

**RIDGELINE HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**January 14, 2017**

1. **Welcome: Glenn Davis - President**
  - A. **Determination of Quorum:** The meeting was held at the North Shore Estates Clubhouse and was called to order at 8:00 a.m.. Board members present were Larry Capsel, Glenn Davis, Frank Gaspar, Clyde Shaffer and Sue Ridenour. Joe Topper, the Property Manager was also present.
  - B. **Proof of notice of meeting or waiver of notice:** Proof of notice was posted on-line and posted at the info board and sent by first class mail to all owners in the Newsletter.
  
2. **Reports of Officers: Glenn Davis - President**
  - A. **Reading of minutes of preceding meeting:** Larry Capsel made a motion to waive the reading of the minutes of the November 12, 2016 Board of Directors meeting and approve the draft minutes. Clyde Shaffer seconded the motion and the vote to approve the motion was unanimous.
  - B. **Reading of Financial Report:** The report for November and December were presented for review and read.
  
3. **Reports of Committees.**
  - A. **Architectural Control/Standards & Compliance Committee Report: Glenn Davis:**
    1. **40459 Saddleback Road:** The county is involved with possible fines and the loan was sold by the lender.
    2. **40604 Road 222:** Waiting upon owner to do work. Fines being levied. Certified letter to be sent giving owner deadline of February 28<sup>th</sup> to do work or HOA will have work done and charge owner.
    3. **RV lot update:** 3 spaces available.
  - B. **Common Area Committee Report: Frank Gaspar:**
    1. **Common Area Maintenance:** Working with Tyler on tasks to be completed.
    2. **Tree Trimming update:** Clean cut has bid job for 108 trees to be removed. Larry Capsel made the motion to approve the contract, Sue Ridenour seconded the motion and the vote to approve the motion was unanimous. Joe will contact Clean cut for schedule.
    3. **Sand Barrels:** Frank will revise sand barrel locations. Larry Capsel made a motion to authorize Frank Gaspar to purchase scoops for the sand barrels. Clyde Shaffer seconded the motion and the vote to approve the motion was unanimous.
  
4. **Old Business:**
  - A. **Tree Removal Grant update:** We did not receive the grant to remove trees.
  - B. **Forest area update** A wood cutting permit must be obtained to fell trees in the forest. Individual owners must obtain the permit and pay for the work as the trees are off HOA property .
  - C. **Neighborhood Watch:** Nothing new.
  - D. **Assessment & Fine Letters:** We are following up with more notices for delinquent homeowners.
  
5. **New Business:**

A. None

6. Homeowner Forum & Letters: (3 Minute Limit):

7 Adjournment: 10:20 a.m.. The next Board Meeting begins at 8:00 a.m, February 11, 2017

Questions? Call Joe Topper, Property Manager at 559-683-2850.

Homeowners present:

Frank Gaspar - #7  
Chuck Emrick - #103  
Glenn Davis - #28

Larry & Judy Capsel - #37  
Sue Ridenour - #08  
Clyde Schaffer - #41

**RIDGELINE HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**February 11, 2017**

**1. Welcome: Glenn Davis - President**

- A. Determination of Quorum:** The meeting was held at the North Shore Estates Clubhouse and was called to order at 8:00 a.m.. Board members present were Larry Capsel, Glenn Davis, Clyde Shaffer and Sue Ridenour. Joe Topper, the Property Manager was also present. Frank Gaspar was absent.
- B. Proof of notice of meeting or waiver of notice:** Proof of notice was posted on-line and posted at the info board and sent by first class mail to all owners in the Newsletter.

**2. Reports of Officers: Glenn Davis - President**

- A. Reading of minutes of preceding meeting:** Larry Capsel made a motion to waive the reading of the minutes of the January 14<sup>th</sup> Board of Directors meeting and approve the draft minutes with the correction of a typo. Sue Ridenour seconded the motion and the vote to approve the motion was unanimous.
- B. Reading of Financial Report:** The report for January was presented for review.

