

The Adam Ridge Rowhomes Owners Association, Inc.  
Board Meeting Minutes  
Monday, April 4, 2022  
City of Johnston Public Library-Archive Meeting Room

**ATTENDANCE:**

Megan Shepard- President	In Person
Michelle Johnson- Vice President	In Person
Brenda Burditt- Secretary	In Person
Jane Shipman- Community Association Director	In Person
Juliat Housh- Community Association Manager	In Person

**CALL TO ORDER:**

The meeting was called to order at 5:37 p.m. by President Shephard.

**READING OF MINUTES:**

No previous minutes to approve.

**FINANCIAL REPORT:**

A motion to approve the financial report was made by Michelle Johnson. A second motion was made by Brenda Burditt. All in favor- yes. The financial report was approved.

- a. Jane Shipman- Community Director updated the board on homeowners that have outstanding dues and her plan to send out notices as needed.
- b. The homeowner's association's tax returns are complete and no monies are due for Federal/State.
- c. The board discussed bids for lawn care- accepted JK Services-Lawn & Landscaping contract.
  - A motion to approve the landscaping bid for JK Services was made by Michelle Johnson. A second motion was made by Brenda Burditt. Motion passed. The lawn care contract was approved.
- d. Megan Shepard started the discussion about additional landscaping in the common areas and upkeep of the current landscape.
- e. Brenda Burditt started the discussion regarding all homeowners having their homes dryer vents cleaned for safety purposes. **All homeowners will be assessed the cleaning fees separate from monthly dues.**
- f. A motion to approve the dryer vent cleaning with assessed costs to all homeowners was made by Brenda Burditt. A second motion was made by Michelle Johnson. Motion passed. The assessed costs to the homeowners for dryer vent cleaning was approved.
- g. The board decided a walk through would be necessary to determine landscaping needs, what homeowner are doing to keep the neighborhood nice and how we can improve the neighborhood by following the Adam Ridge Rowhomes covenants.

**OLD BUSINESS:**

- a. Parking in the guest parking spot by homeowners, was discussed. The HOA board discussed what steps to take to notify violators of the covenants, regarding parking rules.
- b. Dog waste issues and what steps to take to notify violators.
- c. Townhomes in the association that are used as rentals were identified. The board wants to make sure they follow the same guidelines as the homeowners in the association.
- d. The pond on the property was discussed. The pond falls under a master association from the home builder, Adam Grubb. Further research needs to be done to see who is responsible for the upkeep of the pond.

**NEW BUSINESS:**

- a. AMS suggested drafting a set of rules for the Adam Ridge Rowhomes community. This was suggested due to homeowners not following the guidelines of the covenants. The fees for Ms. Shipman to create the report will be \$300.00. This fee would come out of the association's financial budget.
- b. The rules would include, but not limited to:
  1. Rules and consequences
  2. A violation fine structure for infractions
  3. Uniform rules for all homeowners
  4. More specific descriptions of items in our community covenants.

**ADJOURNMENT:**

- a. Next meeting is scheduled at 5:30 pm for June 13, 2022, at the Johnston Library.

A motion was made to adjourn the meeting, by Michelle Johnson. A second motion was made by Brenda Burditt. All in favor- yes. The meeting was adjourned at 6:39 p.m.

Submitted by Brenda Burditt, Secretary