

RIDGEWOOD HILLS MASTER ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

May 26, 2009

CALL TO ORDER

The meeting was called to order at 7:05 p.m. Board Members in attendance were Mike Farrell, Phil Goldstein, Howard Dimmick, Jeff Pagani, Roberto Avil, and Don Wells. In attendance from MSI, LLC was Russ Bartz.

AGENDA CHANGES

There were no changes to the Agenda.

CONTRACTOR REPORTS

Mick Sage of Mill Brothers Landscaping informed the Board that the Hudson Court detention pond work previously approved by the Board is complete. Mick indicated that the silt and dead cattail build up in the bottom of the pond should be removed to improve drainage next winter. Mill Brothers does not do this type of work, as the services of an excavation company would be required. Mick offered a seeding proposal to re-seed the bare ground in the pond. The Board will review this proposal later in the Agenda.

Mick discussed the lack of recent performance by the Mill Brothers detail crew. Mick reassured the Board that the matter has been addressed and the Association's grounds would be detailed in the next two weeks.

The Board of Directors reviewed the Natural Area Mowing Policy with Mick. The policy being that a ten-foot buffer only will be mowed along homeowner property lines, concrete drain pans, and natural area walkways. MSI, LLC was asked to send a letter to the owners who reside next to the natural area in Filing 1 informing them of the mowing policy.

MEMBERS FORUM

Ricardo Sarti, the owner of 6927 Avondale Road, attended the Board meeting to discuss a change in material he would like to use for a project at his property that has already been approved by the Architectural Review Committee. The Board requested that Ricardo re-submit the request to the Committee for review.

APPROVAL OF PREVIOUS MINUTES

The minutes from the March 24, 2009 Board of Directors meeting were approved as written.

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OLD BUSINESS

- Item: Habitat for Humanity Vacant Lot
 - Discussion/Summary: Board Members Jeff Pagani and Phil Goldstein briefed the Board regarding their meeting with Habitat Director Candice Mayo and Roger Dittus of the Group Real Estate regarding the sale of the vacant lot.
 - Board Decision: The Board would like to gain a better understanding of the access easements to the vacant lot.
 - Action: Jeff Pagani will research any potential easements and report to the Board at the June Board meeting.

- Item: 20-Year Reserve Plan
 - Discussion/Summary: The 20-Year Reserve Plan recently completed by Association Reserves was briefly reviewed. Howard Dimmick noted that HindmanSanchez is willing to amend the Association's Investment Policy to include recent legislation regarding investment of Reserves at no cost to the Association.
 - Board Decision: The Board agreed to review the Reserve Plan prepared by Association Reserves in greater detail, specifically, to understand the projects slated for 2009 in the plan.
 - Action: MSI, LLC will contact HindmanSanchez to update the Investment Policy to bring it into compliance with the recent legislation.

- Item: Design Guideline Rewrite
 - Discussion/Summary: Mike Farrell reported that the Sub-Committee formed to review and possibly re-write the Design Guidelines was still working on this issue.
 - Board Decision: No Board decision was needed.
 - Action: The Committee will have a report at the June Board meeting.

NEW BUSINESS

- Item: Grounds Maintenance / Improvements
 - Discussion/Summary: The Board discussed Mill Brother's report presented earlier in the meeting. In addition, the proposal for re-seeding the bare ground in the Hudson Court detention pond was reviewed.
 - Board Decision: The Board was satisfied with Mill Brother's resolutions. A decision was made to accept the seeding proposal.
 - Action: MSI, LLC will issue a work order for the seeding project.

- Item: Web Site Renewal
 - Discussion/Summary: A proposal was reviewed from DSC Consulting for the Association's web site hosting and registrar service.
 - Board Decision: The proposal was accepted as presented.
 - Action: MSI, LLC will authorize payment with the June payables for the Association.

- Item: Association Fence Stain Color

- Discussion/Summary: Possible fence stain applications were discussed for the Association fencing.
 - Board Decision: Semi-transparent cedar color stain will be used on the Association fence.
 - Action: The Board will select a specific color at the June Board meeting. MSI, LLC will seek proposals for the next section of Association fence to be stained.
- Item: Board Elections
- Discussion/Summary: Some possible dates to convene the Delegates of the Association for the purpose of Board Elections were discussed.
 - Board Decision: The second or fourth Tuesday of July or August will be considered as possible dates.
 - Action: MSI, LLC will poll the Delegates to inquire what date will work best for them.

COMMITTEE REPORTS

Treasurer's Report – Board Treasurer, Howard Dimmick, reviewed the Reserve Fund investments. A decision was made to transfer \$34,000.00 from the Operating Fund to the Reserve Fund.

