

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, May 13, 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, Larry Capsel, Frank Gaspar, Helen Figueroa and Erin Woodward. Jarrett Sagouspe, property manager was also 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. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Larry Capsel to accept the minutes of the April 15th meeting. Helen Figueroa seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: **Jarrett Sagouspe**
 - 1. The Profit and Loss Report was provided from April 1st to April 30th, 2023 (see handout for detail). Total income collected for assessments, late fees, etc. was \$31,896.08. Total Expenses was \$8,323.14 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$23,572.94**. Our total Net Income for the year to date is **-\$21,256.53**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$230,195.58**.
 - 3. Jarrett Sagouspe announced to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 11 homeowners with outstanding dues and/or fines).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Old Business (April 2023): Clyde Shaffer

- A. Carport parking assignment designation: A motion was made by Clyde Shaffer to stencil the homeowners without garages Lot #'s on their parking spaces. Erin Woodward seconded the motion. The motion was approved to start work, so it can be completed before summer time. If looking to Help, please reach out to our Board President Clyde Shaffer, he will be spear heading this project with Board Director Erin Woodward.
- B. Emergency Communication Plan discussion: The board is going to work diligently on improving their communication between each other and the homeowners within the association. The board will continuously update Facebook and send emails out to Homeowners with updates, so that everyone can be on the same page.
- C. Landline Phone connection discussion: It was discussed that at least one board member should have a land line in case the cell towers go out, so the board can get updates and address any issues that arise.

4. New Business: Clyde Shaffer

- 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.

5. Reports of Committees:

Architectural/Standards & Compliance Committee: Jarrett Sagouspe

- *Sagouspe Management, Inc. inspected the homes that were not in compliance since April 9th, 2022 inspection. Out of that list, 1 home was still not in compliance. Management will be reaching out to this homeowner to help get quotes on getting their home fixed up.*
- *Inspections will be postponed in April of 2023 and moved to September of 2023.*

Common Area Committee: Frank Gaspar

A. Grounds Report:

- The Gardner is doing a great job! He still has a long way to go, but hopefully 90% of the down trees, branches and bushes will be cleared out before Summer.

6. Owner Comments/Letters: 3 minutes

- The board wants to thank Larry Capsel for all his time on the Board. He will be missed.
- Homeowners mentioned their concerns about the carports.
- Please cleanup your homes. Gutters are on the ground and some homes are looking in bad condition.
- Add to Newsletter to please pickup your cigarette butts
- A homeowner is having drainage issues from his property
- Happy Mother's Day

7. Adjournment: Meeting was adjourned at 10:32 AM

The next Board Meeting (Annual Meeting) is Saturday, June 10, 2023 at Clyde Shaffer's house, 40547 Big Pine Trail.

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

Homeowners/Renters Present:

Clyde & Lori Shaffer - #41

Frank Gaspar - #07

David Minyard - #15

Thomas Simpson - #29

Matthew Blasko - #46

Madison & Pam Gartman - #64

Helen Figueroa - #54

Erin Woodward - #94

Steve Trotta - #83

Frank Bardono - #50

James Ferris - #32

Kathy Meredith - #21 & #91

Larry Capsel - #37

Samuel Bodine - #62

Erin Woodward - #94

Elizabeth Nagel - #48

Steve Carlson - #59