

Park Ridge HOA

Annual Meeting Minutes

January 27, 2016

Opening

The annual meeting of the Park Ridge HOA was called to order at 7:00 pm on January 27, 2016 at 535 Park Ridge Court by Alice Bensley, President.

Present

Mike Jacobs, Lee Bemis, Marilyn Montoya, Marjorie Richardson, Jack & Judy Shoffner, Jean Coren, Harley & Susi Ana Jackson, Alice Bensley, and Debbie Campbell of A Better Alternative Management.

Approval of Minutes

Minutes from the January 21, 2015 annual meeting were read. Motion make by Harley Jackson to approve, 2nd by Lee Bemis, and unanimously approved.

Old Business

1. Discussed the replacement of the swamp cooler at unit 533. This will be the last one that needs to be replaced by the HOA. Discussion regarding the future replacement of coolers by the HOA or by the individual homeowners to be discussed by the 2016 board and any proposed changes to be presented at a future HOA meeting.
2. The French drains behind 529, 531, 533, and 535 are working. They will need to be maintained.

New Business

1. Financial report was reviewed. The Reserve Account balance will be updated to reflect the correct year-end balance, \$35,835.39. Discussion regarding re-adding to the budget an amount to go into our reserve account so we can once again build this account up for future roof replacement and/or other unexpected expenses. The amount of \$1,300.00 was suggested to go into the reserve account on a monthly basis. In order to do this it was recommended we decrease the HVAC budget to \$1,200.00 from \$2,500.00. Motion made to approve this additional budget item at the amount of \$1,300.00 per month was made by Lee Bemis, 2nd by Marilyn Montoya, and unanimously approved.
2. Debbie Campbell, A Better Alternative Management, inquired if some of the owners would prefer having their monthly statement for HOA dues mailed to them – a couple of owners would like that, but the final consensus was she will mail out statements only if an owner gets behind and needs a reminder.

3. Marjorie Richardson brought up a concern about if our insurance covers for fire. Debbie Campbell to call our insurance provider, American Family (Mike Daniels) and confirm fire coverage.
4. Election of new officers for 2016. President – Lee Bemis; V.P. – Alice Bensley; Secretary – Jean Coren. Motion made by Marilyn Montoya to approve, 2nd by Marjorie Richardson, and unanimously approved.
5. New Landscaping: Review bids from Jose Mendez, Terrance Taylor of Taylors Landscape Care, Inc., and Grand Valley “A” Team. After discussion of services, costs, etc. followed. Discussion resulted with a motion to approve Jose Mendez for the 2016 landscaping contract by Lee Bemis, it was 2nd by Judy Shoffner, and unanimously approved. Debbie Campbell will call and inform Jose that he has won the contract and also inform Taylor Landscape Care, Inc. that we will not be renewing our contract with them.
6. Future Projects/Projects that did not get completed in 2015 - Fix/repair the drainage issue at unit 536. Repair the steps at the west side of unit 534. Discussed splitting the cost of repairs between the HOA and the homeowner(s). The new board will take this into consideration and obtain estimates after this springs, spring walk a-bout and present proposals at that time.

Agenda for Next Meeting

Discuss the future projects as stated above and any other new business that arises.

Adjournment

Meeting was adjourned at 8:14 pm by Alice Bensley, President. The next general meeting to be determined.

Minutes submitted by: Jean Coren, Secretary

**Park Ridge Court HOA
Board of Directors' Meeting
May 21, 2014**

The meeting was called to order by President Jack Shoffner. Present were Gene Matteson, Judy Shoffner, Ruth Jacobs and Alice Bensley.

1. Financial Statements for March and April 2014: After questions about expenses for landscaping and cooler maintenance were answered statements were approved.

2. Completion of maintenance items for 2014:

Debris behind units 526, 528, 530, 532 and 534 have been removed by Terry.

Coolers for units 532 (Shoffner's) and 535 (Bensley's) have been installed. Rebate of \$100 per cooler to be remitted.

