

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, January 11, 2019

1. Welcome: Glenn Davis, President

- A. Determination of Quorum: The meeting was called to order at 8:05 AM at the home of Glenn Davis (President) at 50838 Smoketree Trail. Board members present were Glenn Davis, Clyde Shaffer, Larry Sisk, and Sue Ridenour. Jarrett Sagouspe, property manager, was also in attendance. It was determined that we had a quorum for the meeting. Frank Gaspar was not in attendance.
- B. Proof of notice of meeting or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

2. Reports of Officers: Glenn Davis

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Larry Sisk to accept the minutes of the November 9th meeting. Clyde Shaffer seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: Jarrett Sagouspe/Larry Sisk
 - 1. The Profit and Loss Report was provided from January 1st to December 31st, 2019 (see handout for detail). Total income collected for assessments, late fees, etc. was \$125,074.58. Total Expenses was \$79,175.86 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Total Reserve Expenses \$73,216.00 (Asphalt and Retaining Walls). Net income for the year was **\$45,898.72**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Yosemite Bank CD's, & Chase) totaling **\$168,992.57**
 - 3. Jarrett Sagouspe passed out to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 3 homeowners with outstanding dues and/or fines).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Reports of Committees:

Architectural/Standards & Compliance Committee: Glenn Davis

- A. Lot 96 did not complete the work on their home prior to December 31, 2019. A monetary fine of \$50.00 will be added to her account monthly until work is completed.

Common Area Committee: Frank Gaspar

A. Grounds Report:

- A homeowner was caught dumping pine needles into the recycling bin. Once the garbage company sends out our new bill stating the fine, we will be charging the homeowner. This notice will go out once all information is accumulated.
- A homeowner had a complaint about leaves and branches being thrown back in their yard. It was determined that it was the Homeowners personal tree and their responsibility to dispose of any debris. Ranger Maintenance was notified and they will not let this happen again.

4. Old Business: Glenn Davis

- A. Lot #75 (Update): The HOA's Notice of Default recorded on this property on December 16th, 2019. Once that document was recorded, the file entered a three-month waiting period required by statute. The next step in the foreclosure process - the publication of a Notice of Trustee's Sale- can commence no earlier than March 16, 2020. About one month prior to that time, Witkin&Neal will send correspondence to our attention to confirm if the HOA wants to proceed, once the statutory waiting period expires.

Note: Also Witkin&Neal received a phone call from a real estate agent indicating that this property is listed for sale and they should be entering into escrow shortly. They haven't received any written communication from escrow yet; but, when they do, they'll be happy to submit a payoff demand on behalf of the HOA.

5. New Business: Glenn Davis

- A. Neighborhood watch: Nothing to report.
- B. Tree and Shrub Policy Review: Was handed out to board members to review.
- C. Stop Sign and Ridgeline Sign at entrance: The board agreed on moving forward to fix both signs and reinstall them with redwood post. The amount approved was for \$1,500, which includes material and labor. Work will be completed by Frank Gaspar. Management has been in contact with the individual involved in this incident. He has agreed to pay for the cost of damages incurred.

D. Ash Cans: It has come to the board's attention that homeowners/tenants are dumping ashes into the large bins within the Association. Please note there are separate containers for ashes next to each bin.

Note: Ashes dumped into the bins could lead to a fire and a fine will be assessed if caught disposing ashes into the wrong bins.

E. Dog Poop and Leash Policy:

- The board wanted management to resend out these policies to homeowners/tenants within the Association. Management will have information compiled and sent out by the end of week.

6. Owner Comments/Letters: 3 minutes

- Homeowner wanted broken/dead branches removed from tree near home.

7. Adjournment: Meeting was adjourned at 9:26 AM

The next Board Meeting is Saturday, February 8, 2020 at 8:00AM at 50838 Smoketree Trail (Glenn Davis' house).