**3. Reports of Committees.**

**A. Architectural Control/Standards & Compliance Committee Report: Glenn Davis:**

- 1. 40459 Saddleback Road:** Fines being levied. The county has been advised of the property disrepair and is issuing fines.
- 2. 40604 Road 222:** The owner has a deadline of February 28<sup>th</sup> to remedy the architectural/repair/maintenance violations. Fines being levied. A Certified letter was sent to the owner. If the work to remedy the violations is not performed by February 28<sup>th</sup>, 2017, then the RHOA will have work done and charge owner. Joe Topper asked that the Board approve the expense of an attorney opinion letter regarding this issue. Larry Capsel made that motion, Clyde Shaffer seconded the motion and the vote to approve the motion was unanimous. If it is necessary that RHOA hire persons to do the work then Sue Ridenour wants to be present prior to beginning the work.

**B. Common Area Committee Report: Frank Gaspar:**

- 1. Common Area Maintenance:** Working with Tyler on tasks to be completed. Ask Tyler to remove tree limbs from the propane tank area. Branch near #62. Reminder to Tyler to keep trash around dumpster picked up.
- 2. Tree Trimming update:** Clean cut has been contracted to remove approximately 108 dead trees. Clean Cut will begin as soon as weather permits.

**4. Old Business:**

- A. Forest area update** A wood cutting permit must be obtained by any Ridgeline individual owner who wants to fell dead trees in the forest which are a danger to their property. The owner must follow the Forest service guidelines for the work to be done with the permit and pay for the removal themselves.
- B. Neighborhood Watch:** There have been some shady characters in the area. A backpack was found with siphoning equipment and break in tools - so please be aware of strangers in and around our community and report any problems.

- C. **Assessment & Fine Letters:** We are following up with more notices for delinquent homeowners. The Board wants to begin small claims actions against homeowners who are more than \$1,000.00 in arrears on assessments and/or fines.
5. **New Business:**
- A. **Extra Trash Dumpster:** It was discussed that the trash dumpster next to the recycle dumpster has been extraordinarily full lately. Residents are reminded not to put remodel trash in the dumpster. That type of debris must be either hauled off to the dump or a temporary dumpster at the expense of that Resident must be rented. Joe will check to see that that dumpster is emptied twice per week.
- B. **Snowplow and Cars:** A Reminder, when it snows, please park in your parking spaces and not on the street curbs as it is difficult to plow the snow when the roads are already partially blocked by vehicles.
6. **Homeowner Forum & Letters: (3 Minute Limit):** It was mentioned that the bear proof dumpsters are sometimes difficult to open with one hand and put trash in with the other because the lids often won't stay up by themselves. Joe Topper suggested putting a block or shim on the front of the dumpster bottom edge to tilt the dumpster slightly to the rear to cause the lids to stay in the up position allowing the trash dumper to use both hands to fill the dumpster.
7. **Adjournment: Approx 10:05 a.m.. The next Board Meeting begins at 8:00 a.m, March 11, 2017.**
8. **After the adjournment of the regular meeting: The Board of Directors met with Joe Topper, the property manager, and delivered a 30 day notice of cancellation of management contract effective immediately. Sagouspe Management out of Los Banos, California has been contracted to provide property management services for the Ridgeline Homeowners Association.**

**Homeowners present:**

**Jim Lutter - #43**

**Chuck Emrick - #103**

**Glenn & Cindy Davis - #28**

**Larry Capsel - #37**

**Sue Ridenour - #08**

**Clyde Schaffer - #41**

## Meeting Minutes

### Ridgeline Homeowners Association Board of Directors Meeting Saturday, March 11, 2017 8:00 AM

#### 1. Welcome: Glenn Davis, President

- A. Determination of Quorum: The meeting was called to order at 8:05AM at the home of Glenn Davis (President) at 50838 Smoke Tree Trail. Board members present were Larry Capsel, Glenn Davis, Clyde Shaffer, Frank Gasper and Sue Ridenour. Jarrett Sagouspe, new property manager was also in attendance. It was determined that we had a quorum for the meeting.
- B. Proof of Notice or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website & on the community info board.

