

Ridgeline Homeowners Association

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BOARD OF DIRECTORS MEETING MINUTES

April 4, 2024

40547 Big Pine Trail

Present: Clyde Shaffer called the meeting to order at 4:00pm. Other members present were David Minyard, and Frank Gaspar. Steve Trotta was absent.

Management: Leann Gonchoroff represented Unity, Inc. via Teams due to snow.

Guests: Steve Ellsworth & Blake Ellsworth with DiBuduo & DeFendis Insurance Brokers were invited to the meeting via Teams to discuss the associations insurance and what is needed for proper coverage. The current General Liability limit is \$1M. The Civil Code requires a minimum General Liability of \$3M so we would most likely recommend a \$5M Umbrella policy which increases the total liability limit to \$6M. This is comparable to what most similar HOA's have.

The current Directors & Officers Liability limit is \$3M. We would most likely recommend changing carriers for a comparable policy, but for less premium and reducing the limit to \$1M. Adding the \$5M Umbrella effective increases the total liability limit to \$6M.

The HOA does not currently have Crime/Employee Dishonesty coverage as required by the Civil Code. We would provide this coverage for an approximate annual premium of \$330.

The HOA does not currently have a no-employee Workers Comp policy. This coverage is not required but is recommended. The annual premium is \$378.

Our plan would be to make the changes to the above policies on 6/13/24. We should be able to make all the coverages compliant with the Civil Code and increase some of the coverages without increasing the total cost to the HOA.

The HOA has a commercial auto policy with Nationwide that renews on 12/1/24. We recommend leaving that policy alone for now.

Guest: Rob Del Pozo, controller with Unity attended the meeting via Teams to discuss that transition process. There is an account at the local (Bass Lake) Edward Jones office and when speaking to the rep, was told that they are good friends with a board member. Since management cannot sign these accounts, Rob asked if a Board member could please go to the local branch and talk with Darren Stern to update the mailing address to Unity. Rob also discussed the funds that were closed out at Chase Bank in Los Banos. The Board discussed this and agreed that \$120,000.00 of those funds would be moved to a Pacific Western reserve operating account and that the monthly reserve deposits would be made to this account which would require the signatures of two board members to withdraw funds to pay for common area component replacement or repairs. Rob also determined that the 2023 taxes had been filed.

Minutes: MSC (3-0) to approve the March 9, 2024 Board Meeting Minutes.

Financial Report: Tabled

Landscape/Architectural: No report at this time.

Business

Collections/Pre-Lien: None

Parking Stall realignment: Steve Trotta did a great job with the aerial shots. We missed 3 places so as soon as this is completed, the proposed parking map will be sent to all residents for comments.

Boat Parking: Tabled.

Board Appointment for Vacant Position: A request for nominees went out and 3 homeowners, Mathew Blasko, Kathy Bibb, and David Oliver, submitted in writing their interest to fill the vacant position until the Annual meeting in July. After discussion it was MSC (3-0) to appoint Kathy Bibb to the Board of Directors to fill the vacant position.

Teams/Zoom Meetings: The weather today proved that having meetings held via Teams would be very beneficial. After discussion it was MSC (3-0) to include a Teams Conference option starting in May for those residents and/or Board members that cannot attend in person.

Full Reserve Study: Civil Code § 5550 requires all associations regardless of size, are required to prepare a full reserve study at least once every three years. Management presented the Board with proposals from Association Reserves and CBS (California Builder Services). After discussion it was MSC (3-0) to approve the proposal from CBS for \$2,400.00 which includes one Full on-site Reserve Study with Annual Updates each of Year 2 & Year 3.

Year End Financial Disclosure: Management shared with the Board the requirements of an annual Financial Statement and agreed that this will be done for 2024 and will be prepared by the CPA firm Moore Grider & Company LLC who specializes in association tax law.

Legal Representation: In an effort to save the association money, management provided the board with 2 options for legal representation. After discussion it was MSC (3-0) to approve and accept the service agreement prepared by Grime Law LLP which includes telephone or email consultation not to exceed 6 minutes, once a year Board Training for new and existing Board members, discounts for attorney fees and travel time, if necessary, litigation related services, and all other legal services that may be needed.

Code of Conduct: After discussion it was MSC (3-0) to adopt this policy. This dated policy will be available for review on the portal under the Governing Document tab.

Collection Services: Management shared that they are not a collection company and rely on a professional association collection firm called Allied Trustee Services who presented a service agreement in case the association needs it in the future. After discussion, it was MSC (3-0) to accept the service agreement a presented.

Lighting Repairs: Tabled

Annual Meeting: July 20, 2024 at 10:00am.

- a) Appoint Inspector of Election: MSC (3-0) to appoint Tom Simpson
- b) Appointment by Acclamation: After discussion it was MSC (3-0) to appoint by acclamation if the number of nominees does not exceed the number of seats available on the Board.

Insurance: After the discussion with Steve Ellsworth of D&D Insurance Broker, the board discussed the current policies that they have with HUB the agent in southern California, it was MSC (3-0) to change brokers to D&D Insurance when the policies renew in June.

Correspondence: The Board received correspondence from a homeowner's regarding the new process for candidate statements, pine needles and a neighbor-to-neighbor issue.

Homeowner Forum: There were (0) owners present.

Executive Session: None

The next Board Meeting is scheduled for May 2, 2024 at 4:00pm unless otherwise posted.

MSC (3-0) to adjourn as there was no further business.

Submitted by: Leann Gonchoroff
Community Association Manager

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 MAY 2, 2024



Signature