Retaining wall project will be suspended at this time. Distributor of bricks supporting wall does not recommend water-blasting and sealing on the outside. Bricks will need to be replaced in 5 to 10 years. Annual check of the wall will be made.

3. Action to be taken about muddy/damp crawl space of unit 533 (Ruth Jacob's): Extend drain pipes on West corners. Gene to contact Stacy of A-Z (who did crawl space work at 536) to assess what needs to be done.

4. Gene was asked to check "Walk-Around" April 23, 2014 memo and see that items listed are completed.

5. Architectural Control Committee: Ruth Jacobs to contact Marge Richardson, Harley Jackson and Harlan Bensley.

6. Audit report for 2013 records was submitted by Marilyn Montoya as "in order, accurate and complete".

As there were no further concerns, meeting was adjourned.

Respectfully submitted,

Alice Bensley
Secretary

BOARD OF DIRECTORS MEETING
PARK RIDGE COURT HOMEOWNERS ASSOC.

The quarterly meeting of the Board of Directors will be held on
Wednesday, May 21, 2014 at 7:00 p.m.
at the home of Jack Shoffner, 532 Park Ridge Court

ALL MEMBERS ARE INVITED TO ATTEND

Agenda

1. Review of Financial Statements for March and April 2014.
2. Review of remaining maintenance items to be completed in 2014.
3. Determine what action can be taken about the muddy/damp crawl space of unit 533 (Ruth Jacob's).
4. Review results and status of the items discussed in the April 2014 walk-a-round.
5. Selection of members for the Architectural Control Committee.
6. Review of the audit report for the 2013 records.
7. Discussion of any other interests to the HOA members.

Thanks,



Jack D. Shoffner, President
(970) 243-9637

**BOARD OF DIRECTORS MEETING
PARK RIDGE COURT HOA**

March 19, 2014

The meeting was called to order by President Jack Shoffner. Present were Gene Matteson, Judy Shoffner, Ruth Jacobs and Alice Bensley.

Review of Financial Statement for February: Approved as presented by Gene Matteson after short discussion.

Review of maintenance items to be completed in 2014: Retaining wall project behind units 531 and 532 will be completed by May. An estimate was received by Gene last year so this will be pursued. Cooler replacements for Units 532 and 528 will be done this Spring.

Removal of dead branches and brush in back of units 526, 528, 530, 532 and 534; Terry will complete this maintenance item in March and April.

Review of bids for landscape maintenance of Terry Taylor and Shane Brown: After much consideration of bid submitted by Shane Brown of Hannah-B Lawn Care, the significant cost difference was in Terry Taylor's favor. Also, it was pointed out by Gene that Terry has a "Master Gardener" certification and Shane does not. All three board members agreed to retain Terry Taylor for this year.

Determine what action can be taken about the water in the crawl space of unit at 533 (Ruth Jacob's): Gene Matteson was instructed to contact Stacy of A Z Home Repairs and Plumbing to inspect Ruth's crawl space around April 19 and give Board an assessment of the condition of the soil, walls of the crawl space and what appears to be a hole dug in the South-east corner of the space. *EXTEND DOWN SPOUTS AT CORNERS OF 533
STACY*

Schedule a date for the walk-a-round inspection: The date was set for April 23 at 2:00 p. m. All interested homeowners are invited to meet Gene, Terry Taylor and board members at Montoya's, Unit 527 to assess landscaping/grounds.

Discussion of any other interests: Audit of books; Alice to contact Annette Shiff and Robert Montoya. Red rocks request that was made last year- Gene will have Terry pick up one yard, deliver in one area for all interested to pickup.

Meeting was adjourned as no further interests were brought forth.

Respectfully submitted,

Alice Bensley
Secretary

**Annual Meeting
Park Ridge Court Homeowners' Association**

Wednesday, February 26, 2014

This meeting was rescheduled as the January 23, 2014 meeting could not be held due to a lack of the required quorum.

