

# **Park Ridge HOA Minutes**

## **Annual Meeting Minutes**

January 24, 2017

The Annual Meeting took place at Alice Bensley's home, 535 Park Ridge Court at 6:00 P.M.

The meeting was called to order by President Lee Bemis.

### **Present**

Alice Bensley, Lee Bemis, Jean Coren, Jack and Judy Shoffner. Robert and Mim Rapp, Terry Mueller, Marilyn Montoya, and Harley Jackson.

### **Review of Old Business**

1. Read last meeting minutes. A correction was made in New Business Section 1 to reflect a reserve deposit of \$1300.00 per year, not month. Also in Section 6 that the steps go to the back of the deck. Minutes were approved with changes.
2. Reviewed 2015 project list.

### **New Business**

1. Reviewed financial statements and 2017 Proposed Budget. Jack Shoffner suggested some revisions. The proposed management increase was excessive at 33%. It was changed to \$15.00 per month increase. Deposits need to go to Edward Jones annually to save money. We don't need a legal line item. The HVAC line item was decreased to \$1,500.00 and the Reserve line item was changed to \$2,000.00. Terry moved to approve the budget as revised, Lee seconded and the motion passed.
2. Evaluation of landscaping. There are a few items that need to be improved such as training Jose how short to cut back the shrubs and roses. Mim made a motion to approve the contract with Jose Mendez, Marilyn seconded the motion and it was passed.
3. Jack discussed the steps in the common area, safety railing and maintenance and replacement of swamp coolers. He would like the Board to get three bids and have a Special Meeting to decide.
4. Jack presented some recommendations to the Board.
5. Alice and Jean agreed to stay on the Board and Harley Jackson agreed to serve, as well. Marilyn moved to approve, Mim seconded and the motion passed.

**Minutes submitted by Debbie Campbell, ABA Management.**

# **Park Ridge Annual HOA Meeting**

January 18, 2018

## **AGENDA**

### **Election of Officers**

1. President, Vice President, and Secretary.

### **New Business**

1. Reviewed December financials.
2. Amendment to Section 16, pg. 8 regarding swamp cooler replacement. New amendment will read as, "Swamp cooler replacement is the responsibility of each home owner as if January 1, 2018."
3. Proposed budget will need to be reviewed at a later date once a new management company has taken over, as we will not know what their monthly charges will be.

### **Old Business**

1. Roof replacement. To be addressed in the spring.

### **Adjournment**

## **Park Ridge HOA**

### **Special HOA Meeting**

July 11, 2017

#### **Opening**

Meeting was called to order by Harley Jackson, President at 3:00 pm.

#### **Present**

Harley Jackson, Alice Bensley, Larry Lichthardt, Jack & Judy Shoffner, Bob & Mim Rapp, Marilyn Montoya, Lee Bemis, and Angie Martinez (A Better Management)

#### **Approval of Minutes**

No minutes – did review what was sent out to everyone after the spring walk around.

#### **Old Business**

1. Reviewed May 2017 financials as we did not have June 2017 at the time of this meeting.

#### **New Business**

1. Discussion about moving the walk around to September or October of every year in order to prioritize the projects that need to be done and have time to get bids for projects prior to the next year. In this way we will be able to add the expense to then annual budget so there are no surprises. The homeowners approved and we will have a fall walk around going forward.
2. Discussion regarding the fallen tree. We are required by the County to remove the portion of the tree that has fallen onto County property. Angie Martinez from A Better Alternative Management will find out from the County (or City) how long we have to remove the tree and if we will be fined if we are unable to comply with their timeline. She will report her findings to Harley Jackson.
3. The board approved to have Jose proceed with removal of the tree per his bid of \$1,500.00. Motion made by Alice Bensley and 2<sup>nd</sup> by Jean Coren. Angie Martinez will inform Jose to ahead.
4. Marilyn Montoya requested that the financial statements show the annual budget column in order to follow how much money has been spent year to date in order to follow what has been spent and if we are over budget in any of our expenses. This was approved and Angie Martinez will make the changes to reflect this.
5. It was discussed that we always (to the best of our abilities) get three bids for any projects. This will always provide us with appropriate comparisons when making decisions. This was approved.

