

**MEADOWRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
Saturday, August 8, 2009 – 8:00 A.M.
MeadowRidge Clubhouse Multipurpose Room**

MEMBERS PRESENT: Dan Dowell (President), Steve Williams (Treasurer), Scott Wagner (Vice President), Mark Williams, Jack Seawell

OTHERS PRESENT: Brian Lence (CMC President), Matt Priebe (CMC Property Manager)

CALL TO ORDER:

- President Dan Dowell called the meeting to order at 8:05 am.

APPROVAL OF BOARD MEETING MINUTES:

- Jack Seawell wanted to amend the minutes by stating that he was present at the Board meeting on 4/25/09, but did not participate in the spring walk through.
- A motion was made, seconded and passed to approve the minutes from the April 25, 2009 Board of Directors meeting with the amendment.

HOMEOWNER FORUM:

There was discussion about what to present at the Annual Homeowner Association meeting, which follows the Board of Directors meeting:

- Dan will have the Board introduce themselves & provide a little information so the new homeowners will know who they are.
- Brian has proxies & ballots, if needed. Brian will handle the voting duties.
- Since there will be sign-in sheets, roll call will not be taken.
- It will be asked if there are any volunteers to serve on the Club Board.
- Brian will explain the financial statements.
- An open forum will be held at the end of meeting.
- Steve has information about buying blue spruce trees.

CLUB BOARD UPDATE: Nothing was presented.

FINANCIAL REPORT:

- Brian presented the Balance Sheet as of 6/30/09. Discussion followed.
- Accounts Receivable was discussed. Brian mentioned the Wahl Mountain's payment plan. It isn't working and he recommended that higher payments would be needed. The Board was in agreement. It was decided that \$150 extra would be needed after paying his dues.
- Brian presented the Income Statement for the period 9/1/08 to 6/30/09. Discussion followed.
 - There was a question on the legal rebilling on CT31 #8. **Action Item: Brian will look into the legal rebilling on CT31 #8.**
 - A credit of \$840 should be issued for planting trees/building planters charged in June by CMC. This should be billed to Lodges. **Action Item: CMC will make sure \$840 is credited to MRC for planting/trees/building planters & check into any other credits due.**
 - **Action Item: Steve & Brian will review all financial statements every month.**
 - Brian presented the Long Term Replacement Plan.
 - After some discussion it was decided that CT 30 reserve assessment should be less. It was moved, seconded and passed to reduce the monthly reserve assessment for CT 30 from \$75 to \$50. **Action Item: CMC will decrease CT 30 reserve assessment to \$50 effective on the September billing.**
 - There was discussion about CT 23 reserves. It was decided to raise CT 23's monthly reserve assessment from \$60 to \$75. **Action Item: CMC will increase CT 23 reserve assessment to \$75 effective on the September billing.**

MAINTENANCE REPORT:

Matt presented the Maintenance Report update:

- Trees have been sprayed and some have been removed.

- Parking lot work is ongoing.
- Capital improvements are being done on some Courts.
- The concrete work has been postponed until next year, except for CT 28. The Board would like updates on what is going to happen in the next year. **Action Item: Matt will give the Board updates on upcoming concrete work.**
- Matt explained that CT27 #4 has changed their lock & has not given CMC a key. CMC has to have access to the unit. The Board backs Matt on the master key policy. **Action Item: Matt will change the lock on CT27 #4.**
- There was discussion about CT 31 #7 painting their door an off color. Screen doors have to be the trim color. The homeowner may have been told that the screen door has to match door and not trim. Mark offered to review Policy #8 (Preservation of Conformity & Harmony of External Design) to see if it should be modified & submit suggestions to the Board and CMC. The paint and trim colors need to be clarified. CMC has the paint the owners can use. A letter will then be sent to all homeowners. **Action Item: CMC will send letter to homeowners about paint and policies.**
- If a screen door is locked, CMC needs to have access to unit.
- The Board has some issues with Comcast. **Action Item: Brian will talk to Debbie at Comcast regarding the Board's issues.**
- The Board approved the 'Pick up after Your Dog' sign presented by Matt, which will be placed on all dumpsters. **Action Item: Matt will put 'Pick up after your Dog' signs on all dumpsters.**

OLD BUSINESS:

- The fence at CT31 #4 was discussed. It is restricting the common use area & CMC Maintenance must have access to building, plus it is in violation of the By-Laws. A legal opinion may be needed & the Board will need to prove the original builder had the fence built. The first step would be to contact the homeowner & advise there is a problem. Matt will estimate the cost to remove the fence and hot tub so Dan will have some figures when he calls the homeowner. **Action Item: Matt will give Dan fence details on CT31 #4.**
- Dan signed the reworded new master key policy.