#### 2. Reports of Officers: Glenn Davis, President

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Clyde Shaffer to accept the minutes of the February 11<sup>th</sup> meeting. Sue Ridenour seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: Jarrett Sagouspe/Larry Capsel
  - 1) The Profit and Loss Report was provided for the Month of February. Total profit for the month of February was \$2,671.60. Total Outstanding Homeowner balances were \$28,609.45.
  - 2) QuickBooks numbers were not quite matching up with our bank account amounts. Jarrett announced that he will do the best he can to reconcile January and February to start fresh as of January 1, 2017. A motion was made to clean up the books & start fresh as of January 1, 2017. A motion was made by Larry Capsel. Clyde Shaffer seconded the motion. Motion passed.

#### 3. Reports of Committees:

##### Architectural/Standards & Compliance Committee: Glenn Davis

##### A. 40604 Road 222: Lot #84

1. The property owner will receive a 5-10 day notice to clean up his property and remedy citations. If not addressed by the end of the ten days, RHOA will take action. Glenn spoke with an attorney & his response was "By all right based on the CC&Rs, the association can go & cleanup the location at the owners expense". A firm date would need to be disclosed in the letter for this to take place. Association property Manager will need to document pictures of structures & items that will be removed for records prior to work commencement.

##### B. 40459 Saddleback Road: Lot #75

1. Glenn & Cindy Davis was working with the County of Madera and the Lender to get the place cleaned up and pay the back dues, which are substantial. Glenn Davis stated that we will be placing a lien on the home.

## **Common Area Committee: Frank Gaspar**

1. Common Area Maintenance: RHOA is displeased by the contracted gardener's work. Tyler's Maintenance was placed on probation. There was some discussion of transitioning Tyler (gardener) to an Hourly Wage, but the Board elected to keep Tyler on a monthly rate. A motion was made to get multiple quotes on a new gardener by Sue Ridenour. Clyde Shaffer seconded the motion. Motion passed.
2. Tree Trimming update: Clean Cut Tree service will be back out March 14, 2017 or March 24, 2017 to complete work. Sue mentioned that the tree stumps are too high & would like for the tree service to cut them down lower.

### **4. Old Business: Glenn Davis**

#### **A. Late Assessments and Fines: Update**

1. We will be taking action on Homeowners who have fallen behind on their HOA dues or fines, etc...
2. If possible we will be attaching liens onto their property or take them to small claims court; Jarrett Sagouspe, property manager, will be looking into this.

#### **B. Neighborhood Watch:**

1. No update, everything has been quiet. No news is good news!

### **5. New Business: Glenn Davis**

#### **A. Welcome of New Property Manager – Jarrett Sagouspe, Sagouspe Management**

Jarrett has been in the real estate and property management business for the last 12 years, steadily growing and exceeding landowner and tenant expectations. He was born and raised in Los Banos, California where he currently resides his wife, two young children, and extensive family. He is excited about the opportunity to service such a welcoming and beautiful community such as Ridgeline Homes. He is doing his best to get to know everyone and look forward to chatting with you all at some point very soon. Jarrett's information and an introduction will also go out with the second quarter assessment notices and special ballot information mid-March.

#### **B. New Meeting Place for Board of Directors and Homeowners Meetings: Moving our meeting location was discussed. The North Shore Clubhouse location is \$250 per year for monthly meetings, which we can no longer use. An alternative is to meet at a board member's home instead. It was decided future meetings would be held at a board member's home. The next three meetings will be held at the home of Glenn Davis (President) at 50838 Smoke Tree Trail (#28), Bass Lake, CA.**

#### **C. Tyler (Tyler's Maintenance) needs reimbursement for lost check: We had to stop payment and reissue a check to Tyler's Maintenance. The \$35.00 stop payment fee that was supposed to be reimbursed to us is being waived as Tyler stated he never received his paycheck and that is why Joe Topper (previous manager) stopped payment and reissued a new check.**

#### **D. An additional snowplow driver needed in case of emergencies. Clyde Shaffer commented that he may be interested once he is retired.**

#### **E. Prorated amount of reimbursement of old meeting place (North Shore Clubhouse) was issued.**

F. DMV license and smog on Snowplow: A check has been mailed in to DMV, the vehicle (2001 Ford) needs to be smogged by the end of April 2017.