President Jack Shoffner called the meeting to order. Present were Harley Jackson with proxy for Robert and Marilyn Montoya, Harlan Bensley, Ruth Jacobs, Greg Coren, Marjorie Richardson, George Shiff, Annette Shiff, Judy Shoffner and Jack Shoffner with proxy forms for Scott and Sandy Terhark and Larry Lichthardt. The required quorum was established.

Review of projects, issues and expenses in 2013

The five major expenses were presented and discussed. Article VII, Section 3: Insurance of HOA Covenants was reviewed to clarify coverage of unit 536 (Mueller's) interior restoration and remodeling work caused by water damage from defective water heater.

Review of projects and issues in 2014

Three major projected expenses and estimated costs were presented as listed in agenda.

Review of financial reports and budget for 2014

Concern over increase in budget for landscaping was expressed. Marjorie Richardson moved that the budget be approved, seconded by Greg Coren. Unanimously passed.

Retain Terry Taylor Landscaping for next year

Annette Shiff recommended landscaper whom she felt did quality work reasonably. Board will consider this after contact is made and decide at next board meeting as to whom we should retain.

Presentation of Slate of Officers and Election of Officers

As there were no further nominations from the floor, Harley Jackson moved that the slate be approved, seconded by Marjorie Richardson. Motion carried.

Approval of Revised Declaration of Covenants as follows:

Amendment of Article V (Use Restriction), Section 16 (Air Conditioning/Swamp Coolers) changed to "the owner of each unit will be provided the cost of a replacement standard cooler when the swamp cooler is replaced." Jack Shoffner abstained from voting due to conflict of interest as his will be next cooler to be replaced. This also would involve two proxy votes. A quorum of 7 votes approved this change.

Discussion of Homeowners Concerns

Accumulation of snow/ice on roofs were of concern this winter. Heating tapes will be provided and installed by HOA when request is made to Gene Matteson.

Harley Jackson requested that condition of his lawn be inspected as soon as possible. Gene Matteson will comply and contact landscaper as needed.

The meeting was adjourned. A time of food and fellowship followed.

Respectfully submitted,

Alice Bensley
Secretary

EUGENE C. MATTESON, CPM
382 1/2 CLIFF ROSA COURT
GRAND JUNCTION, CO 81507

PARK RIDGE HOMEOWNERS ASSOCIATION

	CURRENT MAR	YR-TO-DATE 2014	BUDGET 2014
INCOME: HO Fees @ \$135/unit/month	1350.00	4455.00	17820
Other - Special Assessment	0.00	0.00	
Other - Late Fees	0.00	0.00	
XCEL Rebate		0.00	
Transfer from Edward Jones		0.00	
TOTAL HOMEOWNER FEES	1350.00	4455.00	17820
Management Fees	250.00	750.00	3000
Exterior Maintenance/Repairs		1414.43	700
Snow Removal		0.00	0
Landscape Maintenance	720.00	720.00	7100
Landscaping		0.00	500
Cooler Maintenance	1091.56	1091.56	850
Public Service (Excel)	86.33	149.19	800
Ute Water	0.00	0.00	0
Insurance - Refund: cancellation of State Farm/Overpayment of American Family		0.00	3000
Supplies		0.00	25
Bank Charges		0.00	0
Legal		0.00	50
Miscellaneous:		0.00	413
Reserve for Replacement		0.00	1382
TOTAL	2147.89	4125.18	17820
CASH FLOW	-797.89	329.82	0.00
BEGINNING BALANCE	1856.81	729.10	
Funds Transfer: Capital Reserve		0.00	
ENDING BALANCE: Operating Account	1058.92	1058.92	
CAPITAL RESERVE ACCOUNT: Beginning Balance	37252.79	37252.79	
ED JONES & CO: Deposits-W/D		0.00	
Interest/Income		0.00	
Service Charge		0.00	
Ending Balance	37252.79	37252.79	

