

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, January 14, 2023

1. Welcome: Clyde Shaffer, President

- A. Determination of Quorum: The meeting was called to order at 8:11 AM via Zoom. Board members present were Clyde Shaffer, Larry Capsel, Frank Gaspar and Helen Figueroa. Jarrett Sagouspe, property manager was also in attendance. Erin Woodward was not 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 November 12th 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 November 1st to December 31st, 2022 (see handout for detail). Total income collected for assessments, late fees, etc. was \$803.01. Total Expenses was \$21,112.76 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **-\$20,309.75**. Our total Net Income for the 2022 year was **\$10,794.18**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$251,437.91**.
 - 3. Jarrett Sagouspe announced to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 3 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 (November 2022): Clyde Shaffer

- A. Andrew's Electric (Update): The owner with Andrew's electric met with PG&E to discuss connection (splice box or add meter). The wires have already been trenched and hole has been dug for light pole. Wire cage and concrete will be added to the hole this coming week to get ready for installation.
- B. Tree Removal (Update): The board unanimously voted on hiring Clean Cut Tree Service to remove 4 trees within Ridgeline. The amount approved was for \$8,100. The work should be completed by the end of November.
- C. Winter Prep: The board discussed winter prep and Frank Gaspar will be reaching out to the new gardener to go over everything with him and to show him the ropes.

4. New Business: 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.*

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!
- Sand barrels were placed throughout the Association for common use. The

Association recommends that any and all homeowners/renters to fill up their own buckets to sand their walkways and or steps in front of their homes.

- Clean Cut came out last week to inspect a few trees, everything looked good in their eyes.

6. Owner Comments/Letters: 3 minutes

- A homeowner requested if we can switch the RV/Boat Yard to a 3–5-year period, so that other homeowners can utilize too.
- A homeowner mentioned an erosion issue by her home and asked if the board could look into any preemptive measures to slow down or stop the issue.

7. Adjournment: Meeting was adjourned at 9:45 AM

The next Board Meeting is Saturday, February 11, 2023 Via Zoom. This link will be found on our website at <http://ridgelinehoa.net/>

Homeowner's Meeting will be at 9:30 AM

Homeowners/Renters Present:

Clyde Shaffer - #41

Frank Gaspar - #07

Helen Figueroa - #54

Larry Capsel - #37

Craig Friesen - #42

Steve Trotta - #83

Georgiana Rodriguez - #96