G. Board of Directors Positions: Nominations and biographies are due by April 7, 2017. We have two positions on the board opening.

- 1) Larry Sisk will be running for a position on the board. Larry Capsel is undecided if he will run again and will let us know at a later date, & Frank Gaspar will be re-applying for a position too.

H. Annual Meeting: Will be held on May 13, 2017.

**6. Homeowner Forum & Letters (3 minute limit)**

- A question was brought up about trash being mixed in with the recycling bin and how we could resolve this issue? It was stated that it's been getting better and that everyone needs to do their part.
- The trash bins need to be re-greased, it's been getting hard to open.
- Glenn Davis said he would be addressing the boat at the end of Foxboro (#107, that is parked in front of the common area).
- There are two spots still available within the RV Lot.
- Reminder: Please empty water within your boats, due to mosquitoes.

**Adjournment: Meeting was adjourned at 9:54 AM**

**The Next Board Meeting is April 8, 2017 at 8:00 am at 50838 Smoketree Trail, Bass Lake CA (home of Glenn Davis).**

**Homeowner's Meeting will be at 9:00 AM**

**Homeowners/Renters Present:**

Glenn & Cindy Davis - #28  
Larry Capsel - #37  
Clyde Shaffer - #41  
Frank & Maria Gaspar - #7  
Sue Ridemour - #08  
Jim Lutter - #43  
Ron "Bearrrr" Murray - #44  
Chuck Emrick - #103  
Robert Curran - #99  
Larry & Trisha Sisk - #18  
Dionne Encinas - #77  
Walsh Conmy - #9

## Meeting Minutes

### Ridgeline Homeowners Association Board of Directors Meeting Saturday, April 8, 2017 8:00AM

1. Welcome: Glenn Davis, President
  - A. Determination of Quorum: The meeting was called to order at 8:00AM at the home of Glenn Davis (President) at 50838 Smoke Tree Trail. Board members present were Larry Capsel, Glenn Davis, Clyde Shaffer, Frank Gasper. Jarrett Sagouspe, property manager was also in attendance. It was determined that we had a quorum for the meeting.
  - B. Proof of Notice or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website & on the community info board.
  
2. Reports of Officers
  - A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Clyde Shaffer to accept the minutes of the April 8<sup>th</sup> meeting. Jarrett Sagouspe seconded the motion. Motion passed to approve the minutes.
  - B. Reading of financial report: Jarrett Sagouspe
    - 1) The Profit and Loss Report was provided for the Month of March (see handout for detail). Total income collected for assessments, late fees, etc. was \$15,079.50.
    - 2) Jarrett announced that the QuickBooks numbers were reconciled for all Yosemite bank accounts. He announced that one of the Yosemite bank CD's was maturing on April 15, 2017. The board told the Jarrett to proceed with transferring interest into the Edward Jones CD. A motion was made by Larry Capsel to accept the financial report. Clyde Shaffer seconded the motion. Motion passed to approve the financial report.
  
3. Reports of Committees:  
**Architectural/Standards & Compliance Committee: Glenn Davis**
  - A. 40459 Saddleback Road: Lot #75
    - 1) update (no change)
  - B. 40604 Road 222: Lot #84
    - 1) The property owner's daughter confirmed receipt of emailed 5-10 day notice to clean up his property and remedy citations. If not addressed by the end of the ten days, RHOA will take action. Some of the wood in front of home has been removed, but nothing else has been addressed. Association documented pictures of structures & items that need removing for records. Frank stated that he will follow up with him one more time before we move forward on hiring a cleanup crew to address. A motion was made by Larry Capsel to hire a cleaning company if not addressed by the end of month. Clyde Shaffer seconded the motion. Motion passed to hire company to clean up lot #84.