HOMEOWNER FEE PAYMENT SCHEDULE - PARK RIDGE HOMEOWNERS ASSOCIATION

Lot	Homeowner	AMOUNT DUE				AMOUNT RECEIVED				MAR 2014 BAL DUE
		FEE	Special	Other	PrevBal	FEE	Special	Other	TOTAL	
526	JACKSON, Harley	135.00			0.00	135.00			135.00	0.00
527	MONTOYA	135.00			0.00	135.00			135.00	0.00
528	RICHARDSON	135.00			0.00	135.00			135.00	0.00
529	TERHARK	135.00			0.00	135.00			135.00	0.00
530	SKIFF	135.00			0.00	135.00			135.00	0.00
531	COREN	135.00			-135.00	0.00			0.00	0.00
532	SHOFFNER	135.00			0.00	135.00			135.00	0.00
533	JACOBS	135.00			0.00	135.00			135.00	0.00
534	LICHTHARDT	135.00			0.00	135.00			135.00	0.00
535	BENSLEY	135.00			0.00	135.00			135.00	0.00
536	MUELLER	135.00			0.00	135.00			135.00	0.00
Totals		1485.00	0.00	0.00	-135.00	1350.00	0.00	0.00	1350.00	0.00

EUGENE C. MATTESON, CPM
382 1/2 CLIFF ROSA COURT
GRAND JUNCTION, CO 81507

PARK RIDGE HOMEOWNERS ASSOCIATION

CURRENT YR-TO-DATE BUDGET
APR 2014 2014

INCOME: HO Fees @ \$135/unit/month	2565.00	7020.00	17820
Other - Special Assessment	0.00	0.00	
Other - Late Fees	0.00	0.00	
XCEL Rebate		0.00	
Transfer from Edward Jones		0.00	
TOTAL HOMEOWNER FEES	2565.00	7020.00	17820
Management Fees	250.00	1000.00	3000
Exterior Maintenance/Repairs	220.02	1634.45	700
Snow Removal		0.00	0
Landscape Maintenance	2040.00	2760.00	7100
Landscaping		0.00	500
Cooler Maintenance		1091.56	850
Public Service (Excel)	49.50	198.69	800
Ute Water		0.00	0
Insurance - Refund: cancellation of State Farm/Overpayment of American Family		0.00	3000
Supplies		0.00	25
Bank Charges		0.00	0
Legal		0.00	50
Miscellaneous:		0.00	413
Reserve for Replacement		0.00	
TOTAL	2559.52	6684.70	17820
CASH FLOW	5.48	335.30	0.00
BEGINNING BALANCE	1058.92	729.10	
Funds Transfer: Capital Reserve		0.00	
ENDING BALANCE: Operating Account	1064.40	1064.40	
CAPITAL RESERVE ACCOUNT: Beginning Balance	37610.21	37252.79	
ED JONES & CO: Deposits-W/D		0.00	
Interest/Income		357.42	
Service Charge		0.00	
Ending Balance	37610.21	37610.21	

HOMEOWNER FEE PAYMENT SCHEDULE - PARK RIDGE HOMEOWNERS ASSOCIATION

Lot	Homeowner	AMOUNT DUE				AMOUNT RECEIVED				APR 2014 BAL DUE
		FEE	Special	Other	PrevBal	FEE	Special	Other	TOTAL	
526	JACKSON, Harley	135.00			0.00	135.00			135.00	0.00
527	MONTOYA	135.00			0.00	135.00			135.00	0.00
528	RICHARDSON	135.00			0.00	135.00			135.00	0.00
529	TERHARK	135.00			0.00	135.00			135.00	0.00
530	SKIFF	135.00			0.00	135.00			135.00	0.00
531	COREN	135.00			0.00	135.00			135.00	0.00
532	SHOFFNER	135.00			0.00	1215.00			1215.00	-1080.00
533	JACOBS	135.00			0.00	135.00			135.00	0.00
534	LICHTHARDT	135.00			0.00	135.00			135.00	0.00
535	BENSLEY	135.00			0.00	135.00			135.00	0.00
536	MUELLER	135.00			0.00	135.00			135.00	0.00
Totals		1485.00	0.00	0.00	0.00	2565.00	0.00	0.00	2565.00	-1080.00

