

DRAFT Meeting Minutes

Ridgeline Homeowners Association Board of Directors meeting Saturday January 13, 2024

1. Welcome Clyde Shaffer, President

- A. Determination of Quorum: The meeting was called to order at 8:15 AM. Board members present were Clyde Shaffer, David Minyard, Frank Gaspar, and Steve Trotta. Helen Figueroa was in attendance via Zoom. 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 Frank Gaspar to accept the minutes of the November 11th meeting. David Minyard seconded the motion. Motion passed to approve the minutes.
- B. Reading of Financial Reports: Jarrett Sagouspe
1. The Profit and Loss Report was provided from November 1st to December 31st, 2023 (see handout for detail). Total income collected for assessments, late fees, etc. was \$7,834.81. Total Expenses were \$26,880.02 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of these two month was **\$19,045.21**. Our total Net Income for the 2023 year was **\$20,633.25**.
 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$329,209.11**.
 - Jarrett Sagouspe will be reimbursing the \$35,000 pulled from our reserve account with Edward Jones this month. These funds were used for the carport cleanup. Jarrett Sagouspe will also remove the remaining insurance proceeds from the balance sheet and have them accounted for separately.

3. Jarrett Sagouspe announced to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 1 homeowner with outstanding dues and/or fines).

- Jarrett Sagouspe has sent out late and/or collection notices to all homeowners in arrears.

3. Old Business (November 2023): Clyde Shaffer

A. 2024 Budget Approval (Jarrett Sagouspe): A motion was made by David Minyard to approve the 2024 Budget. Steve Trotta seconded the motion. Motion passed to approve the 2024 Budget.

B. Fine Increase Update (Clyde Shaffer): A motion was made by Steve Trotta to increase the fines on the Associations fine schedule. This was based on the association's attorney's recommendation. Frank Gaspar seconded the motion. Motion passed to increase the fines on Ridgeline's fine schedule.

Note: The updated Fine Schedule will be mailed out to all homeowners for their records on December 1st, 2023. This Fine Schedule will also be updated on the website.

C. HOA Common Area Drainage Pipes (Clyde Shaffer): The attorneys informed Ridgeline that the Drainage pipes throughout the association are on a case-by-case basis.

D. Reassign New Parking Assignments (Clyde Shaffer): The stenciling for the parking assignments has been postponed till spring/summer. If any homeowner want's it done before the Winter, please reach out to our President Clyde Shaffer.

E. Update on Excavating and Asphalt Project (Frank Gaspar): The excavating and asphalt project is already under way and will be completed by Sunday, November 12th, 2023.

Note: The board is looking to crack seal and slurry coat/stripe the roads next year between Spring/Summer!

F. Recreational Vehicle Update (Clyde Shaffer): If any golf carts or low speed vehicles (LSV) are licensed, it would be allowed to remain within a parking stall within the association. If not, it would have to be moved and stored off site during the winter months.

Note: Please see parking rules and regulations

G. Drain Repair by Lot #103 Update (Frank Gaspar): This project will be completed this month and work should commence within a week or two.

- H. Boat Parking (Clyde Shaffer): The board will be working on the parking policy for boats, trailers, and any recreational vehicles throughout the association. The board's goal is to make the association a safe environment and to be in compliance with the fire department. Also, this will allow homeowners to enjoy their views without it being impeded.
- I. Additional Snow Plow Driver (Clyde Shaffer/Frank Gaspar): Management will be reaching out to additional drivers, so they can be insured through the association. The board wants to have multiple back up plans going into the Winter this year.
- J. CC&R Changes (Clyde Shaffer): Adam Stirling is in the process of amending some sections within the CC&R's. Once amended the board will mail out the revised CC&Rs to the homeowners for approval. Once approved it will be recorded and uploaded to the website.
- *A motion was made by David Minyard to approve the Amended CC&R's and to mail out to the 114 homeowners for approval. Steve Trotta seconded the motion. The motion passed and the amended CC&R's will be mailed out to the homeowners for approval.*
- K. Electronic Billing, Fines, Warnings (David Minyard): The board is looking to go paperless for the 2024 year. This will allow the homeowners to pay via ACH, which will allow funds to be electronically deposited and made online. Homeowners will still have the option to mail payments in and statements will also be emailed to all homeowners within the association.
- *Jarrett Sagouspe will obtain more information and provide it to the board members at the next meeting.*