## Common Area Committee: Frank Gaspar

- 1) Grounds Report: Frank stated that the gardeners work has improved since last month. Frank drove him around the complex two times to show him what should be addressed & what shouldn't. The consensus was that gardener still needs to improve & needs to manage his time better.
    - a. The board wanted to make sure we were additionally covered by Tyler's Maintenance.
    - b. Larry Capsel & Chuck Emrick will put list together on what Gardner needs to address.
  - 2) Tree Trimming update: Clean Cut Tree service has 11 remaining trees to finish contract. They stated there were another 35 trees that need removing. It would cost an additional \$5,000 to complete work. Board decided to hold off on additional work to see if we could obtain a grant.
4. Old Business: Glenn Davis
- A. Late Assessments and Fines: update
    1. We will be taking action on Homeowners who have fallen behind on their HOA dues or fines, etc...
  - B. Neighborhood Watch
    1. No update, everything has been quiet. No news is good news!
  - C. Meeting Place for Board of Directors and Homeowners Meetings.
    1. Meeting will be at Glenn's Home again.
  - D. Reimbursement of old meeting place (North Shore) – received
  - E. Snowplow-smog (completed by Frank Gaspar)/tags have been ordered.
    1. Tags have not been received yet.
  - F. Board of Directors positions (2) to be voted on in May.
    1. Larry Sisk will be running for a position on the board. Larry Capsel is undecided if he will run again and will let us know at a later date, & Frank Gaspar will be re-applying for a position too.
    2. Need to send out election information ASAP!
5. New Business: Glenn Davis
- A. Income Tax:
    1. Jarrett informed board that he had been in contact with the Ridgeline Homeowners Associations tax advisor Nathan Chavez regarding the taxes. Everything has been received & imputed & we should be receiving completed tax returns on Monday April 10, 2017.
  - B. Website: needs to be updated.

C. Forest update/road break

1. Notice needs to go out to Julie to dispose of the trees she cut down & left in the gully on Rd 222.

D. PO Box change – to be completed in June.

Ridgeline HOA/Sagouspe Management  
PO Box 2231  
Los Banos, CA 93635

E. Annual Meeting to be on May 13, 2017. (for Homeowners 9:00 am)

6. Owner Comments/Letters (3 minute limit)

- Chuck & Ursula commented that they haven't seen the landscaper for weeks.
- Is there plans to replant trees on properties where they have been removed.

**Adjournment: Meeting was adjourned at 9:50 AM**

The next Board Meeting is May 13, 2017 at 8 am at 50838 Smoketree Trail (Glenn Davis' house) and Annual Homeowners Meeting is at 9 am.

**Homeowner's Meeting will be at 9:00 AM**

**Homeowners/Renters Present:**

Glenn & Cindy Davis - #28  
Larry Capsel - #37  
Clyde Shaffer - #41  
Frank Gaspar - #7  
Larry Sisk - #18  
Chuck Emrick - #103  
Robert Curran - #99  
Kathy Meredith - #21  
Ursula Weigand - #48

# Meeting Minutes

## Ridgeline Homeowners Association Board of Directors Meeting Saturday, May 13, 2017 8:00AM

### 1. Welcome: Glenn Davis, President

- A. Determination of Quorum: The meeting was called to order at 8:00AM at the home of Glenn Davis (President) at 50838 Smoke Tree Trail. Board members present were Larry Capsel, Glenn Davis, Clyde Shaffer, Frank Gaspar, and Sue Ridenour. Jarrett Sagouspe, property manager, was also in attendance. It was determined that we had a quorum for the meeting.
- B. Proof of Notice or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website & on the community information board.

### 2. Reports of Officers

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Sue Ridenour to accept the minutes of the April 8<sup>th</sup> meeting. Clyde Shaffer seconded the motion. Motion passed to approve the minutes.
- B. Reading of the financial report: Jarrett Sagouspe
  - 1) The Profit and Loss Report was provided from April 1<sup>st</sup> to May 12<sup>th</sup>, 2017 (see handout for detail). Total income collected for assessments, late fees, etc. was \$23,760. Total Common Grounds Maintenance was \$22,760 (Tree Trimming & Removal \$18,250, plus Grounds Maintenance \$4,410). Net income for this month was **-\$5,340.45**.
  - 2) Jarrett Sagouspe passed out a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 7 homeowners with outstanding dues and/or fines).
  - 3) With a lot of homes selling within the association, Jarrett Sagouspe has been putting together emails to the agents/title officers regarding RHOA's assessment schedule & fines, New Home Owner Welcome Letter, Ridgeline Homeowner Information Sheet, Ridgeline HOA CC&R's, Ridgeline HOA Bylaws, the 2014 Reserve Study, and a Property Transfer Form.

