

## Ridge HOA Meeting Minutes

August 21, 2024

- I. **Call to order:** 6:00 pm – Board Members in attendance; Rob Graf, Derek Marino, Bruce Kannenberg, Mike Hoefel, Cindy Sanders, DJ del Rosario, Keith Franke, and Mark Pierovich (Property Manager).
- II. **Approval of Minutes:** Board meeting minutes from the June and July Board meetings were approved.
- III. **Homeowners Forum:** No homeowners, other than board members were present.
- IV. **Treasurer's Report (Mike Hoefel)** *Detailed report provided to board members.*
  - a. Cash and Reserves review; Cash Balance is \$175,660.90 and includes cash held by Targa, two CD's and a Money Market account at HomeStreet Bank.
  - b. Operating and capital expenses:
    - i. July monthly expenses were \$7,994.07 and under budget by about \$1,275.93.
    - ii. There will be extra EarthTech expenses in August for previously board approved grass removal and mulching, and in September for the approved work on the brick columns along 330<sup>th</sup> St.
    - iii. Delinquencies are at \$12,892 with 26 homeowners outstanding on their 2<sup>nd</sup> half payments. Two homeowners have surpassed the \$1,000 threshold. The Board approved the filing of liens against those two properties in parallel with additional notifications via email and by certified mail of the action that is commencing.
    - iv. The curbing replacement project is completed and the final payment to the City of Federal Way was made from reserves.
- V. **New Business:**
  - a. All June action items were completed.
  - b. The Board welcomed the newly elected Board members.
  - c. Rob reviewed the Board Mission; it was agreed leave unaltered.
  - d. Rob reviewed the Board Expectations. Any complaints received should go directly to the President. The President will then involve other Board members or Committee Chairs as appropriate. If the Board needs to engage an owner regarding a complaint, our first contact should be in person and with two Board members preferred.
  - e. The Ridge Standing Committees were reviewed: There is a requirement for two Board members on each committee and we prefer two additional non-board members.
    - i. The ALC will remain chaired by Rob with Keith as the second Board Member, and April Marino, and Robert Bickel as Non-Board Members.
    - ii. The Community Engagement Committee with DJ del Rosario as chair and Cindy Sanders as the second Board Member. DJ will ask Casey if he is willing to remain on this committee as a Non-Board Member. The question was raised whether the team that delivers the welcome baskets should be on the committee.

- iii. The Roofing Committee will continue to be chaired by Bruce Kannenberg along with Rob Graf as the second Board Member. An email requesting additional non-board members for this committee will be sent out along with the desired qualifications / experience.
  - iv. The Safety and Security Committee does not currently have a chairperson. Board members on the committee are Derek Marino and Cindy Sanders. DJ will ask Casey if he is willing to be on this committee as a non-board member.
  - v. The Sports Courts Committee is chaired by Mike Hoefel with Bruce Kannenberg and Derek Marino as additional board members.
- f. The monthly property walks are open for all Board members and Committee members. Rob expressed the desire to have different people accompany Mark on the walk. Cindy wanted to go on the September Walk.
- g. The Sports Court Committee will work on recommendations for next month's Board meeting to address the following:
  - i. Options and pricing for correcting current sports court issues and resurfacing of the sports court and the basketball court.
  - ii. Any recommendation for a multi-purpose net (pickleball, volleyball, bad mitten) for the basketball court.
  - iii. How to address liability concerns
- h. The Architectural / Landscaping Committee projects were updated at the meeting.
  - i. Column repairs will be completed at the end of August.
  - ii. Sod removal around the Big Park trees out to the driplines and mulching was completed. During this work, another irrigation leak was found and fixed.
  - iii. The ALC committee wants to invite Robert Bickel to the September board meeting to present ideas on how to improve the Big Park. The Board approved.
- i. Welcome Basket update: It was decided to produce a list of new owners every quarter and then deliver baskets. Currently, the welcome basket team looks for baskets on sale, purchases, and delivers as time allows. The intent is to spend \$50 or less on these baskets. Other options will be investigated to make it easier for the welcome basket team. DJ will bring recommendations next month.
- j. A question was raised for a Halloween event or contest. DJ declined based upon input that he received at the annual meeting; it was conveyed that the Board may have done too much in this area.
- k. The new payment portal was discussed. Rob will draft an email to homeowners to prepare them for the upcoming changes and spur those homeowners that are carrying a balance to bring their accounts current before the end of the month. Targa will send out invitations to board members so that we can test out the portal and pro-actively bring forward any concerns.
- l. The Westridge neighborhood has installed license plate reading security cameras. Cindy is meeting with a neighborhood representative to learn about benefits and challenges.
- m. Upcoming Meetings:

- i. September Board Meeting: 9/18/2024 @ 6PM
- ii. No October Board Meeting
- iii. November Board Meeting: 11/13/2024 @ 6PM
- iv. Budget Ratification Meeting: 12/4/2024 @ 6PM

**VI. Meeting Adjourned at 7:58 PM**

**ACTION ITEMS:**

- 1. DJ to ask Casey about committee participation - **DONE**
- 2. DJ to inquire of the welcome basket team regarding committee participation - **DONE**
- 3. Rob to draft email preparing homeowners for new payment portal - **DONE**
- 4. Sports Courts Committee to present recommendations at the Sept. board meeting
- 5. Emails to be sent requesting Roofing Committee membership - **DONE**
- 6. Mike & Rob to renew HomeStreet CDs & signature cards. - **DONE**
- 7. Rob to submit water meter removal request - **DONE**
- 8. Rob to post draft Annual Meeting minute- **DONE**
- 9. Keith, Derek, Mike & Rob to cut ivy & trees - **DONE**
- 10. Rob to meet with delinquent members - **DONE**
- 11. Mark to notify delinquent member prior to pursuing lien - **DONE**
- 12. Rob to invite Robert Bickel & Roy Swain to Sept. meeting – **DONE, then postponed**
- 13. Rob to obtain mulch bid for Main Island – **DONE**

Approved: September 18, 2024

  
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Keith Franke: Secretary