Park Ridge HOA "Walk-around"
April 23, 2014

Present were Jack Shoffner, Harley Jackson, Ruth Jacobs, Harlan and Alice Bensley, Marilyn Montoya (didn't complete walk).

Items for grounds work and structural maintenance projects were noted.

For Terry to pursue:

1. Retaining wall behind Unit 531 will be water blasted and bricks sealed.
2. Spraying of weeds, entire compound.
3. Trimming of all rose bushes.
4. Checking of all drip lines to be sure all are open and working where needed.
5. Elimination of emerging elm trees along retaining wall behind Unit 534.
6. Removal of vine along side of Unit 534.
7. Review what can be done with weeds in rose bushes behind Units 534 and 536.
8. Obtain red rocks (one yard) to be placed in front of Units 535, 532 and in area behind mail boxes.
9. Remove dead shrubs identified after a couple of months.
10. Remove blue barrel located in irrigation water after water season is over. (See Harley)
11. Reinforcement of retaining wall corners between Units 532 and 534.

To discuss with Gene Matteson:

1. County being contacted as to filling cracks in street pavement.
2. Garage door seals to be replaced—Units 527, 533, 535, 526.
3. Painting of trim—Units 533 and 535.
4. Drain pipe needs to be connected, back corner Unit 534.
5. Exterior trim above bathroom window and siding just below trim in same area—Unit 533 need to be replaced/fixed.
6. Section of white fence behind Units 534 and 536, several strips are not in post holes.
7. Ruth's mouse story.

Next Board meeting is scheduled for Wednesday, May 21, 2014 7:00 p.m. at the Shoffner's.

architectural Control Committee

1. Marge Richardson
2. Harley Johnson
3. ~~Don Mueller~~
Harlan ~~Bensky~~ Bensky

Ruth will contact them

Marilyn E. Montoya
527 Park Ridge Court
Grand Junction, Colorado 81507

April 22, 2014

Jack Shoffner, President
PARK RIDGE HOMEOWNERS ASSN.

RE: Audit

I have reviewed the reports, bank statements, checkbook and supporting documents for the fiscal year that ended 12-31-2013.

I found everything to be in good order, accurate and complete.

A handwritten signature in cursive script that reads "Marilyn Montoya". The ink is dark and the signature is fluid, with the first and last names being more prominent than the middle name.

Marilyn Montoya

Park Ridge HOA Minutes

Meeting Minutes

May 27, 2015

Opening

A general meeting to go over April Walk-Around minutes and discuss recommendations for replacement of Gene Matteson, HOA Management. Meeting took place at Alice Bensley's home, 535 Park Ridge Court at 3:00 p.m.

Present

Alice Bensley, Lee Bemis, Jean Coren, Mike Jacobs, Gene Matteson, Jack & Judy Shoffner.

Review of Walk-Around

1. Review of results of spring walk-around. The removal of the handrail behind unit 533 has been started, posts now need to be removed. Per Mike Jacobs he will get this done. Mike Jacobs has graciously reset the large boulder that had fallen from the rock wall in front of 535.
2. Mike Jacobs has graciously reset the large boulder that had fallen from the rock wall in front of 535.
3. The lilac bush behind 535 has also been trimmed.
4. Mike Jacobs will do the needed rotor rooting of the PVC drain located at the back east side of unit 536.
5. It was approved to replace the bush at the side of unit 527 with the requested Rose of Sharon bush.
6. The remaining items will be able to be done by our landscaping company. Pricing for crushed granite to level out the steps at the side of unit 534 will be looked into and steps will be leveled/repared.
7. The drainage issues between units 534 and 532 will also be fixed.