Homeowner's Meeting will be at 9:00 AM

Homeowners/Renters Present:

Glenn & Cindy Davis - #28
Clyde Shaffer - #41
Sue Ridenour - #08
Larry Sisk - #18
Chuck Emrick - #103

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, February 8, 2020

1. Welcome: Glenn Davis, President

- A. Determination of Quorum: The meeting was called to order at 8:05 AM at the home of Glenn Davis (President) at 50838 Smoketree Trail. Board members present were Glenn Davis, Frank Gaspar, Clyde Shaffer, Larry Sisk, and Sue Ridenour. 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 meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

2. Reports of Officers: Glenn Davis

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Sue Ridenour to accept the minutes of the January 11th meeting. Clyde Shaffer seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: Jarrett Sagouspe/Larry Sisk
 - 1. The Profit and Loss Report was provided from January 1st to January 31st, 2020 (see handout for detail). Total income collected for assessments, late fees, etc. was \$29,168.99. Total Expenses was \$6,131.52 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$23,037.47**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$202,472.21**
 - 3. Jarrett Sagouspe passed out to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 3 homeowners with outstanding dues and/or fines).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Reports of Committees:

Architectural/Standards & Compliance Committee: Glenn Davis

- A. Tile Roofs: A home within Ridgeline was struck by a large branch, which fell on top of their roof a month ago. The Homeowner reached out to board for guidance. The original tiles have been discontinued and the Association will not allow mismatched tiles on the roof. The options given were to either put a new composition roof on or a new tile roof. The Homeowner has decided to continue with a new tile, which will be covered by their Insurance Company.
- B. A Homeowner within Ridgeline was given approval to touch up paint on their home with the preexisting paint color.

Common Area Committee: Frank Gaspar

- A. Grounds Report:
 - The mailboxes at the second entrance are in dire need of repair, also some areas have mold issues.
 - The United States Flag needs to be replaced, it is very worn and ragged.
 - Near the first entrance of the Ridgeline Association, the propane tank is tilting due to bush overgrowth. This area needs a deep cleaning and full removal of certain bushes near draining area. The Board will meet after meeting to discuss proper course of action.

4. Old Business: Glenn Davis

- A. Lot #75 (Update): Witkin and Neal should be receiving payment in full in regards to this escrow on Wednesday February 12, 2020. Once received they will process the funds and should mail out Ridgeline's payoff check to the association in about 10 business days. The check will be for \$21,662.94. This includes \$10,655 in assessments, late fees totaling \$990.50, interest of \$5680.44, a reimbursement to the HOA for fees paid to Witkin and Neal's office in the amount of \$1137 and violations totaling \$3200.
- B. Tree and Shrub Policy Review: Tabled
- C. Stop Sign and Ridgeline Sign at entrance: The Double-sided Stop Sign and Ridgeline HOA Sign is already being worked on by Frank Gaspar. Work should be completed and signs should be reinstalled within a month's time.
- D. Ash Cans: It has come to the board's attention that homeowners/tenants are dumping ashes into the large bins within the Association. Please note there are separate containers for ashes next to each bin.

Note: Ashes dumped into the bins could lead to a fire and a fine will be assessed if caught disposing ashes into the wrong bins.

E. Dog Poop and Leash Policy: Management sent out these policies to homeowners/tenants within the Association that were in question.

5. New Business: Glenn Davis

A. Neighborhood watch:

- A suspicious man was noticed on a deck within Ridgeline and lied about who he was. The man took off once confronted.
- A mentally unstable man walked into a home within Ridgeline and wouldn't leave their residence. The matter was resolved and hopefully addressed.

B. Elections (3 openings): Elections are coming up again, anyone wanting to run please reach out to any of the Board members or Management.

C. Owner Comments/Letters: 3 minutes

- Tree work wasn't completed to Homeowners liking and the board will send out Ranger Maintenance to address broken/dead branches from tree near home.
- Lot #44's gutter has fallen off of home and a notice will be sent out to get addressed.

D. Adjournment: Meeting was adjourned at 9:29 AM

The next Board Meeting is Saturday, March 14, 2020 at 8:00AM at 50838 Smoketree Trail (Glenn Davis' house).

Homeowner's Meeting will be at 9:00 AM

Homeowners/Renters Present:

Glenn & Cindy Davis - #28
Frank Gaspar - #07
Clyde Shaffer - #41
Sue Ridenour - #08
Larry Sisk - #18
Chuck Emrick - #103
Bob Emrick - #46
Jim Lutter - #43

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, March 14, 2020

1. Welcome: Glenn Davis, President

- A. Determination of Quorum: The meeting was called to order at 8:06 AM at the home of Glenn Davis (President) at 50838 Smoketree Trail. Board members present were Glenn Davis, Frank Gaspar, Clyde Shaffer, and Sue Ridenour. Jarrett Sagouspe, property manager, was also in attendance. It was determined that we had a quorum for the meeting. Larry Sisk was not in attendance.
- B. Proof of notice of meeting or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

