

Minutes of Ridge Board of Directors Meeting
Friday, December 3, 2021
Via Zoom

(Final-Approved by Board of Directors at Jan 7, 2020 Board Meeting)

☐ Call to Order

The December 3, 2021 Ridge Board of Directors meeting was called to order by Chairperson Kevin Veleke at 4:01 pm.

In attendance via Zoom was Kevin Veleke, Board Chairperson, Aaron Egland, Treasurer, John Hawley, Board Member, Richard O'Hearn, Board Member, Devin Miller from Community Alliance and Gary Bell from Community Alliance.

Owners in attendance were Larry Lindsey, unit 46; Jim Becker, unit 23; Joel Passke, unit 9; Will DelPlato, unit 16&42.

Devin announced there was quorum of the board of directors.

Kevin stated this board meeting is being conducted via Zoom. The board passed a resolution at the Jan 23, 2021 board meeting to be able to conduct board meetings remotely until COVID restrictions have been lifted. Since we are still in restricted times, I enter into the minutes that resolution once again.

This meeting will primarily deal with the budget, contracts and service agreements for 2022, and past due accounts. The budget discussion will be conducted in an open meeting whereas any contract or service agreement along with past due accounts will be discussed in executive session.

☐ Introductions

Each board member introduced themselves along with Managers, Devin Miller and Gary Bell.

☐ Review of Agenda

The agenda was presented. Kevin asked if there are any additions, corrections and/or changes need to be done. Hearing none, Kevin moved on to previous meeting minutes.

☐ Review & Approval Previous Meeting Minutes

➤ Sep 17, 2021 Board Meeting.

Kevin asked if there are any additions, corrections and/or changes need to be done.

Hearing none, Kevin asked for a motion to accept the September 17, 2021 board meeting minutes as presented. Motion made by John Hawley and seconded by Richard O'Hearn. Motion passed unanimously.

➤ Oct 5, 2021 Special Board Meeting.

Kevin asked if there are any additions, corrections and/or changes need to be done.

Hearing none, Kevin asked for a motion to accept the October 5, 2021 board meeting minutes as presented. Motion made by John Hawley and seconded by Richard O'Hearn. Motion passed unanimously.

□ Owners Correspondence/Comments

Kevin stated at the time of publishing this agenda, we had received two owners' correspondence. Due nature of the subjects, both will be deferred to Executive Session.

There was one other owner correspondence that came in right before the meeting regarding screen doors. Kevin deferred this topic to the next meeting.

There was no other owners' correspondence presented.

□ Staff/Committee Reports

➤ Treasurer including Survey Monkey & Facebook.

Aaron presented the latest Survey Monkey report dated Dec 3, 2021. Many positive comments as in the past, including improvement in housekeeping comments. Again, high overall ranking at 4.38 stars with 90% saying they rated their experience 4 or 5 stars.

Aaron stated that there's now 276 active members on the Ridge owner group Facebook page.

Aaron presented the financial statement as of the end of October 2021. The budget reflects a positive number to budget for maintenance and operating expenses, i.e., actual expenses to date are under budget. For reserve fund expenses, over budget to date due to more money spent on completing privacy screens and bike storage doors, but it does look like at the end of the year the reserve fund expense budget will be under budget because no upper decks were done in 2021. Kevin called for a motion to approve the 2021 YTD financial report ending October 31st as presented. John Hawley moved to accept the report as presented. Richard seconded. Motion passed unanimously.

➤ Managing Agent.

Devin and Gary presented their respective reports. Devin stated there are 3 units that are 100% owned. Even though the Bylaws allow "easement for maintenance purposes", it's still a requirement for management to get signed "right to enter" forms per Ridge Board policy. She said she will do so. Devin continued with her report on housekeeping. She said the new housekeeping service, A1 Home Services, is doing a good job. Management has checked A1's cleaning and found a few minor issues, whereas complaints have gone down significantly. Devin is impressed with the fact the cleaning company meets each morning at their office before arriving at The Ridge. During this time they review the workload for that day, discuss strengths and weaknesses all in effort to provide superior quality. Aaron also commented about his recent stay being very positive. That being said, Management recommends the board continue A1's services in 2022 by implementing and signing a contract for the year.

Gary provided a list of exterior projects done in 2021. That list is attached

□ Unfinished Business

➤ Upper Decks.

Kevin said because we have a very full agenda, and because we still have issues to resolve with the upper decks, he requested that we defer discussion on upper decks to a Special Board meeting on a date and time to be scheduled. He said he would get dates from board members and Community Alliance after this meeting for January, February, or March. Richard moved to defer discussion of the upper decks during this meeting to a date yet to be determined. Aaron seconded the motion. Motion passed unanimously.

□ New Business

➤ 2021 Budget.

Kevin suggested the board and Community Alliance defer working on the budget at this time to the Open Meeting Session after the board reconvenes following the Executive Session. Board members and Community Alliance agreed.

➤ Move money from operational account to reserve account.

Aaron stated the financial statement shows as of the end of Oct 2021 a balance of \$58,162 in the cash operating account. After a short discussion and Management Agent's recommendation to have 3 months of cash reserves on hand, it was decided not to move any money from the cash account to reserve.

➤ Credit Card on File for Cleaning Fees.

