

**Rolling Ridge Condominium Association
Meeting Minutes
April 26, 2018
Sheriff's Station, E. Frederick Drive**

Meeting was called to order at 7:10 pm.

Attendees:

Betty Holland – President
Tiffany Cook -- Treasurer
Carol Potter – Secretary
Kelly Burcham – Member at Large
Lisa Cornaire – Property Manager

Homeowners Present:

Christina Yanzon

Quorum:

Quorum was established with 4 out of 4 board members present

Approval of Agenda:

Motion made to approve agenda, seconded and approved by the Board.

Approval of Minutes:

Motion made to approve meeting minutes for December 2017, seconded and approved by the Board.

Homeowner Open Forum:

No comments

Old Business

Residents parking in visitor spaces remains an ongoing problem. Motion made and unanimously approved for the amendment of the current parking policy:

-After the initial ticket warning is placed on the vehicle and 24 hours has passed, the vehicle is subject to immediate tow (current policy)

-The towing company will be given a list of all vehicles that have been previously ticketed and will use that list to regularly patrol the parking lot. If a vehicle on the list is identified parked in a visitor space, it will be towed.

-The regular towing will begin on June 1, 2018. Written notification will be sent to all residents. The new policy will also be added to the newsletter.

New Business

- a). Insurance Claim – Due to wind damage, the Board, via an email vote, approved submitting an insurance claim. This is a slow ongoing process. Roofers have fixed emergency problems, and when the claim is settled, all repairs will be done.
- b). Tot Lot Repairs -- Lisa reports the four tot lots need cleaning, one has a cracked panel, bolts are missing, and a layer of mulch is needed. Discussion included possibly reducing the number of tot lots from 4 to 3 and maybe discontinuing the fitness area.
- c). Water Line Repair – An emergency expense of \$5,970 dollars was approved by the board for the water line repair for 46719 Fielding Terrace.
- d). Trash contract -- The Board reviewed trash contract pricing. Motion made to approve the contract with Patriot as their prices are competitive and they have generally been happy with the services, unanimously approved.
- e). Davey Tree Quote – Board reviewed a price from the landscaper for new trees. Betty Holland put forth the idea of residents “adopting” a tree. They could purchase the tree, Davey would plant it, and an engraved sign with the name of the family or a loved one of their choosing would be embedded at the base of the tree. Lisa suggests contacting Meadows Farms as the Davey quote seemed high. Prices and the best kind of trees for our area will be looked into and a formal proposal to the community will be drafted.
- f). Board Vacancies -- Nancy Robinson and Tiffany Cook (our Vice-President and Treasurer, respectively) are moving. There are now two vacant Board seats. An announcement will be placed in the next newsletter.
- g). A reminder that “Dumpster Day” is the weekend of April 27th through the 29th.

Management Report

Property Inspection- a walkthrough of the community will be performed in May. Yards, both back and front, will be inspected for violations

Update ARC form – A lot of residents are getting new windows for their units; however, not all are installed properly. Lisa proposed updating the ARC guidelines as follows: Homeowners must fill out an ARC form with the date of the window install as well as the contact information of the installer. Homeowner must inform when the window install is finished and agree to an inspection by the association to ensure it was performed properly. This is in an effort to avoid siding and water leaking issues in the future.

Financial

The Board reviewed financials. It was noted that the number of units in arrears is lower than it has been in many years.

Adjournment

The board voted to adjourn at 8:28 pm.