new members David Minyard and Sam Bodine. We will hold off voting on positions until all board members are present.
 - David asked what is process of notification for board member absence, that member should notify other members of their absence either at board meeting or by text?
 - Board Positions were roughly discussed but revisions and specifics outside of bylaws will be discussed and voted on when all members are present to bid and/or accept positions.
 - Adams Stirling invoice was for a 3-minute phone call regarding Bylaws. Discussed invoice was for \$305.00. Association will cover this expense.

5. Reports of Committees:

Architectural/Standards & Compliance Committee

Lot #8 Back deck: Lot #8 has 8ft of personal property behind their home. Owners want deck to be 10ft deep and to go over the 8ft mark by 2ft. With questions of legality and being fair to formal homeowners, the HOA is asking the homeowners to make a formal request to build on Common Ground. This vote will be mailed to all homeowners for approval.

6. Owner comments/Letters

- Owner requesting tree removal due to insurance request. It seems that some of the tree branches are close to house, but tree seems to be about 10ft from the house.

7. Adjournment: Meeting was adjourned at 10:15 AM

The next board meeting will be Saturday July 8, 2023 at Clyde Shaffer's house, 40547 Big Pine Trail.

Homeowner's Meeting will be at 9:30 AM within Clyde Shaffer's home.