6. Angie Martinez will have the roofing company they use for roofing come out and give us a bid on costs for roof replacement. She will also get two other bids for us.
7. Several wonderful ideas came out of this meeting: Thank you Jack and Judy for your notes and suggestions; the suggestion that we keep \$8,000. - \$10,000 in the saving fund when we do replace the roofs is in full agreement with the homeowners. Larry Lichthardt requested that we send out a note to all homeowners informing them that we will be replacing the roofs in 2018 and to start saving – anticipating each homeowner will need to contribute \$2,000 to \$4,000 of their own funds in order to complete this large project. Marilyn Montoya for her suggestion on enhancing the financials to reflect the annual budget.

THANK you to everyone for your consideration and time spent in coming together for our little community. Thank you Jack and Judy for opening your home. Thank you Harley Jackson for your diligence.

#### **Agenda for Next Meeting**

Discuss the bids for the replacement of the roofs. We hope to have them all in by this fall in time for the fall walk around. Date and time to be determined.

#### **Adjournment**

Meeting was adjourned at 4:00 pm by Harley Jackson, President.

Minutes submitted by: Jean Coren, Secretary



## **Park Ridge HOA Spring Walk Around**

HOA Meeting

April 11, 2017

### **Opening**

Park Ridge HOA Spring Walk Around began at 2:30 pm on April 11, 2017.

### **Present**

Alice Bensley, Jean Coren, Harley Jackson, Marilyn Montoya, Bob Rapp, Jack Shoffner Lee Bemis, Angie Martinez from ABM, and Jose Mendez.

### **Projects:**

1. At the entrance (unit 526) asked to leave the plant that is free growing.
2. Address the dandelion problem.
3. Replace plants on the South side (Greenbelt Drive side) of unit 526.
4. Check all sprinkler heads; maintain all sprinkler heads.
5. Trim trees and remove some of the trees that back onto Redlands Parkway (east).
6. Replace weed barrier/liner and add new rock to cover the sprinkler water lines as the sun does damage to these lines if they are not covered properly.
7. Stairs and railing down to the irrigation pump need to be stained or painted to prevent splinters.
8. General clean-up of all tree and plant limbs that are either on the ground or hanging in the way; limbs that are dead need to be cut out and removed.
9. Behind unit 538 the garden spaces need new weed barrier/liner and river rock.
10. Cut tree roots in the back of 528 out of the yard.
11. Thin out the aspens behind 528.
12. Replace weather stripping on some of the garage doors that the sun/weather has rotted out.
13. Spray and knock down the wasp nests.
14. Keep an eye on rose bushes on the south side of unit 527, if any die, the HOA will replace them.

### **Discussion:**

1. 536 is being sold, on inspection it was noted that there is/was a leak over the garage door that has caused some damage to the trim/headboard. It was asked if the HOA was going to cover this or was it owner responsibility. It was determined to be the owners' responsibility.

2. Power washing the siding of the homes. They are really looking bad. Jose Mendez will put together an estimate for homeowners that would like to have this done. This will be at the homeowners' expense.
3. Requested that Angie Martinez please have a letter written from our insurance agent that states exactly what the HOA responsibility is and what the homeowners' responsibility is. Discussed that we do not have the funds to take on all of the tasks that need to be done and that homeowners will have to do some of these projects on their own. Either that or there will need to be a special assessment and/or increase in HOA dues.
4. Discussed putting a railing up on the stairs to the North side of unit 532. Deemed the homeowners responsibility going forward and not of the HOA.
5. Also, it will be the homeowners' responsibility to maintain the stairs/steps beside Unit 534.
6. Thank you to Jack Shoffner for getting a roof inspection done. Per this inspection there are several areas of concern that need to address fairly soon. Angie Martinez from ABM will be reviewing this report and making recommendations for roof repair and/or replacement.

Notes prepared by: Jean Coren, Secretary