### 3. Reports of Committees:

**Architectural/Standards & Compliance Committee: Glenn Davis**

- A. 40459 Saddleback Road (Lot #75): Glenn Davis was in contact with the County of Madera and they fined the homeowner approximately \$1,500 and will be moving forward with putting a lien on the property. When this lien comes into effect (hopefully by June), the Homeowner will have to appear in court & pay all fines. If the amount is not paid, the county will take over the property.
- B. 40604 Road 222 (Lot #84): Homeowner needs to clean up the front of home ASAP, if not Ridgeline HOA will need to hire someone to come in and cleanup the pine needles/cones to avoid fire hazards. Sue Ridenour said she will reach out and call the homeowner.

#### **Common Area Committee: Frank Gaspar**

##### A. Grounds Report:

- Frank Gaspar drove around the complex with Sue Ridenour and Glenn Davis to look at the pine needles that have been racked up by the homeowners (Lot #'s 5, 49, 60, & 113). This does not fall on the HOA to maintain. This is something that reoccurs every year and is the responsibility of each Homeowner to address.
- There is a retaining wall within the complex that needs repairing/replacing. The HOA will take care of this issue.
- Lot #96 – There are wood pallets at the front and back of this property that need to be cleaned up; as well as some fire wood that should be stacked neatly. A letter will be sent to homeowner.
- There are Bricks on common ground located by Lot #93 that needs to be completely removed or secured so they won't be a risk if walked upon.
- Frank Gaspar removed the old Christmas tree from Lot #40.
- Lot #40 – There is a vehicle that regularly parks crooked and it is very hard for cars to get around. We've had multiple complaints regarding this issue. A letter will be sent to homeowner.
- Lot #95 - The HOA is going to help the Homeowner restack their firewood neatly and cleanup this issue due to the advanced age of homeowner.
- Homeowners are allowed to plant trees on their property, but it would be at their own expense and maintenance. If homeowners want to plant trees on common area, they must get prior approval from the board and, again, it will be their responsibility for maintenance and care of said trees.

##### B. Tree Trimming Update: Work is completed

#### **4. Old Business: Glenn Davis**

##### A. Late Assessments and Fines:

- The previous Property Manager allegedly sent out letters for late assessments and fines in January 2017. As of May 13, 2017, no late assessments or fines have been paid.
- It was agreed to by the board to send out notices if any homeowner is behind by \$500. If any assessments, liens, and fines are not paid within 60 days after they become due, then a pre-lien letter detailing the fee and penalty procedures of the Association will be sent; also providing an itemized statement of the charges owed by the owner, including items on the statement which indicate the principal owed, any late charges and the method of calculation, any attorney's fees, and the collection practices used by the Association. Unless the envelope, containing the amounts due to Ridgeline Homeowners Association, are postmarked within 90 days of the upcoming quarter's billing date, the Association will record a lien against that owner's property affecting that owner's interest in the common interest subdivision and reflecting negatively on that owner's credit history.
- If the assessment and related liens and fines are not paid within 30 days of the creation of the pre-lien, then the lien may be enforced in any manner permitted by sale by the court, sale by trustee designated or sale by trustee substituted pursuant to Section 2934a. of the California Civil Code.

#### B. Neighborhood Watch

- 1) No update, everything has been quiet. No news is good news!

#### C. Meeting Place for Board of Directors and Homeowners Meetings.

- 1) Meeting will be at Glenn's Home (50838 Smoketree Trail).

#### D. Snowplow (new registration tags have been received)

#### E. Website has been updated and the board agreed to give Mike Taylor a gift certificate to Ducey's for all his hard work. Mike Taylor never charges Ridgeline for any of the work he does to maintain the association's website.

