

## Ridge HOA Board Meeting Minutes

January 22nd, 2025

### Board Meeting:

- I. **Call to order:** 5:56 pm – Board Members in attendance; Rob Graf, Derek Marino, Bruce Kannenberg, Cindy Sanders, Mike Hoefel, Keith Franke, and Vicki Ennesser (Property Manager).
- II. **Approval of Minutes:** Meeting minutes from the November Board meeting were approved.
- III. **Homeowners Forum:** No homeowners, other than board members were present.
- IV. **Introductions:** This is the first board meeting with Zaran Sayre as our property management company and Vicki, our new property manager, hosted the meeting at their Federal Way office. Each board member shared a little about themselves and Vicki did the same.
- V. **Treasurer's Report (Prepared by Mike Hoefel)** *Detailed report provided to board members prior to meeting. Report as of 12/31/24.*
  - a. Cash and Reserves review; Cash Balance is \$125,684.61 and includes cash held by our property manager(s), two CD's and a Money Market account at Home Street Bank.
  - b. Operating and capital expenses:
    - i. December monthly expenses were \$8,726.46 and under budget by \$543.54.
    - ii. We exceeded our \$20,000 capital expenditures budget by \$12,732.60. The capital projects were necessary and added value to the neighborhood, improved safety, and decreased operating costs. Some of the costs labeled as capital should have been categorized elsewhere. Total expenses were over budget for the year by only 1.1%.
    - iii. Delinquencies are at \$5,339.21 with 6 homeowners outstanding on their 2<sup>nd</sup> half payments. One homeowner is being levied \$50 / day fines for the condition of the yard with no response to the Board. Rob and Keith contacted the tenant on separate visits. The owner contacted Rob and they have come to a resolution.
- VI. **New Business / Committee Reports**
  - a. Management transition: accurate account ledgers are still pending from Targa. Rob requested that transfers into HomeStreet bank be made only by check going forward (no electronic transfers). Rob went through all of the boxes that the HOA had been paying to store, none of the boxes were necessary to store and their contents either recycled or shredded. Unfortunately, Targa management has not been very cooperative through our transition. Zaran Sayre is doing a good job.
  - b. Architectural & Landscape Committee
    - i. Rob met with EarthTech to give them their termination notice as of March 31, 2025. Tim's Complete Landscape Management will be taking over the landscaping services on April 1, 2025.
    - ii. A&L Committee member Robert Bickle could not attend the board meeting but provided detailed concept drawings for improvements to the Big Park. His concepts were very well received, with only minor comment about removing the lawn at the north end.


- iii. The Euro Chopper Beetle infestation continues to destroy lawns in The Ridge. The Board hopes to post info on the website providing guidance for owners on how to deal with this problem.
- c. Community Outreach Committee: No update as DJ could not attend the meeting.
- d. Roofing Committee
  - i. No new roofing applications. The next roofing survey is to take place at the end of summer.
- e. Safety & Security Committee
  - i. The construction of the street lighting system on 7<sup>th</sup> way is underway. It should be completed sometime in the spring.
  - ii. Rob requested that the daily report from F-Dub be modified with a simply summary of each patrol, and a monthly summary of calls made by Ridge homeowners. Cindy agreed and so Rob will contact F-Dub and request those changes. Cindy gathered information and pricing on the license plate cameras. The Board discussed it and agreed to give it further consideration.
- f. Sports Courts Committee
  - i. The committee has obtained 3 bids for restoring the tennis/pickleball courts. Clarifications are still required. Mike, Derek, and Bruce will continue to seek those clarifications and hopefully report back to the board with Best And Final Offers at our next meeting.
- g. Upcoming Meetings:
  - i. Next Board Meeting: January 22<sup>nd</sup>, 2025 @ 6PM at the Zaran Sayre offices (30504 Pacific Hwy S. Federal Way, WA 98003)
  - ii. February 19<sup>th</sup>, 6pm Zaran Sayre office.
  - iii. March 19<sup>th</sup>, 6pm Zaran Sayre office.
  - iv. April 21<sup>st</sup>, 6pm Zaran Sayre office.

**VII. Meeting Adjourned at 8:07 PM**

**ACTION ITEMS:**

1. Rob to communicate terms to two homeowners regarding their overdue accounts. - **DONE**
2. Rob to ask DJ about a welcome basket for a specific homeowner. - **DONE**
3. Rob to ask F-Dub about daily report adjustment & monthly call summary. - **DONE**
4. Vicki to obtain a copy of the current insurance policy. - **DONE**
5. Rob to have HomeStreet sent statements to Cassandra at Zaran Sayre - **DONE**
6. Board members to seek bids to cut down the large trees by the tennis court - **DONE**
7. Sports Court Committee to solicit best and final offers to replace tennis court. - **DONE**
8. Vicki to provide Board members with real time access to the Delinquency Report. - **DONE**
9. Rob to draft & send fine notice to non-compliant homeowner – **DONE**
10. Cindy to check with PSE about LED lights – **DONE**

Approved: February 19, 2025

  
Keith Franke: Secretary