

Park Ridge Townhomes Homeowners Association

Annual Meeting Minutes

January 21, 2021

Meeting began at 6:03 pm.

Introduction of the Board of Directors:

Judy Shoffner
Marilyn Montoya
Kathi Pewters (proxy)

Members present: Alice Bensley, Marilyn Montoya, Jack & Judy Shoffner, Bob & Mim Rapp, Robert Karlsson, Jean Coren and Larry Lichthardt. 3 proxies received. [Quorum was achieved.]

Introduction of Heritage Property Management (HPM) Team:

David Caldwell and Elizabeth Blevins

2020 Annual Meeting Minutes were approved. Motion/Second/Carried.

Old/Unfinished Business: None

New Business:

- Request for new house numbers that are larger and black (easier to read).
 - Discussion if they should all match, it was voices by several owners that they should.
 - There are numbers on the curb but they do not help in the dark.
 - The numbers are under the garage light, but are small and difficult to see.
 - Bob Rapp will look into options and present information to the Board.
- There are several trees and branches down after the last storm. Some have been removed, others still need to be removed.
- There is a dead tree at 526 that needs to be removed.
- The HOA's vendor will not be able to evaluate what trees need to be removed until spring.
- The Board has reviewed the contract with Maple Leaf and the only increase is in the hourly rate for irrigation repairs.

2021 Budget:

- HOA dues will increase to \$200/month effective January 1, 2021.
- Discussion on what HPM does for the HOA.
- There are still funds in the operating account because the HOA has not made a transfer to the reserve fund yet for 2020.
- There is \$4,000 in the operating account, at this time the HOA will not transfer any funds into the reserve as there are some items that will need to be addressed soon.
- The reserve contribution is typically made at the end of the year.
- Marilyn will make labels - contact her to request.
- If an account is on auto pay through HPM's system the owner will need to update this as it does not automatically update with the dues increase.
- M/S/C that 2021 budget be approved. HPM will put on the website.

Election of Board Members:

- All of the current Board members are willing to remain. They will work together on Board tasks and not have designations at this time.
- Floor opened for nominations - None received - Floor closed
- Vote to approve the current slate of directors (Judy, Marilyn and Kathi) all in favor with none opposed.
- Marilyn has signature authority on the HOA's bank accounts.

Open Discussion:

- Marilyn will contact Andy from Maple Leaf to let him know that the 2021 contract has been accepted.
- Comment that some of the shrubs were not trimmed last year. Owners should contact HPM if they observe items being missed by the landscape vendor. HPM will follow up on these items.

The meeting adjourned at 6:35 pm.

Minutes taken by
Elizabeth Blevins
Heritage Property Management