Old Business

The Architectural Committee was approved, this year's representative are: Mike Jacobs, Marjorie Richardson, and Harley Jackson.

New Business

Alice Bensley presented three management companies for review. The first being "A Better Alternative Management Company" which received the most consideration. Monthly fees are \$150.00 with a one-time set up fee of \$100.00. Gene Matteson did make the request that we ask for a sample of what the monthly report would look like before making a commitment. Jack Shoffner stated that we need a "termination clause" in the contract as there did not appear to be one in the information presented. Alice Bensley will contact them with these requested items before final approval. Alice will call the board members with the results of the meeting. The board approved that Alice could go ahead and sign a one year contract if she was satisfied that our requests would be met. The other two management companies did not seem to fit our needs and review of their terms.

Adjournment

Meeting ended at approximately 4:15 p.m.

Minutes submitted by: Jean Coren

Approved by:

Park Ridge HOA Minutes

Meeting Minutes

January 21, 2015

Opening

The annual meeting of the Park Ridge HOA Minutes was called to order at 6:15 pm on January 21, 2015 in the home of the Shoffner's, 532 Park Ridge Ct., by Jack Shoffner.

Present

Alice Bensley, Lee Bemis, Jean Coren, Harley & Susi Anna Jackson, Mike Jacobs, Marilyn Montoya, Terry Muller, Gene Matteson, Marjorie Richardson, Jack & Judy Shoffner.

Approval of Agenda

Agenda was passed out and presented for review, discussion, and where necessary voted on.

1. Review of expenses in 2014. Reviewed major expenses that occurred in 2014 and the need to take money from the reserve to help meet these expenses. Specifically addressing the increase in insurance premium and the construction of a French drain system to alleviate increased water drainage issues behind units 529 (Bemsis), 531 (Coren), to the wall between 533 (Jacobs) & 535 (Bensley).
2. Review of major projects/issues in 2015. Brief discussion regarding the insurance premium increase and the slated replacement of two swamp coolers this coming spring/summer. Longer discussion followed regarding the reserve and in its inception the need to save for the replacement of roofs in 20-25 years, which flowed over to the increase of monthly dues.
3. Increase of monthly HOA dues. Our roofs are now approaching the 20 year mark, though they are still in good shape, current market replacement is approximately \$7,000.00 per unit; the reserve account would need to reflect a balance of at least \$77,000.00. Currently, our reserve is \$36,416.14.
4. Review of Budget for 2015. Per above, the HOA dues have not kept up with our aging units. It was voted to increase the monthly HOA dues, effective January 1, 2015 to \$165.00 per month. First motion to increase was made by Jean Coren and second by Lee Bemis and passed by a majority vote with 2 abstentions.
5. Retain Terry Taylor for landscaping. Approved to retain Terry Taylor Landscaping.
6. Presentation of election for new board officers for 2015. New officers accepted as follows: President: Alice Bensley; Vice President: Lee Bemis; Secretary: Jean Coren. Gene Matteson will continue as our accountant until July of 2015

when he will be retiring. He will have recommendations for the board on a replacement this spring.

7. Review of reserve account with discussion regarding replacement of roofs. Per item 3 above, the need to increase monthly HOA dues is necessary, not only for the cost of the roofs, but also due to the increase in insurance premium, and other Public Service increases.

Approval of Minutes

The budget was unanimously approved with the first motion being made by Marjorie Richardson and second by Marilyn Montoya.

Open Issues

All issues discussed under the Agenda were discussed, no other issues at this time.

New Business

No new business presented.

Agenda for Next Meeting

Next meeting will be in March, date and time not yet established. 7:15

Adjournment

Meeting was adjourned at 7:10 pm by Jack Shoffner. The next general meeting will be determined at a later date.

Minutes submitted by: Jean Coren

Approved by: