

**ROLLING RIDGE CONDOMINIUM ASSOCIATION
INFORMATIONAL SESSION MINUTES- IN LIEU OF ANNUAL MEETING-
DUE TO LACK OF QUORUM
December 10, 2018**

Informal session began at 7:07 pm

Attendees:

Betty Holland – President
Kelly Burcham – Vice President
Michelle Waddell -- Treasurer
Carol Potter – Secretary
Kyu Jang -- Member at Large
Lisa Cornaire – Property Manager

Homeowners Present:

Madeline Young
Marie Elena

Quorum:

Quorum was not established. 5 Board Members and 2 community members present. Annual meeting could not be held; therefore, an informal session was held to provide homeowners in attendance a recap of the activities and highlights of 2018 and some of the plans for 2019.

Homeowner Forum

One homeowner reported that the crepe myrtle tree in front of her unit had limbs that were getting very large. Lisa will talk to Davey about trimming.

Management Report & General Recap of 2018

The RRCA year in review was broken out to four topics and discussed: Maintenance, Administrative, Communications, and General.

Meeting went into closed session at 8:30 pm.

ROLLING RIDGE CONDOMINIUM ASSOCIATION - SPECIAL MEETING MINUTES December 10, 2018

Immediately following the informal session, the Board convened a special meeting of the Board in order to fill the two vacancies on the board of directors and vote on other matters.

Attendees:

Betty Holland – President
Kelly Burcham – Vice President
Michelle Waddell -- Treasurer
Carol Potter – Secretary
Kyu Jang -- Member at Large
Lisa Cornaire – Property Manager

Homeowners Present:

Madeline Young
Marie Elena

Call to Order:

Meeting was called to order at 8:30 pm

Election -Tabulation/Announce Result

Due to quorum not being achieved in the annual meeting, the three candidates could not be elected by the membership. A motion was made by Kelly Burcham to appoint Betty Holland, Michelle Waddell and Kyu Jang to the Board. Motion was seconded by Carol Potter and unanimously approved by the existing Board members.

Selection of Officer Positions

Motion was made to keep the officer positions the same. Motion was seconded and unanimously approved.

Approval of Minutes

Motion made to approve meeting minutes for October 11, 2018 seconded and approved with the addition of mentioning the "Adopt a Tree" program.

New Business

Lisa presented an option to the Board which was recommended by their CPA, Joan Clark, to pay off the loan early (December instead of April) thereby saving additional interest and also creating a better standing when filing taxes for 2018. Motion made to pay the loan off in December, and unanimously approved. The 2019 budget, which had been previously approved, was modified since there would no longer be a loan payment in 2019. A motion was made to put an additional \$12,000 in reserves and allot an additional \$5,199 in toward grounds maintenance for possible tree work, unanimously approved.

Old Business

Adopt-a-Tree: There have only been two homeowners who have come forward and expressed interest in this idea. Board reviewed a quote from Meadows Farms to install pine trees. The quote was 16 pine trees 8-10 feet tall for \$8,000. Board wondered if they could look at cost of 8 pine trees 6-8 feet high. Due to lack of interest and the possible need for funds to attend to the trees that are currently in need of trimming and removal, this project is tabled for now.

Removal of the exercise area: The Board reviewed two quotes. Hotrock Junk was \$2,500 to remove equipment only. Davey tree was \$2,100 to remove and also seed and straw the area. Motion made and unanimously approved to go with Davey.

Reston Tree: Board reviewed a bid of \$5,700 to trim and shape trees as a comparison to the quote received by Davey. It was decided for now to trim the trees on an as-needed basis and do another walk through to look at trees that need to be removed and replaced. Homeowners will be advised if their trees need removal/replacement.

Closed Session

Motion made to go into closed session and unanimously approved. Delinquent accounts reviewed.

Open Session

Meeting went back into open session at 8:40 pm.

Adjournment

The special meeting was adjourned at 8:40 pm.