

# **Adam Ridge Rowhomes Association**

## **Annual Meeting Minutes**

**Date:** Monday, December 15, 2025

**Time:** 6:38 PM

**Location:** Johnston Public Library

**Managed By:** Property Management by Design

## **Call to Order**

The Annual Meeting of the Adam Ridge Rowhomes Association was called to order at 6:38 PM, immediately following the Adam Ridge Master Association meeting.

## **Owner Questions & Clarifications**

During the meeting, a question was raised regarding whether any portion of Adam Ridge Rowhomes dues are paid to the Master Association and whether the Master Association has access to Rowhomes funds.

It was clarified that:

- The Master Association does not have access to Adam Ridge Rowhomes funds.
- Adam Ridge Rowhomes is responsible for 50% of the Property Management by Design management fee, totaling \$250 per month, with the remaining \$250 paid by the Master Association.
- This management expense is already included in the Adam Ridge Rowhomes annual budget.

## **Budget & Dues Discussion**

The Board and management reviewed the 2025 budget and discussed the primary reasons for the dues increase to \$210 per month. The main drivers of the increase were:

- Increased insurance premiums
- The need to begin allocating funds for a professional Reserve Study

The association's financials were reviewed, and management explained how the dues support operating expenses and long-term financial planning.

## **Insurance & Loss Assessment Coverage**

Management discussed the importance of homeowners carrying loss assessment coverage within their individual insurance policies. This coverage can help owners offset costs related to association insurance deductibles should a claim occur.

## **Reserve Study Discussion**

The purpose and importance of a Reserve Study were reviewed, including what owners can expect once the study is completed.

A question was asked regarding what percentage of dues should be allocated to reserves. Management explained that financially healthy associations typically allocate 25%–45% of dues toward reserves. It was noted that Adam Ridge Rowhomes is currently allocating 15.9% to reserves, which the Board felt was appropriate until the Reserve Study is completed and formally reviewed.

## **Board of Directors Election**

The following Board members were noted as coming off the Board:

- Brenda Burditt
- Michelle Johnson

The following homeowners self-nominated to serve on the Board:

- Aida Sarajlija
- Bryce Bach

There were no additional nominations. Both candidates were approved by acclamation, as there were no objections.

The newly seated Board will meet at a later date to establish officer positions and will communicate those positions to Property Management by Design.

## **Adjournment**

Ryan Riddick made a motion to adjourn the meeting. The motion was seconded by Prajith Kakkunnath. The motion passed unanimously.

The meeting was adjourned at 7:26 PM.

---

### **Submitted by:**

Property Management by Design

On Behalf of the Adam Ridge Rowhomes Board of Directors