Kevin stated that there are owners with past due cleaning fees. It was suggested the Board look at requiring owners and guests to pay their cleaning fee at the time of check out by either paying by ACH, in cash, by check or with a credit card. Everyone thought it was a good idea, but due to the length of today's agenda it was agreed that further discussion be deferred to the next board meeting.

➤ Next Board Meetings.

Kevin stated that due to the length of the agenda and there being more important issues that need to be addressed in this time slot, he requested the dates for the next board meetings be deferred to the end of the meeting. All agreed to defer to the end of the meeting.

There being no further business to discuss at this time, Kevin said it's time to move into Executive Session. Before entertaining a motion, Kevin said to owners still on the Zoom call that the Executive Session is not open to owners. Not sure how long it will take, you are welcome to join us after we reconvene. Devin said she has the owner's emails that were on the call. She said she would email them when the board goes back into Open Meeting Session.

Moving on, Kevin stated I will entertain a motion to enter into Executive Session. John moved to go into Executive Session. Motion seconded by Richard. Motion passed unanimously.

Time 4:41 pm.

□ Executive Session

➤ Legal

➤ Contracts & Service Agreements

➤ Past Due Accounts

➤ Other

Board entered into Executive session commenced at 4:48 pm to discuss the items as listed. Due to the nature of the subjects, rules allow them not to be discussed in open session.

Following the discussions in Executive Session, Aaron made the motion to move out of Executive Session and reconvene to the open meeting. Motion seconded by John. Motion passed unanimously. Time 6:00 pm

Reconvene Open Meeting

Kevin reconvened the regular meeting of the board of directors on Dec 3rd is back in session at 6:20 pm.

From the Executive Session, the following items needed action:

The past due situation of 120321-14 was discussed in Executive Session with action needed to allow the Board Chairperson and Board Treasurer to set a sale price for 120321-14 when the time comes through the legal process to sell 120321-14's unit share. So moved by John Hawley. Seconded by Richard O'Hearn. Motion passed unanimously.

Following the same subject as in the paragraph above, the Board discussed having Community Alliance contact the 120321-14 owner to find out if the owner is interested in signing a Sales & Bargain agreement. Before contacting the 120321-14 owner, Community Alliance is to contact the Association's attorney for permission to do so. John made a motion for Community Alliance to do so. Richard seconded the motion. Motion passed unanimously.

The Community Alliance Management Agreement fee for 2022 was discussed in Executive Session. A 5% fee increase was agreed to. Aaron made the motion to increase the 2022 CA Management Agreement fee 5%. John seconded the motion. Motion passed unanimously.

The Community Alliance Management Agreement for 2022 needs to be executed. John made a motion authorizing the Board Chairperson to complete the 2022 CA Management Agreement for a one-year duration commencing January 1, 2021 through December 31, 2021. Motion seconded by Richard. Motion passed unanimously.

Not discussed in detail but mentioned were the other annual contracts that need to be completed for 2022. They are Linen Services, Pool & Spa Services, Security Services, Housekeeping and Snow Removal. Kevin explained that the costs for each have been agreed to by the acceptance of the budget. Some formatting still may be needed. The housekeeping agreement now in effective by a Memorandum of Understanding will for 2022 be done in the Ridge Standard Contract format. Kevin asked the board for authority to work with Devin on the aforementioned contracts to complete them, then get them signed for an effective date of January 1, 2022. John moved to authorize Kevin to complete and then sign the 2002 contracts for linen, pool and spa, security, housekeeping and snow removal. Motion seconded by Richard. Motion passed unanimously.

Also discussed was the protocol to ensure owners are notified when their accounts got over 30 days that they could not use their unit until paid. Kevin was directed to discuss with Devin and get confirmation that it is being done.

The Board in Executive Session read a request from Larry Lindsey in R46 to install a hand rail going up the right side of the stairway leading up to his condo. The board agreed to take Mr. Lindsey's request under consideration by directing Devin to meet with contractor Eric Wyman to review his proposal, and then report back to the board.

Moving on to the budget, Aaron led the board through the process of setting cost, revenue, and fee numbers for the various parts of the budget. The budget was then agreed to for approval. John made the motion to accept the 2022 budget as presented on Dec 3, 2021 during the Dec 3rd board meeting. Motion seconded by Richard. Motion passed unanimously.

Upper decks did come back up during the reconvening of the open meeting. Even though three new decks were budgeted for in the 2022 budget, more discussion is still needed to resolve the previously constructed decks that were/are leaking, and to ensure the new deck design will work. Hiring a new engineer to review the current and proposed designs was thought to be a good idea. Gary was directed to find another engineer by Christmas time, but not necessary to meet with before then. The intent is to talk to this other engineer at an agreed time as soon as possible about the issues with, and solutions for, the previously constructed upper decks, and to discuss the proposed new deck design.

Regarding setting dates for the first two meetings in 2022, it was decided to continue with the Jan 7, 2021 at 4:00 pm via Zoom for upper deck discussion.

For a second one, it will be decided at the Jan 7th meeting if a Special Meeting needs to be held before the previously scheduled May 20th meeting is held.

Kevin asked if there was any further business to discuss.

☐ Adjournment

There being none, Kevin asked for a motion to adjourn the meeting. Motion by John. Second by Aaron. Motion passed unanimously. All in favor signify by saying yes. Time 7:47 pm.