

# Harvest Ridge Town Homes Association, Inc.

## Board of Directors Meeting Minutes

### August 18, 2021

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Due to the COVID-19 indoor meeting guidelines, the Board of Director's meeting was held by telecommunications (Zoom). The meeting was called to order at 6:06 p.m. Present were as follows:

Gary Thompson	President
Michelle Klingenberg	Vice President
Bob Shaw	Treasurer
Beatrice Behrens	Director at Large
Derek Patterson	Z&R Property Management
Excused Absence: Rick Sorenson	Secretary

A Board packet was issued by email before the meeting.

#### **Hearings:**

None.

#### **Owner's Forum:**

No requests or suggestions were submitted.

#### **Secretary's Report:**

The June Board meeting minutes were approved as submitted.

#### **Financial Report:**

Total assets as of July 31 are \$130,719.64 with \$91,027.73 in Reserves. Operating expenses are \$4,607.00 under budget for the year. Reserves were funded on schedule (awaiting the July transfer with changing software from Condo to Cinc. The Income and Expense Comparative and History of Checks reports were reviewed.

The Aged Receivables report was reviewed.

The revenue share payment detail with Xfinity was reviewed.

#### **Manager's Report:**

The 2021 Top 10 list was reviewed.

Deck repairs have been completed at 5864, 5844, 5872, 5860, and 5858 New Crossings Point.

The Reserve Expense Projection was reviewed.

**Old / New Business:**

Mr. Shaw and Mr. Patterson presented the 2022 draft budget, which provided a \$1,161.00 shortage and did not balance. Numerous line items were reviewed with explanations for either increases or decreases. The primary increases were Administration, General Maintenance & Repair, Insurance, Lawn Contract, Snow Removal, and Stormwater Fee (\$7,739.00 total). Discussion followed. A motion was made to approve the budget at \$200/home with slight reductions in Landscaping to balance the budget. The motion carried 3-1 in favor.

Discussion continued, and Mr. Shaw recommended leaving \$6,500.00 in the Cash account from the current budget to provide contingency funds for 2022 (this line item could not be funded in 2022). The funds will be left in the Cash account at the end of the year.

Discussion continued on the budget with emphasis on Reserve funding and spending, past dues rates, future costs/inflation, and plans for completing more significant landscaping projects (outside of any volunteer work). A motion was made to leave the dues at \$200/home, carrying 2-1 with one abstention.

It was reported that the back wall of 2698 Avalanche Heights was bowing outward. An investigation confirmed this, and a structural engineer will be sent to inspect and report on the situation.

The draft Covenant Amendment package was reviewed to include all changes, notices, updated documentation, the voting ballot, etc. It was noted Mr. Patterson is trying to obtain the original editable Amendment document from 2004.

The engineering report for 2698 Avalanche Heights was reviewed, noting the rear patio is the most likely source of the back wall movement. A motion was made to get the patio and steps replaced, with Mr. Patterson to obtain a bid. The motion carried 4-0 in favor.

Three bids were reviewed for trash and recycling services, with recycling being offered at individual rates and if the Association paid for the service. Prices ranged from \$18.02 per month to \$20.19, which included recycling). Recycling services vary from weekly to every other week. A fourth bid is being sought.

The draft Covenant and Rule Enforcement Policy was reviewed. A motion was made to approve the policy as updated, which carried 4-0 in favor.

There being no further business, the meeting was adjourned at 7:19 p.m.

The next scheduled meeting is the Annual Meeting on September 16<sup>th</sup>, 2021, which will be in person at Fire Station 20. Local health department COVID-19 guidelines will be followed.



Derek Patterson  
Property Manager