NEW BUSINESS:

- Brian suggested Policy #12 (Investment of Excess Funds) be reworded to "the amount invested with accrued interest shall not exceed \$250,000 in any one institution" until 12/31/13. This would comply with current FDIC limits.
- There are some drainage problems at CT30 & water is pooling by units 1 & 2. **Action Item: Matt will check the drainage problems at CT30 & present a bid for repair work to the Board.**
- Board members were invited to Oktoberfest on September 19th at the Club.
- The next Annual Meeting will be in August 2010.

SCHEDULE NEXT BOARD MEETING:

- The next Board meeting was scheduled for Friday November 20th at 7:00 p.m.

ADJOURNMENT: The meeting was adjourned at 9:45 a.m.

Minutes recorded by Carolyn Munro of CMC & reviewed by the Board of Directors prior to distribution. Minutes are not formally approved until voted on at the next Board of Directors Meeting.

**MEADOW RIDGE CONDOMINIUMS
BOARD OF DIRECTORS MEETING
April 25, 2009**

MEMBERS PRESENT: Dan Dowell, Steve Williams, Scott Wagner, Mark Williams, Jack Seawell

OTHERS PRESENT: Brian Lence, CMC President, Matt Priebe, CMC Property Manager, Noreen Frye, CMC Accounting & Association Business Manager

CALL TO ORDER:

- Dan called the meeting to order at 8:06 am

APPROVAL OF BOARD MEETING MINUTES:

- A motion was made, seconded and passed to accept the minutes as written

HOMEOWNER FORUM: None

CLUB BOARD UPDATE:

- The update had already been given to the Board

FINANCIAL REPORT:

- Noreen presented the Balance Sheet as of March 31, 2009
- Noreen presented the Variance Report with Income Statement as of March 31, 2009
- Steve requested the financials quarterly with all detail, instead of monthly
- Discussion regarding the legal fees left behind by Sainz
 - Noreen to contact Rich about lien and collection of those legal fees
- Discussion regarding policy fees - most of procedures followed
 - Noreen to contact Rich about policy fees and email Board results

MAINTENANCE REPORT:

- Questions asked about specific individual charges
- Item (seal repaired area/door in back) billed to Association last fall - belongs to owner - correct
- Discussion regarding concrete bids for Courts
 - Board will take closer look at concrete problems on walk around
- Matt starting spring clean up
- Tree spraying - \$8.50 per tree - waiting on bid
- Matt will be meeting with multiple contractors regarding bids for decks at Court 23 and replacing stairs and deck fronts Court 28
- Court 26 has wet crawl space
- Court 30 - Mark said to go ahead with installing gutters - Matt stated Contractor's bid is still good. Facia boards need to be fixed prior to gutter installation and a metal drip edge installed
- Porcupine Ridge stopped construction due to no sale of condos
- Landscaping scaled way back to a landscape birm with trees, shrubs and Aspens

- Power company has committed to replacing a few Aspens - Matt not sure with what type of tree
- Association needs to clarify the windows and doors policy
 - **Matt to email information from Association I to Board regarding their policy**

OLD BUSINESS:

- The five year agreement with Comcast was up for renewal this year
 - After extensive research and an executive meeting to review the details, the Board approved the new contract with Comcast
- Dog signs need to be put up regarding clean up and leashes
 - **Matt to get signs & put up**

NEW BUSINESS:

