

Park Ridge Townhomes Homeowners Association

Annual Meeting Minutes

January 23, 2020

Meeting began at 6:00 pm.

Meeting minutes were approved at the
January 21, 2021 Annual Meeting.

Introduction of the Board of Directors:

Bob Rapp
Judy Shoffner
Marilyn Montoya

Members present: Lee Bemis, Alice Bensley, Marilyn Montoya, Jack & Judy Shoffner Bob & Mim Rapp & Larry Lichthardt. 3 proxies received. [Quorum was achieved.]

Introduction of Heritage Property Management (HPM) Team:

David Caldwell and Elizabeth Marvin

2019 Annual Meeting Minutes were approved. Motion/Second/Carried.

Old/Unfinished Business:

- Discussion on insurance:
 - Board met with Mike Daniels (American Family Insurance) to discuss HOA's coverage.
 - After review the HOA's current coverage is adequate and included both property and Directors & Officers
 - Suggested that owners insure their personal property at \$150 per square foot.
 - Rates have not increased significantly.
 - Comment from one owner that they worked with the HOA's insurance regarding a claim last year and had a great experience with American Family.
- French Drain:
 - HOA went over budget approximately \$700 on this project.
 - The HOA will contract with Elite Plumbing to have the French Drain checked and cleaned out twice per year (May and October timeframe) moving forward to prevent future issues. (\$350 per visit)
 - The system is currently functioning properly.
 - Elite plumbing cut out roots that were blocking the line. There are currently no breaks in the line.
- Any major landscaping projects will need to be addressed by way of a special assessment. The Board looked into gravel and discovered that it is approximately \$800 per truckload plus labor.

New Business:

- Kathi Pewters has presented a request for upgrades and improvements:
 - Attach a prebuilt shed - not permitted by CC&R's (Article II, Section 4 - Page 6)
 - Indoor upgrades do not need to be approved by Architectural Control Committee (ACC), only exterior changes.
 - Enclose back patio - would be permitted, however plans would need to be reviewed and approved by ACC. Will also require building permits, etc.
- Motion that Bob Rapp, Alice Bensley and Larry Lichthardt comprise the Architectural Control Committee. All are willing to serve on this committee. Motion was seconded and all in favor with none

opposed. This committee reports directly to the Board. Typically all ACC requests are submitted to HPM to be forwarded to the ACC for review.

2020 Budget:

- HOA dues will remain the same for 2020.
- No improvements are currently planned for 2020.
- The landscaper will remain the same (Maple Leaf Landscaping). There were several irrigation repairs that were needed during the 2019 season such as a new clock and motor for the pump. The irrigation system seems to be working well at the moment.
- The cooler service was more expensive than anticipated. The HOA provides start up and winterization, unless owners want to take care of it themselves.
- The taxes were due to cashing out the money market account. This was anticipated and came from the reserve account.
- The HOA also moved \$1,400 to the reserve account after the budget was prepared.
- M/S/C that 2020 budget be approved. HPM will put on the website.

Election of Board Members

- Judy and Marilyn volunteered to continue
- Floor was opened for nominations - Judy nominated Kathi Pewters who is willing to serve.
- Bob is also willing to serve as an advisor as well as serve on the ACC.
- Motion to accept the slate of nominees - Judy, Marilyn and Kathi. All in favor, none opposed
- The Board will meet to discuss positions - President, Vice President and Secretary.

Open Discussion:

- Comment from one owner that they had to cut back the brush around their unit in order to eliminate some issues with bugs and overhang.
- Larry has access to a trailer and can assist owners by hauling off limbs/trees/etc. if needed.
- Elm seed beetles have been an issue. The HOA is also bordered by several Elm trees. HPM will provide owners with some information from the CSU Extensions Program.

The meeting adjourned at 6:41 pm and refreshments followed.

Minutes taken by
Elizabeth Marvin
Heritage Property Management