

FINAL Meeting Minutes

Ridgeline Homeowners Association Board of Directors Meeting Saturday, March 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, Helen Figueroa and Erin Woodward. 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 February 11th meeting. Erin Woodward 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 February 1st to February 28th, 2023 (see handout for detail). Total income collected for assessments, late fees, etc. was \$3,023.98. Total Expenses was \$13,728.77 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **-\$10,704.79**. Our total Net Income for the year to date is **\$15,579.04**.
 - 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$267,137.15**.
 - 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 (February 2023): 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 is 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.

4. New Business: Clyde Shaffer

- A. Snow plow situation discussion: It was determined by the board that the work should have commenced a lot earlier than when it did. The gardener should have been plowing once we reached 3 inches in height, but with the relentless heavy snow fall it was hard to manage. It was also determined that we need a crew of at least 3-5 people to maintain the association during the winter months.
- B. Carport situation/options: Clean Cut was hired to start work on Tuesday March 7, 2023 by the board to widen the roads, clear out snow to allow homeowners to park, remove/demo the carports, to free vehicles and allow more room to park. The work commenced on March 8, 2023.

Note: If your vehicle was damaged by the collapsing of the carports. Please take pictures and obtain quotes on the repair work. Please document everything!

5. Reports of Committees:

Architectural/Standards & Compliance Committee: Jarrett Sagouspe

- *Sagouspe Management, Inc. inspected the homes that were not 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 postponed in April of 2023 and moved to September of 2023.*

Common Area Committee: Frank Gaspar

A. Grounds Report:

- The Gardner did the best job he could during this record-breaking storm that hit the World News. Please be patient and be mindful that this is his first year running the snowplow.

6. Owner Comments/Letters: 3 minutes

- Homeowners were very appreciative of the boards work during this large storm. They got back to homeowners immediately, via text, email or by phone.
- Homeowner mentioned that his vehicle was still trapped and wanted freed today
- Homeowner mentioned that Jose needs to obtain workers and it took him a long time to get ready. He should have been there a lot earlier.
- A homeowner wanted to thank Tom Simpson for his help.
- Homeowners wanted the snow policy updated and the parking policy too.
- Homeowner asked if we had Fire Hydrant markers. (Yes, the Association does)
- A Homeowner mentioned an erosion issue on the corner of Foxboro and Saddleback.
- A homeowner asked if we could add additional carports?
- A homeowner asked if we could add solar lighting to the new carports?
- A homeowner mentioned that some metal from the carports are still exposed and wanted to see if the board could address, so they don't pop a tire.
- Nails are on the ground, due to carport removal. Please be careful and pick up nails if seen.
- A homeowner asked if we could continue with Zoom meetings, so they could attend. Another homeowner said we might be allowed and wanted management to view civil codes, before making a definite decision.

Note: If you have a roof leak or any kind of water damage due to the last two storms, please reach out to your insurance provider immediately! Insurance companies within California only give you a 14-day window to respond and file a claim!

7. Adjournment: Meeting was adjourned at 11:06 AM

The next Board Meeting is Saturday, April 15, 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 & Lori Shaffer - #41
Frank Gaspar - #07
Larry Capsel - #37
Erin Woodward - #94
Helen Figueroa - #54
William Roeder - #13
David Minyard - #15
Steve Trotta - #83
Jon & Carole Smoot - #36
Jake & Kathi Gallinetti - #08
Allen Riedel - #111

Bernie & Cindy Mynatt - #35
Georgiana Rodriguez - #96
Catherine Pollastrini - #04
Thomas Simpson - #29
Julian Catano - #01
Linda Massey - #103
Craig Friesen - #42
Patricia Prime - #99
Wallace Vahlstorm - #38
Nancy Nunes - #18
Samuel & Lynda Bodine - #62