- Landscaping - plowing snow moves the top gravel every year
- Gravel is raked back to parking lot in spring as part of clean up
- Parking lot seems to be getting bigger as result of gravel loss
 - **Board to look at possible solutions on walk around**
 - Board to discuss tree replacement during walk around
 - Board to discuss planter locations during walk around
 - **Matt to speak with landscaper and Mark Williams about possible solutions**
- Board requested being added to Association I's next meeting agenda regarding the Club
 - **Noreen to make sure Board is added on agenda**

SCHEDULE NEXT BOARD MEETING:

- Next meeting scheduled for Saturday August 8, 2009 at 8:00 am in the multipurpose room at the Club

ADJOURNMENT:

- The meeting was adjourned at 9:23 am
- Spring walk through followed the meeting

ADDENDUM:

- Contributions to Court 28 reserves increased from \$50.00 to \$75.00 as result of projects for court on walk around

**MEADOW RIDGE CONDO ASSOCIATION
BOARD OF DIRECTORS MEETING
January 9, 2009**

MEMBERS PRESENT: Dan Dowell, Steve Williams, Mark Williams, Jack Seawell, Scott Wagner

OTHERS PRESENT: Brian Lence, CMC President, Noreen Frye, CMC Accounting & Association Business Manager, Matt Priebe, CMC Property Manager, Scott Marks CPA, from Tim Day's office.

CALL TO ORDER: Dan called the meeting to order at 7:40 p.m.

APPROVAL OF MINUTES:

- Dan called for approval of the October 24, 2008 Board of Directors meeting.
- A motion was made, seconded and passed to accept the minutes as written

HOMEOWNER FORUM:

- None

CLUB UPDATE: Judy Pugh gave an update to the Board before the meeting

FINANCIAL REPORT:

- Scott Marks went over the financial review for fiscal year ending August 31, 2008
- A lengthy discussion followed with Board members asking questions of Scott
- Noreen presented the final copies of the Balance Sheet, Income Statement and Long Term Replacement Plan for fiscal year ending August 31, 2008
- Noreen presented the financials for November 2008
- Discussion followed regarding certain charges not belonging to courts - rather to owners
- Mark mentioned he did not see that Court 25 reserve contributions were reduced and had felt it had been discussed to drop them to \$75.00 (after checking prior meeting minutes no record was shown of such request for reduction - it was possible that it was discussed on the spring walk around and not properly communicated).
- The Board moved to have the dues decreased at Court 25 to \$75.00, it was seconded and passed.
- The Board decided to increase the contributions of Court 32 to \$75.00 to help catch them up on their reserves
- Dan asked that the leftover legal fees from the previous owner be billed to the new owner as it was not an association expense.
- The Board reviewed the accounts receivable listing - one owner is delinquent

MAINTENANCE REPORT:

- The Board reviewed the Long Term Replacement Plans for the prior fiscal year
- The Board reviewed the Long Term Replacement Plans for the current period
- There were some discrepancies in billing and Matt said he would look at them closer and have them adjusted accordingly
- Matt discussed he was being proactive with snow removal and having the roofs raked to help prevent leaks
- Matt asked the Board for a list of major projects for the spring
- Matt was to use the new bid sheets developed for the purpose of multiple contractors bidding on projects
- Mark suggested one date for contractors to meet with Matt to hear what is needed to be done instead of Matt giving the description more than one time
- The locksmith said he would do special requests for owners
- Matt said he had been sending letters, copies of policies to homeowner with little success. Is now billing \$100 a day fine per the policy starting January 1, 2009
- Court 31, #7 has a locked screen door and the inside door is red. Will paint door in spring

OLD BUSINESS:

- None

NEW BUSINESS:

- Discussion followed regarding fencing - might need to request copies of approval letter, design, etc. from owner
- Should Courts 26, 27, & 28 pay for tree removal
- A motion was made, seconded and passed to reduce reserve contributions for Court 31 to \$60
- Matt said he would speak with Mark Hanna from Porcupine Ridge about their landscaping/tree plans were

SCHEDULE NEXT BOARD MEETING:

- Next Board meeting was scheduled for Saturday morning April 25, 2009 at 8:00 am
- Spring walk around scheduled for right after meeting

ADJOURNMENT:

- The meeting was adjourned at 10:33 p.m.