

Meeting Minutes

Ridgeline Homeowners Association Board of Directors meeting Saturday February 10, 2024

1. Welcome Clyde Shaffer, President

- A. Determination of Quorum: The meeting was called to order at 8:10 AM. Board members present were Clyde Shaffer, David Minyard, Frank Gaspar, and Steve Trotta. Helen Figueroa was in attendance via Zoom. 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 David Minyard to accept the minutes of the January 13th meeting. Steve Trotta seconded the motion. Motion passed to approve the minutes.
- B. Reading of Financial Reports: Jarrett Sagouspe
 1. The Profit and Loss Report was provided from January 1st to January 31st, 2024 (see handout for detail). Total income collected for assessments, late fees, etc. was \$38,995.22. Total Expenses were \$12,350.77 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, Tree Removal and Postage/Delivery). Net income for the end of this month was **\$26,644.45**.
 2. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Chase Checking & Savings) totaling **\$354,058.60**.
 3. Jarrett Sagouspe announced to board members a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 8 homeowners with outstanding dues and/or fines).
 - Jarrett Sagouspe has sent out late and/or collection notices to all homeowners in arrears.

3. Old Business (January 2024): Clyde Shaffer

A. Firewise Update (David Minyard): Ridgeline has successfully completed the Firewise USA program's annual requirements for 2023 and is a participating site in good standing throughout the 2024 calendar year. Ridgeline received a certificate of recognition that will be located on our website and Facebook.

- Please provide the certificate to your insurance company to qualify and save up to 15% off your home insurance policy.

B. FerrellGas Update (David Minyard): FerrellGas should be mailing out their first billing soon. The statements are clear and easy to read and homeowners should only be receiving 1 bill a month, not multiple.

Note: The local branch will not accept cash payments.

C. Suburban Propane Update (David Minyard): Final bills should have already been mailed out to homeowners. If you have not received one yet, please reach out to Suburban propane to get your final bill.

Note: Suburban Propane tanks should be removed by January 23, 2024. David Minyard will be meeting with them to get an update.

D. Madera County Fire Marshall Inspection/Parking Update (David Minyard): The Fire Marshall visited Ridgeline and drove through the Association with Clyde Shaffer and David Minyard. They identified a few parking spaces that need to be eliminated within Ridgeline and all non-parking curbs should be painted red.

E. Video Camera Update & Sign Order Approval (David Minyard): The video surveillance system is up and running and the annual plan has been paid for. Frank Gaspar made a motion to purchase 3 notice "monitored by video camera" signs and to install at the entrances of the association. Steve Trotta seconded the motion. The motion passed to purchase signage.

F. Management Agreement (Clyde Shaffer): The updated Management Agreement was approved by the board.

G. Snow Removal Contingency (Frank Gaspar): Frank Gaspar has lowered the blade on the snow plow to about a quarter of an inch from the ground. This should help a lot more on our roads throughout the association. Sand is being put out in bad areas that could lead to black ice. This a very cold Winter and Jose is doing his best to eliminate the icy conditions.

A motion was made by Frank Gaspar to purchase a 3-ton floor jack for the truck. Clyde Shaffer seconded the motion. The motion was approved to purchase the floor jack.

Note: The Ford Truck/Snow Plow belongs to the Association

- H. Temporary Parking Numbers: Tabled
- I. Gate Installation at Both Entries (Clyde Shaffer): Clyde Shaffer will be working on obtaining all information regarding this project. If approved, it would lead to a vote by homeowners within the association and potentially a special assessment could be implemented.
- J. Cost and Preparation for Tax Returns (Jarrett Sagouspe): Jarrett Sagouspe has already provided the CPA with our 2023 tax information and all tax forms will be completed within the next few weeks. The cost and preparation are \$350 a year.

4. New Business:

- A. QuickBooks ACH Payments: Tabled
- B. Amendment of CC&R Mailing Update (Jarrett): The Amended CC&R's will be ready to mail to all homeowners for approval by March 1st. The ballots will need to be collected by April 12th, so they can be tabulated at the board meeting on April 13th.
- C. Town Hall vs Business Style Homeowners Meeting (Clyde Shaffer): After last meeting the board wants to take a business style approach to our meetings moving forward and limit each homeowner to 3 minutes each.
- D. Discussion on moving board/homeowners Meeting (Clyde Shaffer): The board discussed moving the monthly meeting to a weekday instead of during the weekend. The board tabled this agenda item.
- E. Assigned Parking w/ temporary paint pre 5/1/24 (Clyde Shaffer): The board discussed applying temporary paint to parking spots prior to May 1st (Boat Season). The board also wants to revisit the parking rules and update them after meeting with the Madera County Fire Marshall.
- F. Boat Yard (David Minyard): The boat yard needed the back gate updated with a chain and lock. The previous materials were outdated and the key did not work. Also, all unlicensed vehicles are not allowed within the Association due to the CC&R's and liability reasons.

5. Reports of Committees:

Architectural/Standards & Compliance Committee

- Nothing to report

Common Area Committee: Frank Gaspar

- Drainage Quote (Smoke Tree Trail/Lot #33 & #34): The board has decided to wait on addressing this issue and wanted to monitor it during the Winter months.

6. Owner comments/Letters

- No comments

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

The next board meeting will be Saturday, March 9, 2024 at Clyde Shaffer's house, 40547 Big Pine Trail. You can also attend via Zoom. This link will be found on our website at <http://ridgelinehoa.net/>

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

Homeowners/Renters Present:

Clyde Shaffer - #41

David Minyard - #15


Frank Gaspar - #07

Steve Trotta - #83

Helen Figueroa - #54

Craig & Tami Friesen - #42

I, STEVE TROTTA, am the duly
appointed Secretary/President of Ridgeline
Homeowners Association and hereby certify that these
minutes were approved by the Board of Directors on
MARCH 9, 2024



Signature