Howard informed the Board that the FDIC returned 2 Certificates of Deposit to the Association from The New Frontier Bank. Of these funds, \$96,432.41 was reinvested at the Public Service Credit Union in the form of a 60-month Certificate of Deposit, which yields 3.4%, and \$13,818.92 was reinvested at the Public Service Credit Union in the form of a 36-month Certificate of Deposit, which yields 2.55%. In addition, \$5.00 was used to open the account.

Adopt-A-Street Committee – Committee Chairman Phil Goldstein announced that the Spring Adopt-A-Street was scheduled for May 30, 2009 at 9:00 a.m.

Architectural Review Committee – Committee Chairman Jeff Pagani announced that the number of requests to be reviewed has increased. The Committee has been meeting regularly reviewing the requests. Committee member Mike Castell has not been available for reviews. Board member Mike Farrell volunteered to temporarily assist the Committee in Mike Castell's absence.

Tree Management Committee – Committee Chairman Roberto Avila announced that Charles Morbach, the owner of 302 Tiflin Court, requested that the Association plant an Evergreen Tree in the common area near his house. Charles is willing to contribute the difference in cost to plant a ten-foot tree rather than the standard five-foot tree the Association would normally plant. The Board will inspect the site during the Spring Grounds Walkthrough before accepting Charles's offer, and if a tree will even be planted in the requested location.

MANAGER'S REPORT

Financials – The Board reviewed the Financials for the month of April 2009. The Financials were accepted as presented.

Collection Matters – The Board of Directors reviewed the Delinquencies and took the following actions:

The owner of 703 Hillrose Ct. submitted a written request for the Board to consider removing the late fees and interest to their account. A Board decision was made to reverse half of the late fees and all of the interest assessed, provided the July 2009 assessment is paid on time by July 1st.

The owner of 7315 Matheson had contacted MSI, LLC requesting that the late fees, interest, and lien fee assessed to their account be reversed. The owner indicated that he did not receive the assessment coupon book or late notices, as they were mailed to an off site address in Wyoming. A Board decision was made to reverse half of the late fees and all of the interest, provided that the owner brings the account current including the lien fee, which was an expense to the Association, and pays the July 2009 assessment on time.

A letter from the owner of 561 Yuma Ct. requesting that the late fee and interest assessed be reversed. The owner indicated that she accidentally mailed her January Master Association assessment to the wrong management company. A decision was made to grant the request provided the July assessment is paid on time.

The owner of 702 Stonington Lane sent in a letter requesting that the Association accept a \$50.00 payment in June, July, and August for the July assessment. The Board agreed to grant the request.

A Bankruptcy Court Discharge Order was reviewed for 403 Peyton. A decision was made to write off \$1,368.62 as bad debt owed to the Association.

Covenant Violations – The owner of 502 Sedgewick Dr. installed a rock retaining wall prior to submitting a Design Review Request. The request was ultimately submitted by the owner after the project was completed, which was approved by the Architectural Design Review Committee. The Board of Directors made a decision to assess a \$25.00 fine for this matter.

The owner of 6908 Sedgewick Ct. has started expanding his driveway with paving stones without submitting a Design Review Request. A cease and desist letter was sent to the owner requesting that work be stopped on the project, and a Design Review Request be submitted immediately. No response has been received. The Board of Directors made a decision to assess a \$25.00 fine for this matter.

The owner of 638 Stoneham Ct. has removed a dead tree and replaced it with an unknown species of tree at a different location on the lot. A Courtesy letter was sent to the owner requesting that they submit a Design Review Request for the change. The owner, in turn, submitted a letter disputing that a Design Review Request was needed for such a change. The Board of Directors requested that MSI, LLC send a letter to the owner reminding them that all exterior changes need to be reviewed and approved by the Design Review Committee prior to commencement of any changes.

Association Business – MSI, LLC informed the Board of Directors that the City of Fort Collins has granted the Association’s request for a variance to the City Sign Code. This variance will allow the Association to replace both monument signs at the intersection of Trilby and Avondale. The City based their decision on a letter drafted by the Board of Directors. MSI, LLC was requested to direct DaVinci Signs to manufacture and install the second monument sign.

Howard Dimmick requested that the Association renew a software update for the ARC GSI software the Association had previously purchased. The cost of this renewal is \$250.00. After discussing the matter with Roberto Avila, who primarily uses the software for the Tree Management Program, a decision was made to renew it.

Ratification of Community Manager’s Actions – The actions of the Community Manager outside of the Board meeting were ratified.

NEXT MEETING DATE, TIME & LOCATION

The next meeting will be held on June 23, 2009 at 7:00 p.m. at MSI, LLC’s Loveland office.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 9:13 p.m.