

**Rolling Ridge Condominium Association
Meeting Minutes
August 7, 2019
Sheriff's Station, E. Frederick Drive**

Meeting was called to order at 7:06 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

Approval of Minutes:

Motion made to approve meeting minutes for June 10, 2019. Seconded and approved by the Board.

Homeowner Open Forum:

1. Recycling:
 - a. A homeowner expressed concern about the amount of recycle items that were littered on the street after the recycling truck had come through on Tuesday August 6; (an empty gallon milk jug, two plastic cups and a plastic lid). Lisa will to speak with the recycle company.

2. Animal Control:
 - a. Betty has planted new trees and some resident's dog is urinating on the fence surrounding the trees. One little tree is being very affected by this. An item will be placed in the newsletter about watching out for the trees and keeping animals away from the saplings.
 - b. Rodent Bait Stations- are disappearing around the community. An article will be put in the Newsletter with a picture of the station asking that these be left in place.

Review Financials

The Board is considering a small (2%) increase in HOA dues for 2020. There are many projects that can be added to the maintenance/repair schedule with use of these additional funds such as power washing the units and the replacement of many trees that have died over the last few years. The financial resources are stretched and the Board feels it would be a benefit to the community to proceed with improvement projects like this.

Old Business

1. Asphalt work: The Board looked at a quote for getting all the streets in Rolling Ridge to be resurfaced and parking lines and numbers repainted. The Board approved the proposal totaling \$36,569 with a contingency for answers to the following questions:
 - a. What is the timeline and what is the breakdown for the streets to be done?
 - b. Can reflective paint be used without incurring extra cost?
 - c. If surfacing is done but painting will be completed the next day, can residents utilize their parking spot for the night as long as they are out by 7a.m.?
2. Sheds: Two sheds in the community need repair. Gutters need to be extended. When the Board walks the community for the “lovely lawns” contest, they will also be looking at the sheds (in units that have a shed).
3. Power Washing siding: The Board is looking into getting all units power washed beginning in spring/summer of 2020. The Board will look at quotes and discuss a “phase-in” approach. This will be discussed at the next meeting.

New Business

1. French Drain – Atwood Square
 - a. An estimate was received to install a drain at a unit whose backyard floods after a rain. Another contractor will be looking at the problem area to get another opinion and another estimate.
2. ACH Transactions
 - a. There are still problems with the ACH transactions. The problem should be fixed in time for the September payments
3. Bank Signers – Currently, the only two signatories for the Rolling Ridge bank accounts are the President and the CPA, Joan Clark. It was motioned that the property manager and the Vice-President be added as signatories. The motion was seconded and unanimously approved.
4. 2018 Audit – This was included in the Board Package for the June meeting. The audit was approved pending final review as of August 15, 2019.

Management Report

1. Junk: Homeowners are doing home improvements and/or getting new appliances and just leaving out the junk to be picked up. A reminder will be put in the fall newsletter that any appliances, construction debris, etc. must be done via bulk pick up, with phone number included.
2. Lovely Lawns: The Board will be walking the community on Sunday August 18th beginning at 10 a.m.
3. Tot Lot: The tot lot on Calamary is underused and in need of maintenance or full replacement. Motion made to remove the tot lot in a cost saving measure as there are several other tot lots in walking distance. Motion was seconded and unanimously approved.

4. Annual Meeting – Is usually in December, but Lisa will try and get the Sheriff's station in November in hopes of better turn out to the meeting.
5. Board Vacancies –Two director positions up for election this year currently held by Carol Potter and Kelly Burcham.

Closed Session

The Board went into a closed session at 8:53 pm to discuss delinquent accounts.

Open Session

The Board went into open session at 8:55 pm.

Adjournment

The Board voted to adjourn at 9:02 pm.