2. Reports of Officers: Glenn Davis

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Clyde Shaffer to accept the minutes of the February 8th meeting. Frank Gaspar 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 January 1st to February 29th, 2020 (see handout for detail). Total income collected for assessments, late fees, etc. was \$51,510.64. Total Expenses was \$15,159.61 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$36,351.03**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$215,775.39**
 - 3. Jarrett Sagouspe passed out to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 2 homeowners with outstanding dues and/or fines).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Reports of Committees:

Architectural/Standards & Compliance Committee: Glenn Davis

A. Nothing to report.

Common Area Committee: Frank Gaspar

A. Grounds Report:

- The grounds are looking great; Frank will be meeting with Ranger Maintenance to go over multiple projects.

4. Old Business: Glenn Davis

- A. Lot #75 (Update): Ridgeline HOA received payment from Witkin and Neal in regards to this property. The amount received was \$21,662.94. This includes \$10,655.00 in assessments, late fees totaling \$990.50, interest of \$5,680.44, a reimbursement to the HOA for fees paid to Witkin and Neal's office in the amount of \$1,137.00 and violations totaling \$3,200.00.
- B. Tree and Shrub Policy Review: In regards to updating this policy, the board is taking it into more consideration on making any changes.
- C. Stop Sign and Ridgeline Sign at entrance: The Ridgeline HOA entrance sign is already up and the double-sided Stop sign should be up by mid April. The work Frank Gaspar is doing looks great!
- D. Elections (3 openings): Elections are coming up again in May. Glenn Davis, Clyde Shaffer and Sue Ridenour are re-running for the board, no other homeowners have applied. If interested please send information into Management by April 6th, 2020.
- E. Propane Tank – 1st Entrance: The board has agreed to hire Ranger Maintenance to clean up the area around the propane tank. This work should be completed once the weather gets better.
- F. Broken Gutter #44 and Tree #46: Management has reached out to both Homeowners in regards to addressing the fallen down gutters on the backside of home and the dead tree branches on a common area tree near the water tank.
- G. Mail Boxes: The board is going to look into having the mailboxes sandblasted and repainted properly, plus add a cover over units to help with the weather.
- H. Flag: Has been replaced by Frank Gaspar.

5. New Business: Glenn Davis

- I. Neighborhood watch: It's been calm and quite.
- J. Management and Maintenance Contracts: Have been signed by all parties; nothing within contracts have been changed.
- K. Annual Meeting – May 9th

6. Owner Comments/Letters: 3 minutes

- Street light 11 hasn't been working properly, please call out Andrews Electric to address.
- Lots 87 & 88 are still not picking up after their animals.
- Please stop dumping ashes into the sand barrels
- A homeowner emailed Management in regards to a black car being parked in open spot. Management was able to determine that this vehicle does not belong within Ridgeline and has already reached out to Homeowner to get removed.
- Also a second email was received about homes within Ridgeline being painted without Architectural approval. The Architectural Committee response was that "all homeowners in question have made it to one of our board meetings and presented colors to the Architectural Committee. Some were approved immediately and others had to make changes, but everyone has been approved on their color choice".

7. Adjournment: Meeting was adjourned at 9:30 AM

The next Board Meeting is cancelled due to it being the day before Easter.

Next meeting will be held on May 9, 2020 at 8:00AM at 50838 Smoketree Trail (Glenn Davis' house).

Homeowner's Meeting will be at 9:00 AM

Homeowners/Renters Present:

Glenn & Cindy Davis - #28

Frank Gaspar - #07

Clyde Shaffer - #41

Sue Ridenour - #08

Chuck Emrick - #103

Jim Lutter - #43

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, July 11, 2020

1. Welcome: Clyde Shaffer, Vice President

- A. Determination of Quorum: The meeting was called to order at 8:05 AM at the home of Sue Ridenour (Board Member) at 40511 Saddleback Road. Board members present were Larry Sisk, Frank Gaspar, Clyde Shaffer, and Sue Ridenour. 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 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 executive board meeting minutes were revised and were filed prior to meeting. A motion was made by Larry Sisk to accept the minutes of the May 30th meeting. Sue Ridenour seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: Jarrett Sagouspe/Larry Sisk
 - 1. The Profit and Loss Report was provided from January 1st to June 30th, 2020 (see handout for detail). Total income collected for assessments, late fees, etc. was \$87,789.13. Total Expenses was \$42,673.54 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$45,115.59**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$219,529.95**.
 - 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).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Reports of Committees:

Architectural/Standards & Compliance Committee: Clyde Shaffer

A. Lots:

Lot 39 had a bear on deck that got into some trash and made a mess. Management will reach out again to have trash picked up.

