

Harvest Ridge Townhomes Association, Inc.

Board of Directors Meeting Minutes

August 16th, 2023

The meeting was held at the East Branch Library in the Annex room and was called to order at 5:00 PM. Present were as follows:

Mike Carton	President
Gary Thompson	Vice President
Rick Sorenson	Secretary
Bob Shaw	Treasurer
Beatrice Behrens	Director at Large
Maurice Marks	Director at Large
Derek Patterson	Property Manager

There were no owners present via Zoom. Seven owners were present in person.

A Board packet was issued to the Board by email before the meeting.

Hearings:

None.

Owner's Forum:

The owner of 2674 AH inquired into installing new plants to replace the Junipers already removed from the rear retaining wall area. This project will be put on the Top 10 List for 2024. The rear step height issue was discussed, and a bid for a new set of stairs was reviewed. A motion was made to deny installing the stairs, which carried 4-2 in favor, noting the previous owner may have altered the concrete patio. It was noted no further action would be taken at this time.

The owner of 5820 NC inquired about replacing a window well due to rust. It was noted that the wells are the owner's responsibility for replacement. It was suggested that painting the well may help slow down the rusting process.

The owner of 5828 NC inquired about an irrigation line in the rear of the home and if it's operational. It was noted it was due to the upcoming construction project, and that line will need to be modified. Further, the garage door handle (broken by Rockledge during snow removal) has not yet been replaced, so reimbursement can't be issued. Ms. Behrens offered to help the owners replace the handle so Rockledge could reimburse them.

Mr. Parker resigned from being Chair of the Neighborhood Watch Program.

Secretary's Report:

The May and July Special Board meeting minutes were approved as submitted.

Financial Report:

Mr. Patterson and Mr. Shaw reviewed the July 31st finances. Total Cash is \$55,126.85 and Reserves are \$169,792.13. Operating expenses are \$21,469.22 under budget, and the Cash Disbursement report was reviewed. It was noted some invoices have not yet been paid which will reduce the amount under budget.

The Aged Receivables report was reviewed.

Manager's Report:

The 2023 Top 10 List was reviewed.

Four open landscaping projects were discussed, and updated bids were reviewed for three areas. A motion was made to approve Area #1 updated, which carried 5-1 in favor. A motion was made to approve Area #3 updated, which carried 6-0 in favor. A motion was made to approve Area #4 updated, which carried 4-2 in favor. Areas #3 and #4 will use the existing patio pavers stored along the north fence.

The landscaping rejuvenation bid for 2619 AH was very costly, and it was agreed no new work would be conducted.

Old Business:

Mr. Shaw and Mr. Patterson presented the 2024 draft budget, which provided increase options from 5% to 9.1%, as the 2022 CPI is 9.1. Numerous line items were reviewed with explanations for either increases or decreases. The primary increases were for Insurance, Water & Sewer, and Operating Contingency (which would also fund Reserves if not used). Discussion followed with a question-and-answer period from the membership. A motion was made to approve 8.5% or \$20 monthly, so the proposed dues would be \$255.00. The motion carried 6-0 in favor.

Bids for trash were reviewed with higher yearly savings if a new vendor was hired. Mr. Patterson will inquire if Waste Connections will price match and also obtain another bid from a new company called Waste Services.

A bid was reviewed to trim 65 trees throughout the community to raise the limb level and clearance for the street, sidewalks, and buildings. A motion was made to approve the bid, which carried 6-0 in favor.

There was a discussion on Rockledge's lawn contract and the current extra hours per week fee structure. Adding 28 weeks a season is provided, with an extra day (4 hours) of work, costing roughly \$7,840.00. Mr. Patterson will draft new language for the contract before acceptance and approval.

It was noted that Mr. Sorensen is not running for another term at this year's Annual meeting.

Mr. Carton briefed the members the Board will go into **Executive Session** to discuss RowCal's contract service addendum.

The Board reconvened the meeting.

Regarding the RowCal Services Addendum, a legal opinion was obtained, and it was noted the fees and costs related to the enforcement or the delinquencies incurred by the Association, including those charged by management, will be the obligation of the owner and posted to their account. The current Covenant Enforcement Policy should be updated to reflect that, including identifying the fee schedule. It was agreed that a non-safety and security notice can be issued by email only, with a 2-week compliance date as a courtesy, which will not trigger any admin fees. A motion was made to update the policy to include the new language and fee structure, which carried 6-0 in favor.

It was agreed that the Board members will be reduced from six to five, so there will be no election at this year's Annual meeting.

The next meeting will tentatively be held on October 3rd at the MCM Hotel.

There being no further business, the meeting was adjourned at 6:57 PM.

A handwritten signature in blue ink that reads "Derek Patterson".

Derek Patterson
Property Manager