Prairie Ridge Condominium Association

Annual Meeting of the Board of Directors

Monday · July 20, 2026
6:00 P.M. · Pleasant Hill Library
1490 S. Frontage Rd.
Hastings, MN 55033

Board Member Attendance: Amy Carrison, Cassie Birk, Lloyd Cheyne

Meeting Minutes

1) **Call to Order and Quorum:** 6:00pm - A quorum was established with 11 units represented (9 homeowners and 3 board members) and 4 proxy forms received.
2) **Insurance Agent Introduction:** John Volgren was introduced to the attendees.
   a) John encouraged increased attendance at future annual meetings.
   b) Owners were reminded to contact Matt Fee with the management company before contacting the insurance agent or filing a claim.
3) **Board of Directors Terms:** Current board terms were reviewed as listed below.

Cassie Birk	President	07/24/25 - 7/24/27	3 yrs	Finish Sandys 2 yr term after she resigned
Lloyd Cheney	Vice President	7/24/25 - 7/24/28	3 yrs	Full 3 yr term
Jackie Tapella	Secretary	8/1/25 - 7/24/26	3 yrs	Finish Michaels 1 yr term after resignation
Amy Carrison		7/24/23 - 7/24/26	3 yrs	Full 3 yr term
Jacob Roerick		8/11/25 - 7/24/28	3 yrs	Full 3 yr term

   a) Two board positions were available in 2026, currently held by Amy Carrison and Jackie Tapella.
   b) A motion was made to elect Mike Rough. Cassie seconded the motion. The motion passed unanimously.
   c) Amy Carrison expressed interest in retaining her position. Lloyd made the motion, and Cassie seconded. The motion passed unanimously.
      i) Board going forward after tonight's election: Board members will meet in August to determine positions.

Cassie Birk	TBD	07/24/25 - 7/24/27	3 yrs
Lloyd Cheney	TBD	7/24/25 - 7/24/28	3 yrs
Amy Carrison	TBD	7/24/26 - 7/24/29	3 yrs
Jacob Roerick	TBD	8/11/25 – 7/24/28	3 yrs
Michael Rough	TBD	7/24/26 - 7/24/29	3 yrs

4) **Annual Report:** The annual report was reviewed.
   a) Suburban Towing was identified as the new towing company. Owners should contact Suburban Towing at 651-437-6968 when towing is needed.
   b) Matt will advise Suburban Towing that signage may be placed at the end of the finger streets.
5) **Treasurer's/Financial Report**: The financial status was reviewed.
   a) Two accounts are more than 60 days past due. One account is in foreclosure, and one has a lien.
   b) No legal issues are anticipated at this time.
   c) Banking information was reported as follows:
      i) Reserves: 411,699.50
      ii) CD: 59,943.98
      iii) Checking: 184,360.37
      iv) Total Bank 656,003.85
   d) Amy will work to open a new market money account for checking and open two new CDs of 50k.
6) **Management Report:** Matt went through list of items that have been addressed
   a) Spring inspection list completed
   b) Multiple work orders from residents completed
   c) Communicated with Association Vendors
   d) Communicated with residents.
   e) Work Orders completed 5/1/26 – 7/20/26
      i) 1955: Sod Front Yard - $380
      ii) 1907: Siding install - $135
      iii) Spring List (several items) - $437
      iv) Dryer vent cleaning of entire complex - $960
      v) 1915: Shutter and Siding install -$180
      vi) 1933: Roof metal guard install - $135
      vii) 1997: Add rock to bed and 1909: dirt and seed hole - $287
7) **President's Report:** Board reviewed completed and proposed projects and maintenance items for 2025–2026.
8) Completed and pending project lists were reviewed with attendees.

a) Owners encouraged to continue to email Matt for anything that they need.

Completed for 2026	Pending/Tentative for 2026
Tree removal (1953-1959 Sierra backyard) Installation of smart controller irrigation system (was done last fall but first time in service) Tree treatments Dryer vent cleaning	Turf repair/grass planting Concrete repair Landscape edging repair/replacement

9) Open Forum: Attendees discussed irrigation concerns and that some sprinkler heads were not functioning as they should. Matt will contact AI.

10) Adjournment: Cassie made a motion to adjourn the meeting, and Lloyd seconded the motion. The meeting was adjourned at 6:44 p.m.