Lot 42 asked for an extension on their 2019 failed inspection due to COVID and their tenants having health issues. The board agreed to give them till April 1, 2021 to complete all work.

Lot 55 work has been completed, but the owner will need to fix foundation under deck before additional work can be completed.

Lot 86 owner corrected all worked asked of them.

Lot 104 has not completed work once given an extension to July 15, 2020. If not completed within 4 days, the board will reissue fines.

Common Area Committee: Frank Gaspar

- A. Grounds Report: The board is working on changes for Ranger Maintenance to improve their work ethic. The changes will be implemented this year.

4. Old Business: Clyde Shaffer

A. CC&R's and Bylaws – Changes (voting, elections, rentals and vacation rentals)

The Board reviewed Restated Bylaws and filled out questionnaire to return to Adams Stirling Professional Law Office.

Larry Sisk made a motion to amend CC&R's on rental policy, Sue Ridenour seconded motion. Motion passed to increase the time frame on rentals to a minimum of 6 months and to increase fines to \$500 for any vacation rentals found within Ridgeline.

B. Elections will not be mailed out this year.

C. Maintenance Contract: Is under review on changes to improve work around the association.

D. Blowing off streets, sign-in sheet, monthly schedule: Ranger Maintenance Landscape needs to take better care of weeds throughout the complex plus do a better job blowing through the association. The Board agreed to implement a sign-in sheet to monitor Ranger Maintenance and their work.

E. Propane Tank – 1st entrance (2 contracts) The cleanup near the propane tank has been completed and the board approved payment to Ranger Maintenance.

Clyde Shaffer made a motion to get backhoe work completed by propane tanks at 1st entrance, Sue Ridnour seconded motion. Motion passed to hire company to do work.

F. Lot 46 – weeds and ground cover. The board agrees that Ranger Maintenance needs to make this right and pull the weeds in ground cover in front of lot 46. The board will talk with Ranger Maintenance to address.

G. Trash cans: The trash bins have been overflowing and the board has agreed to do

double pickups during the months of May-September.

5. New Business: Clyde Shaffer

- A. Neighborhood Watch: Calm and quite
- B. Annual Meeting – Annual meeting has been moved to September 12, 2020
- C. Election of Board Members: Due to COVID-19, Adams Stirling Professional Law Corporation recommendation to Ridgeline was to hold an uncontested election. It made the most economic sense and allowed the board to welcome new board members and elect officer positions.
- D. Annual BBQ – Has been canceled this year due to COVID-19

6. Owner Comments/Letters: 3 minutes

- There has been excessive dumping within the trash cans.
- Poison oak was found up on Big Pine Trail. Board agreed to eradicate it.
- President Glenn Davis has resigned from the board and Thomas Simpson has taken over a new board member.

The Board wants to thank Glenn Davis for all his hard work and dedication over the years. You will surely be missed!

7. Adjournment: Meeting was adjourned at 10:13 AM

Next meeting will be held on August 08, 2020 at 8:00AM at Sue Ridenour house, 40511 Saddleback Road

Homeowner's Meeting will be at 9:00 AM

Homeowners/Renters Present:

Frank Gaspar - #07
Clyde Shaffer - #41
Sue Ridenour - #08
Larry & Trisha Sisk - #18
Chuck Emrick - #103
Robert & Shirley Emrick - #46
Jim Lutter - #43
David Minyard - #15
Thomas Simpson - #29
Randy Runge - #45
Carlos & Helen Figueroa - #54

Final Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, August 8, 2020

1. Welcome: Larry Sisk, President

- A. Determination of Quorum: The meeting was called to order at 8:00 AM at the home of Sue Ridenour (Board Member) at 40511 Saddleback Road. Board members present were Larry Sisk, Frank Gaspar, Tom Simpson, Brian McGrath, and Sue Ridenour. 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 meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

2. Reports of Officers: Larry Sisk

- A. Reading of minutes of preceding meeting: The executive board meeting minutes were revised and were filed prior to meeting. A motion was made by Frank Gaspar to accept the minutes of the July 11th meeting. Tom Simpson seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: Larry Sisk/Sue Ridenour
 - 1. The Profit and Loss Report was provided from July 1st to July 31st, 2020 (see handout for detail). Total income collected for assessments, late fees, etc. was \$27,583.78. Total Expenses was \$12,827.16 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$14,756.62**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$236,551.57**.
 - 3. Larry Sisk 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).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Reports of Committees:

Architectural/Standards & Compliance Committee: Larry Sisk

- A. Review lots that need repair or have not fixed inspection violations

Nothing to report.

Note: Homes will be re-inspected the fourth week of September. Please make sure to have all work completed, so monetary fines aren't implemented.

Common Area Committee: Frank Gaspar

- A. Grounds Report: Backhoe work by propane tanks at first entrance will commence on Wednesday, August 12th. Sewer line break will be fixed on Monday, August 10th. The damage was caused by roots/dirt that got into the line.

4. Old Business: Larry Sisk

- A. CC&R's and Bylaws – Changes (voting, elections, rentals and vacation rentals)
The Board reviewed Restated Bylaws and filled out questionnaire to return to Adams Stirling Professional Law Office.

Larry Sisk made a motion to amend CC&R's on rental policy, Sue Ridenour seconded motion. Motion passed to increase the time frame on rentals to a minimum of 6 months and to increase fines to \$500 for any vacation rentals found within Ridgeline.

- B. Elections will not be mailed out this year.
- C. Maintenance Contract: Is under review on changes to improve work around the association.
- D. Blowing off streets, sign-in sheet and monthly schedule: Ranger Maintenance
Landscape needs to take better care of weeds throughout the complex plus do a better job blowing through the association. The Board agreed to implement a sign-in sheet to monitor Ranger Maintenance and their work.
- E. Propane Tank – 1st entrance (2 contracts) the cleanup near the propane tank has been completed and the board approved payment to Ranger Maintenance.

Clyde Shaffer made a motion to get backhoe work completed by propane tanks at 1st entrance, Sue Ridenour seconded motion. Motion passed to hire company to do work.

- F. Weeds and groundcover for homeowner
- G. Trash cans: The trash bins have been overflowing and the board has agreed to do double pickups during the months of May-September.

H. Annual Meeting scheduled for September 12th

5. New Business: Larry Sisk

A. Neighborhood Watch: Calm and quite

B. Carports – inspect for painting. The board will be budgeting this project out for next year. There is paint and wood work that needs addressing.

C. Sewer line break on Foxboro. Work will be completed this coming week.

D. Review and approve first draft of new By-Laws. Jarrett and Larry will discuss the draft and submit additional questions to law firm, so we can schedule our 1-hour free consultation.

6. Owner Comments/Letters: 3 minutes

- A car on Saddleback has been leaking oil on asphalt in numerous locations.

7. Adjournment: Meeting was adjourned at 10:00 AM

Next meeting will be held on September 12, 2020 at 8:00AM at Sue Ridenour house, 40511 Saddleback Road

Homeowner's Meeting will be at 9:00 AM

Homeowners/Renters Present:

Frank Gaspar - #07

Sue Ridenour - #08

Larry Sisk - #18

Thomas Simpson - #29

Brian McGrath - #93

Clyde & Lori Shaffer - #41

Macy Maginn - #05

Chuck Emrick - #103

Robert Emrick - #46

Christine & Chris Frazer - #09

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Meeting Minutes

Ridgeline Homeowners Association
Board of Directors Meeting
Saturday, October 10, 2020

1. Welcome: Larry Sisk, President

- A. Determination of Quorum: The meeting was called to order at 8:01 AM at the home of Sue Ridenour (Board Member) at 40511 Saddleback Road. Board members present were Larry Sisk, Frank Gaspar, Tom Simpson, and Sue Ridenour. Jarrett Sagouspe, property manager, was also in attendance. It was determined that we had a quorum for the meeting. Brian McGrath was not in attendance.
- B. Proof of notice of meeting or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

2. Reports of Officers: Larry Sisk

- A. Reading of minutes of preceding meeting: The executive board meeting minutes were revised and were filed prior to meeting. A motion was made by Tom Simpson to accept the minutes of the September 12th meeting. Frank Gaspar seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: Jarrett Sagouspe/Sue Ridenour
 - 1. The Profit and Loss Report was provided from September 1st to September 30th, 2020 (see handout for detail). Total income collected for assessments, late fees, etc. was \$304.50. Total Expenses was \$6,733.37 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **-\$6,428.87**. Our total Net Income to date is **\$40,890.86**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$217,170.47**.
 - 3. Jarrett Sagouspe announced to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 4 homeowners with outstanding dues and/or fines).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Reports of Committees:

Architectural/Standards & Compliance Committee: Jarrett Sagouspe

- A. Annual home inspections were completed on October 9, 2020. We had 21 homeowners who were sited this year. This total is lower than what we've had in the past. Of those 21, 5 were repeats.

Common Area Committee: Frank Gaspar

- A. Grounds Report: (See New Business E & F)

4. Old Business: Larry Sisk

- A. First draft of bylaws reviewed and sent to attorney:

Larry and Jarrett had a 1-hour free consultation with the attorney and found it to be very eye opening.

- Election Rules have been approved by the board and will go out to all homeowners for their review. This process will take 28 days.
- Rental Policy is on hold until we hear more from Governor Gavin Newsom at the end of September 2020. Based on the attorney's response we will not be able to alter the 30-day time frame.

- A. Reviewed snow plan and will have Charlie at next meeting:

It's time for Ranger Maintenance to review our maintenance log for winter and to inspect the vehicle, chains, etc.

- B. Need to clean drainage pipe by first entrance:

Jarrett will reach out to get a quote from Big Boar Drilling, Ranger Maintenance and one other company to clean out pipe before winter time.

- C. Light wiring needs to be fixed by first entrance:

The backhoe work done at the front entrance by the propane tanks reached a snag and accidentally dug up an electrical line. The board will start working on quotes, so we can get this issue addressed.

5. New Business: Larry Sisk

- A. Neighborhood Watch: Calm and quite
- B. Review budget and budget items for 2021: Jarrett, Sarah and Larry have meet to go over Budget for 2021. The Budget will be ready for approval for November's meeting and will go out to all homeowners once approved.
- C. Review infrastructure of property for budget needs (sewer, roads, parking structures, retaining walls, utility boxes, etc.): Jarrett and Larry will discuss budget again prior to next meeting. The budget will be simplified and a remaining will go into reserves.
- D. Snow plan review with Charlie to ensure we are ready for winter: Tabled due to Charlie not being able to make the meeting.
- E. Clean out drainage pipe by first entrance near propane tank: The board obtained 3 quotes. Frank Gaspar made a motion to approve 1 of the quotes to drill the drainage pipe of debris prior to winter. Tom Simpson seconded the motion. Motion passed to approve work.
- F. Light wiring near propane tank needs to be fixed: Jarrett will reach out to Andrew's Electric to get quote to fix wiring. This work needs to be addressed prior to winter.
- G. Introduce new meeting format to roll out January 2021: The board has decided to spend an hour and a half to discuss meeting information due to not having enough time during our regular meeting timeframe. The remaining half hour will be for the homeowners and any questions they might have. This will be implemented in January of 2021.

6. Owner Comments/Letters: 3 minutes

- Chuck Emrick will be moving soon and will be missed!

7. Adjournment: Meeting was adjourned at 9:34 AM

Next meeting will be held on November 14, 2020 at 8:00AM at Sue Ridenour house, 40511 Saddleback Road

Homeowner's Meeting will be at 9:00 AM

Homeowners/Renters Present:

Frank Gaspar - #07

Sue Ridenour - #08

Larry & Trisha Sisk - #18

Thomas Simpson - #29

Chuck Emrick - #103

David Minyard - #15

Chris and Christine Frazer - #09

Steve Lucas - #19

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Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, November 14, 2020

1. Welcome: Larry Sisk, President

- A. Determination of Quorum: The meeting was called to order at 10:00 AM at the home of Sue Ridenour (Board Member) at 40511 Saddleback Road. Board members present were Larry Sisk, Frank Gaspar, Tom Simpson, Brian McGrath and Sue Ridenour. 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 meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