4. New Business:

- A. Firewise Update (David Minyard): Ridgeline has successfully completed the Firewise USA program's annual requirements for 2023 and is a participating site in good standing throughout the 2024 calendar year. Ridgeline received a certificate of recognition that will be located on our website and Facebook.
- Please provide the certificate to your insurance company to qualify and save up to 15% off your home insurance policy.
- B. FerrellGas Update (David Minyard): FerrellGas should be mailing out their first billing soon. The statements are clear and easy to read and homeowners should only be receiving 1 bill a month, not multiple.

Note: The local branch will not accept cash payments.

- C. Suburban Propane Update (David Minyard): Final bills should have already been mailed out to homeowners. If you have not received one yet, please reach out to Suburban propane to get your final bill.

Note: Suburban Propane tanks should be removed by January 23, 2024. David Minyard will be meeting with them to get an update.

- D. Madera County Fire Marshall Inspection/Parking Update (David Minyard): The Fire Marshall visited Ridgeline and drove through the Association with Clyde Shaffer and David Minyard. They identified a few parking spaces that need to be eliminated within Ridgeline and all non-parking curbs should be painted red.
- E. Video Camera Update & Sign Order Approval (David Minyard): The video surveillance system is up and running and the annual plan has been paid for. Frank Gaspar made a motion to purchase 3 notice “monitored by video camera” signs and to install at the entrances of the association. Steve Trotta seconded the motion. The motion passed to purchase signage.
- F. Management Agreement (Clyde Shaffer): The updated Management Agreement was approved by the board.
- G. Snow Removal Contingency (Frank Gaspar): Frank Gaspar has lowered the blade on the snow plow to about a quarter of an inch from the ground. This should help a lot more on our roads throughout the association. Sand is being put out in bad areas that could lead to black ice. This a very cold Winter and Jose is doing his best to eliminate the icy conditions.

A motion was made by Frank Gaspar to purchase a 3-ton floor jack for the truck. Clyde Shaffer seconded the motion. The motion was approved to purchase the floor jack.

Note: The Ford Truck/Snow Plow belongs to the Association

- H. Temporary Parking Numbers: Tabled
- I. Gate Installation at Both Entries (Clyde Shaffer): Clyde Shaffer will be working on obtaining all information regarding this project. If approved, it would lead to a vote by homeowners within the association and potentially a special assessment could be implemented.
- J. Cost and Preparation for Tax Returns (Jarrett Sagouspe): Jarrett Sagouspe has already provided the CPA with our 2023 tax information and all tax forms will be completed within the next few weeks. The cost and preparation are \$350 a year.

5. Reports of Committees:

Architectural/Standards & Compliance Committee

- Lot #51: The homeowner wants a tree on common area trimmed toward the backside of their home.
- Lot #35: The homeowner wants the retaining wall fixed in front of their home.
- Lot #72: The homeowner wants the retaining wall fixed in front of their home.

Note: The board will visit these homes at the end of the board meeting to discuss

Common Area Committee: Frank Gaspar

- Drainage Quote (Smoke Tree Trail/Lot #33 & #34)

Note: The board will visit this location at the end of the board meeting to discuss

6. Owner comments/Letters

- A few homeowners are not happy with the snowplow work
- A few homeowners are not happy about the carports not being rebuilt
- A homeowner was displeased with the assessment increase

7. Adjournment: Meeting was adjourned at 10:50 AM

The next board meeting will be Saturday, February 10, 2024 at Clyde Shaffer's house, 40547 Big Pine Trail. You can also attend via Zoom. This link will be found on our website at <http://ridgelinehoa.net/>

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

Homeowners/Renters Present:

Clyde & Lori Shaffer - #41

David Minyard - #15

Frank Gaspar - #07

Steve Trotta - #83

Helen Figueroa - #54

Tom Simpson - #29

Chuck & Pam Aiello - #30

Monique & Allen Riedel - #110

June Glynn & Sister Gloria - #109

