

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, February 11, 2023

1. Welcome: Clyde Shaffer, President

- A. Determination of Quorum: The meeting was called to order at 8:01 AM via Zoom. Board members present were Clyde Shaffer, Larry Capsel, Frank Gaspar, Erin Woodward and Helen Figueroa. Jarrett Sagouspe, property manager was also in attendance. It was determined that we had a quorum for the meeting.
- B. Proof of notice of meeting or waiver of notice: Proof of meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

2. Reports of Officers: Clyde Shaffer

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Larry Capsel to accept the minutes of the January 14th meeting. Helen Figueroa seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: **Jarrett Sagouspe**
 - 1. The Profit and Loss Report was provided from January 1st to January 31st, 2023 (see handout for detail). Total income collected for assessments, late fees, etc. was \$33,661.26. Total Expenses was \$7,440.51 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$26,220.75**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$277,778.86**.
 - 3. Jarrett Sagouspe announced to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 9 homeowners with outstanding dues and/or fines).
- C. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

3. Old Business (January 2023): Clyde Shaffer

- A. Andrew Electric (Update): Andrew Electric received a response from PG&E regarding the timeline for power and they are estimating a couple of months to complete connection.
- B. Suburban Propane Contract/Gas Leak: Suburban propane's contract is coming back up this year. Sagouspe Management will be reaching out to 3 companies to provide quotes for the board. This quote will include pricing and additional setup costs.

We had a gas leak between Lot 54 & 55. Suburban propane came out immediately to excavate the line and they addressed the issue.

- *The pipe had a small pinhole within the line.*

4. New Business: Clyde Shaffer

- A. Andrew Electric (Update): Andrew Electric has completed the work on Foxboro Court. The Association is waiting on PG&E to connect the line, which could take a couple of months to complete.

Pole #2 has been updated to a LED light and the Association will be updating light fixtures once they go out.

- B. Gas Contract (Update): Sagouspe Management has reached out to multiple companies to obtain quotes. Once they are received, the Board will present all quotes to homeowners for discussion and concerns before selecting a final bid for approval.
- C. Elections (May): It's election time again, a special notice will be emailed to all homeowners within the next few days. If you are looking to run, please send your bio to Sagouspe Management at jsagouspe1@gmail.com
- D. Curb repair (in front of Lot #18): Frank Gaspar has already fixed the curb damage caused by the snowplow truck.

Note: Frank Gaspar will install marking flags at key locations during Winter months to help snow plow operator see areas to be careful with plow blade.

- E. Carport repairs: The carports will be inspected in April of 2023. The Board will determine which structures are in need of repair work and commence repairs.

5. Reports of Committees:

Architectural/Standards & Compliance Committee: Jarrett Sagouspe

- *Sagouspe Management, Inc. inspected the homes that weren't in compliance since April 9th inspection. Out of that list, 1 home was still not in compliance.*

Management will be reaching out to this homeowner to help get quotes on getting their home fixed up.

- *Inspections will be here again in April of 2023.*

Common Area Committee: Frank Gaspar

A. Grounds Report:

- The landscaper is doing a great job!

6. Owner Comments/Letters: 3 minutes

- A homeowner asked if the Board could reach out to Firewise. If approved, homeowners might be able to save up to 20% on their home insurance per year.
- A homeowner was disappointed that an email didn't go out in regards to a gas leak up by Big Pine Trail.

Note: Suburban Propane came out to address an emergency issue, which led to water heaters being turned off. Suburban Propane did walk around and knock on doors to turn units back on. Also, notices were posted on homeowner's doors. If a homeowner feels directly impacted by this issue and need your water heater turned back on, please contact Suburban Propone.

7. Adjournment: Meeting was adjourned at 9:56 AM

The next Board Meeting is Saturday, March 11, 2023 at Clyde Shaffer's house, 40547 Big Pine Trail.

Homeowner's Meeting will be at 9:30 AM within Clyde Shaffer's home.

Homeowners/Renters Present:

Clyde Shaffer - #41
Frank Gaspar - #07
Helen Figueroa - #54
Larry Capsel - #37
Erin Woodward - #95
David Minyard - #15
Steve Trotta - #83