

Rolling Ridge Condominium Association
Meeting Minutes
June 10, 2019
Sheriff's Station, E. Frederick Drive

Meeting was called to order at 7:02 pm.

Attendees:

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

Quorum:

Quorum was established with 4 out of 5 board members present

Homeowners Present

Andrew Rodney
Elizabeth Rodney
Ernestine Martin

Approval of Agenda:

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

Approval of Minutes:

Motion made to approve meeting minutes for February 2019. Seconded and approved by the Board.

Homeowner Open Forum:

Andrew Rodney, homeowner on Atwood Square, addressed the board with a problem regarding water in his attic and utility closet (shed). He contacted the property manager, Lisa, who immediately had the association's repair company come out to address the problem. There was a leak found in the siding on the next-door neighbor's house which dripped down into Mr. Rodney's attic and also a similar leak in the siding of the shed. The leaks were repaired, an attic fan was installed, and the drywall was replaced in the shed. Mr. Rodney reported to the board that he believes his family is getting ill due to high levels of mold in his home which he feels is due to the water leak. Mr. Rodney requested relief for costs of mold remediation, insulation replacement, new attic fan and cleanup. He also requested a copy of the master insurance policy and the association's financial statements. The financial statements were provided on the spot in the meeting however, Lisa did not have the insurance information, so that will be provided to him after the meeting.

Lisa informed the board that she had an independent inspector come to Mr. Rodney's house on Friday, June 7 to evaluate the condition of the attic as well as take photos and air samples in order to determine if there was a mold problem.

The board informed Mr. Rodney that they would need to await the results of the inspection and mold testing before making a decision on his request for mold remediation. The board will need to understand the results of the test as well as review what the governing documents say with regard to the responsibility of the association.

In the meantime, it was suggested to Mr. Rodney that he consider having his air ducts cleaned. He was also reminded that the association's repair company recommended that he remove the personal items he has stored in his attic and shed to aid in air circulation.

Ernestine Martin, homeowner on Fielding Terrace shared a concern about the state of the Verizon and Comcast boxes in the common areas. Covers are damaged and/or missing and wires are hanging out. Lisa has tried to contact both Verizon and Comcast numerous times, but both companies have been unresponsive. Betty Holland said that she will try to call since she has an account with Verizon.

Ernestine also reported that she hired her neighbor to install new sod in her front yard; it is dying despite faithful watering on her part. This will be re-examined in the fall.

Betty Holland, homeowner on Summit, reported a small terrier dog that is running around unleashed. She has spoken to one of the residents and she said the situation is improving, but she is worried that one day that small dog will either get hit by a car or attacked by a larger dog.

Old Business

A. -- Tree Work and Replacement: The tree work approved by the board in the last meeting has been performed. Lisa reports that additional trees have been trimmed on a request basis. Lisa noticed a dead tree in the common area and a dead tree on Macaw. Betty has also noticed the pine trees behind Macaw on Hillcrest are declining. She thinks it may be that water is just sitting and not flowing away, so trees may be getting too much water. Also, Betty has planted two Scarlet Oak saplings in a common area; one is growing, and one is not. She also has 9 more small trees she received that she is caring for in her house that will soon be ready to plant outside. The Board wants to ensure that the proper trees are planted in the proper areas (drainage/water needs, sunlight needs, correct for the area). Lisa has suggested that the Board meet with Davey (grounds maintenance company) in August to discuss what trees to plant and where. Mike Mageeth of Davey is a certified arborist and his input and recommendations will be most helpful.

Financials

A comparison balance sheet (2018 and 2019) was included in the Board package. Since the loan has finally been paid off, (the savings account was tied to the loan as collateral) the board can now look at moving some of our assets to secure better percentages. Also, as the CD's mature, the board can look for a better interest rate instead of just rolling over. Lisa will ask the CPA for more information on the CD/savings rates and maturity dates.

New Business

A-- ACH transactions: Recently, the system that performed the ACH transactions (automatic deductions from a homeowner's bank account to the HOA) received an update to the software at the CPA's office. Unfortunately, the account information did not carry over. All data must be re-input. This affects 65 homeowners. The late fee has been waived for this month. Also, the board was informed that the transaction fee for the direct deposit (that the HOA pays) has gone from 12 cents per transaction to one dollar per transaction.

B. -- Asphalt Work: There are four streets that have yet to be repaved: Summit, Macaw, Hazelnut and Aster. The board reviewed the proposal to perform this final phase of replacement, a \$94,000 repair. The board also took into consideration that it is also time to reseal streets that were first repaved in order to best preserve the newer asphalt. The next street to require the sealant would be Calamary Circle. The board discussed how should the

money be spent. Since the board did not have the cost numbers for the Calamary reseal, this matter was tabled. Lisa will get a firm quote for the reseal and a meeting will be scheduled for next month to discuss and decide the matter.

C. -- Audit: An audit was conducted on the financials of RRCA by Beck and Company and the results of that audit were included in the Board package. Lisa has encouraged the Board to read it over and if there are any questions, we can either contact her or address it at the proposed meeting next month.

Management Report

The Dumpster weekend was once again very successful. The dumpster was full at the end of the weekend.

Lisa did a community-wide inspection and looked in the back yards, decks, fences and other areas of maintenance responsibility by the unit owners. Those folks who had items in need of attention were sent a letter with a photo and a reasonable timeline to comply with the request. Lisa also mentioned that chimneys must be cleaned this year. Carol will include it in the summer newsletter.

Davey has offered free flowers for our Community Entrance sign. Lisa has graciously accepted the offer.

Closed Session

The Board went into a closed session at 8:48 pm to discuss legal issues.

Open Session

The Board went into open session at 9:13 pm. Carol informed the Board that there will be a summer newsletter and has asked for input. Also, Carol suggested that it's time to update the ARC guidelines. She will review a section at a time, add/delete/update items then send the section to the Board via email for their review and recommendations. The work will be collated and presented to the Board when completed for the final approval in a meeting and publication on the website.

Adjournment

The board voted to adjourn at 9:21 pm.