2. Reports of Officers: Larry Sisk

- A. Reading of minutes of preceding meeting: The executive board meeting minutes were revised and were filed prior to meeting. A motion was made by Tom Simpson to accept the minutes of the October 10th meeting. Brian McGrath seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: Jarrett Sagouspe/Sue Ridenour
 - 1. The Profit and Loss Report was provided from October 1st to October 31st, 2020 (see handout for detail). Total income collected for assessments, late fees, etc. was \$30,609.77. Total Expenses was \$6,585.77 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$24,024.00**. Our total Net Income to date is **\$40,211.11**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$241,344.47**.
 - 3. Jarrett Sagouspe announced to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 3 homeowners with outstanding dues and/or fines).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Reports of Committees:

Architectural/Standards & Compliance Committee: Jarrett Sagouspe

- A. Annual home inspections were completed on October 9, 2020. We had 21 homeowners who were sited this year. This total is lower than what we've had in the past. Of those 21, 5 were repeats.

Common Area Committee: Frank Gaspar

- A. Grounds Report: The Association looks in great condition and is ready for the upcoming winter months. Ranger Maintenance still needs guidance on blowing pine needles and additional garbage, but will have a talk with Charlie and his crew to address any complaints.

4. Old Business: Larry Sisk

- A. First draft of bylaws reviewed and sent to attorney:

Larry and Jarrett had a 1-hour free consultation with the attorney and found it to be very eye opening.

- Election Rules have been approved by the board and will go out to all homeowners for their review. This process will take 28 days.
 - Rental Policy is on hold until we hear more from Governor Gavin Newsom at the end of September 2020. Based on the attorney's response we will not be able to alter the 30-day time frame.
- B. Snow plan review with Charlie to ensure we are ready for winter: Tabled due to Charlie not being able to make the meeting.
- *Charlie was able to meet with Larry to go over snow plan and is ready for this coming Winter.*
- C. Clean out drainage pipe by first entrance near propane tank: The board obtained 3 quotes. Frank Gaspar made a motion to approve 1 of the quotes to drill the drainage pipe of debris prior to winter. Tom Simpson seconded the motion. Motion passed to approve work.
- *Work was completed*
- D. Light wiring near propane tank needs to be fixed: Jarrett will reach out to Andrew's Electric to get quote to fix wiring. This work needs to be addressed prior to winter.
- *Work was completed*

5. New Business: Larry Sisk

- A. Neighborhood Watch: Calm and quite

- B. Approval of Election Rules: The Board has approved the Election Rules minus one item within the Election Rules (3.2 Candidate and Director Qualifications / C. Member

in Good Standing) that needs updating. If acceptable by Adams Stirling Professional Law Office the board will be moving forward on updated By-Laws.

- C. Snow Plan – Tom Simpson took the snow plow to be serviced and now it's ready for any snow that might come this winter.
- D. Budget: The 2021 Budget was Approved by the Board and will go out with the next Assessment (January 2021).
- E. Garbage Bins: The board is still looking into this matter and will be obtaining more information to make a sound decision.
- F. Meeting venue moving forward: Due to not having a set location during these winter months, the board might be meeting via conference call or zoom meetings. Notices will be posted on the website and bulletin board for upcoming meetings.

G. Owner Comments/Letters: 3 minutes

- Homeowner has noticed erosion issues with their home and wanted to seek advice and a remedy for the common area around their home.
- Homeowner wants to plant a few trees around their property. RHOA board agreed to allow homeowner to plant a few trees, but it would be homeowner's responsibility to maintain and water.
- The garbage bins have been overflowing and homeowners would like for Ridgeline to go back to 2 day a week pickup.
- Bass Lake Water will be increasing their fees by \$200 a year.
- Garbage and needles are still being blown into homeowner's yards and ravine.

Note: Homeowners please maintain your property of any and all fallen leaves and needles and dispose of them within the trash receptacles. Insurance companies might drop you and your surrounding neighbors if not maintained (Fire Hazard).

H. Adjournment: Meeting was adjourned at 12:18 PM

Next meeting will be held on January 09, 2021 at 8:00AM at Sue Ridenour house, 40511 Saddleback Road

Homeowner's Meeting will be at 9:30 AM

Homeowners/Renters Present:

Frank Gaspar - #07

Larry Sisk - #18

Brian McGrath - #71

Carlos & Helen Figueroa - #54

Sue Ridenour - #08

Thomas Simpson - #29

Erin Woodward - #94

Glenn & Cindy Davis - #28

Pam Gartman - #64

Clyde & Lori Shaffer - #41