

## **Ridge HOA Meeting Minutes**

**January 10, 2024**

- I. Call to order:** 6:32 pm – Board Members In attendance; Casey Hawk, Keith Franke, Rob Graf, Derek Marino, Bruce Kannenberg, Mike Hoefel, and Mark Pierovich (Property Manager).
- II. Approval of Minutes:** Board meeting minutes from the December 13th Board Meeting were approved.
- III. Homeowners Forum:** One homeowner was in attendance that was levied a fine for failure to complete an Architectural Application in accordance with The Ridge Homeowners' Association Community Rules adopted June 7<sup>th</sup>, 2023. The Homeowner challenged the fine on the following basis:
- i. It was painted the same color as it was.
  - ii. The entire driveway was done, and cracks were repaired.
  - iii. The project was completed before the current rules were adopted.
  - iv. She received verbal approval from the Property Manager at a HOA meeting.

The Board requested proof that the project was completed before the Community Rules were adopted. The Homeowner agreed to forward such evidence to the Property Manager. The board will take this up again at the next meeting and make a final decision after all additional information is received.

- IV. Treasurer's Report (Rob Graf)** *Detailed report provided to board members.*
- a. Cash and Reserves review; Cash Balance is \$149k.
  - b. Operating expenses review.
    - i. December monthly expenses were under budget for the month by \$900.
    - ii. The water bill was \$2,000 for the month with the water turned off for the winter.
    - iii. Delinquencies are down to 1.5k from their high of over 23k in May. Rob will continue to communicate with those that are delinquent.
    - iv. There are a few homeowners that have overpaid their HOA dues. Options were discussed on the best way to handle. The first order of business is to stop the overpayment.
    - v. The loan balance for the roadwork was 22.4k at year end. With other capital items at play, City's curb contract that we may be able to partake in, the sports

court evaluation project, the irrigation system upgrades, and the recently uncovered water leak and repairs, it was agreed to wait on paying off the loan.

- vi. The Home Street Bank CD expires at the end of the month. It was agreed that the board should renew that CD (at nearly 5% APR) and potentially include an additional 50k or add another CD.

## **V. New Business:**

- a. Casey shared with the board a draft email seeking committee volunteers. It will be sent out on Monday if there are no modifications requested.
- b. The hydrology study for the sports courts will commence the information gathering stage this month. Three core drills will be completed on January 25<sup>th</sup>. The core samples will be sent out for evaluation and a report will follow by the end of February.
- c. Rule Violations
  - i. Fine notification letters have been sent to the two homeowners that have commenced / completed work without completing an architectural application and/or approval.
  - ii. One homeowner has asked to have the fine suspended. Additional information was requested of the homeowner by the board.
  - iii. The other homeowner will attend a future board meeting to present additional information.
  - iv. Casey will invite both homeowners to a future board meeting.
  - v. During the last board meeting, it was suggested to request an acknowledgement from each owner for receiving / reviewing the Community Rules. It was agreed that the rules should be sent out at least annually. After reviewing a digital acknowledgement solution, it was determined that it would create too many problems and additional costs, so it was abandoned.
- d. The Holiday Lights contest revealed 3 winners, the winners were notified, and the gift cards were distributed. It was suggested that if board members are no longer judges they should be able to participate in the contest. It was also requested that the notification of the winners be sent out sooner so that residents can drive by and see them before they are taken down.
- e. Irrigation status.
  - i. Approval was granted for the irrigation contractor to repair the water leak, which resulted in a \$2,000 water



- bill for December when the irrigation was turned off. The contractor will seek credit from Lakehaven after the repair is complete.
- ii. The irrigation upgrades will be completed in February as it is the slow time for the contractor and comes with a lower price tag. The testing and fine-tuning will not be undertaken until after the threat of a ground freeze has passed.
  - iii. The contractor is to provide mapping of the estimated irrigation piping runs based upon head locations. It is not guaranteed to be accurate but will help with choosing core sample locations.
  - iv. Keith will reach out for details on the leak location and follow up on the mapping project to insure completion and receipt in time for the core sampling.
- f. The Community Library is installed.
- g. City curbing information: Rob has been in contact with the Public Works Director for Federal Way. The city will be getting a lot of curbing replaced and will be selecting a contractor for this work with a unit price per lineal foot. The Ridge will have the option to receive that work at the unit price. Once that price is determined, the board will decide whether to participate.
- h. Open Action Items:
- i. Casey asked for some help with a couple of open items:
    - 1. Draft of appeal process for homeowners that receive a violation; Rob volunteered to put together a draft.
    - 2. Internal process for internal board communications and the recording of rule violations; Rob volunteered to put together a draft.
  - i. Derek asked for approval to plant a few boxwood shrubs around the monument at 3<sup>rd</sup> Ave. It was granted.
  - j. Derek recommended that the board get a price from Earthtech to clean-up the limbs that are down in the parks, and to remove the “widow makers” that have resulted from the latest wind storm for the safety of our residents. Keith volunteered to request.

## **VI. Meeting Adjourned at 8:14 PM**

## **VII. Next Board Meeting scheduled for: February 21<sup>st</sup> at 6:30 PM.**

### **ACTION ITEMS:**

- 1) Rob to renew \$50K CD at HomeSteet, and either add \$50K from Money Market funding or open that as a separate CD after the Jan. 31st maturity date.

2) Casey to invite the two homeowners with pending violations to a future Board meeting, ensuring that they are aware of time and subject limits, and NEED to bring any evidence to bolster their appeals.

3) Rob to Manage and Communicate with 3 homeowners regarding overpayment Refunds.

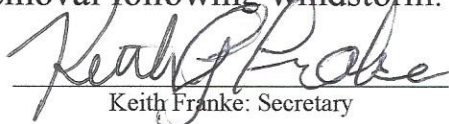
4) Rob to draft Violation Appeal Process and Internal Board Communications & Recording of Violations.

5) Plant boxwood shrubs around monument at 3<sup>rd</sup> Avenue – Derek

6) Casey to send out email blast for committee volunteers on Monday pending board member input.

7) Keith to follow up with contractor on irrigation leak details and for mapping needed for core sampling.

8) Keith to request bid for tree limb clean-up and widow maker removal following windstorm.

A handwritten signature in cursive script, appearing to read "Keith Franke", is written over a horizontal line.

Keith Franke: Secretary