#### F. Our 2016 income taxes have been completed. We did not have to pay anything to the federal government. All that was paid was filing fees and \$600 toward the CPA that completed the work.

### 5. New Business: Glenn Davis

- Suburban Propane: Cindy spoke with the propane company and was told if anyone has issues with their bill please call in & they would adjust it to the correct value. The main reason why these higher bills were sent was because they never came out to view the meter, they just estimated the value. If you go above tier 1 you could be thrown into tier 2, which cost you a lot more money out of pocket.
- We are in "Water Stage 1" for those homeowners who are interested.
- New buyers purchasing property in Ridgeline: With a lot of homes selling within Ridgeline Jarrett Sagouspe has been putting together emails to the agents/title officers to share

information on the association as well as fees.

- Yard Sale (Memorial Day Weekend): This year's yard sale is a two day event starting Friday May 26<sup>th</sup> & ending on Saturday May 27<sup>th</sup>.
- Barbecue: The date has been set for September 30, 2017.

#### **6. Owner Comments/Letters:**

- Judy and Donna are not doing any drug deals up on Saddleback Road; they are just visiting in the car while the cat eats.
- An owner asked if he could install a metal cover over his boat in the RV lot. The Board has not allowed this (in the past) as it is on common area and there could be liability issues, but the board agreed to look into this.
- Clean Cut Tree Service did a great job.

#### **7. 2017 Board of Directors Election Ballots**

Larry Sisk took 55 votes, which was the most for this election; Frank Gaspar received second place with 48 votes; and Larry Capsel received third place with 43 votes. We had a total of 77 ballots returned. With two positions to fill, Larry Sisk and Frank Gaspar are the new board members.

**Adjournment: Meeting was adjourned at 10:15 AM**

**The next Board Meeting is June 10, 2017 at 8 am at 50838 Smoketree Trail (Glenn Davis's house).**

**Homeowner's Meeting will be at 9:00 AM**

#### **Homeowners/Renters Present:**

Glenn & Cindy Davis - #28  
Clyde Shaffer - #41  
Frank & Maria Gaspar - #7  
Sue Ridenour - #8  
Larry & Judy Capsel - #37  
Chuck Emrick - #103  
Robert Curran - #99  
Jim Lutter - #43  
Paul Jones - #109  
Kathryn Montgomery - #62  
Dionne Encinas - #77  
David Minyard - #15

## Meeting Minutes

### Ridgeline Homeowners Association Board of Directors Meeting Saturday, June 10, 2017 8:00 AM

#### Welcome: Glenn Davis, President

- A. Determination of Quorum: The meeting was called to order at 8:05AM at the home of Glenn Davis (President) at 50838 Smoke Tree Trail. Board members present were Glenn Davis, Larry Sisk, Clyde Shaffer, and Sue Ridenour. Jarrett Sagouspe, property manager, was also in attendance. It was determined that we had a quorum for the meeting. Frank Gaspar was not attendance.
- B. Proof of Notice or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website & on the community info board.

#### Reports of Officers: Glenn Davis, President

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. Two errors were noted and addressed. A motion was made by Clyde Shaffer to accept the minutes of the May 13<sup>th</sup> meeting. Sue Ridenour 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 May 1<sup>st</sup> to June 9<sup>th</sup>, 2017 (see handout for detail). Total income collected for assessments, late fees, etc. was \$740.12. Total Expenses was \$6,018.37 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, and Postage/Delivery). Net income for this month was **-\$5,278.25**.
  2. Jarrett Sagouspe passed out a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 7 homeowners with outstanding dues and/or fines).
  3. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Yosemite Bank CD's, & Chase) totaling **\$216,887.48**.
3. Reports of Committees:

#### Architectural/Standards & Compliance Committee: Glenn Davis

- A. 40459 Saddleback Road: Glenn met with the inspector from the County of Madera within Ridgeline. The County did another monthly inspection and is going to let it go

thru June before taking action (Fines are up to +/- \$2000). Come July the County of Madera will be doing a Special Assessment hearing, which they feel positive on winning as no work/cleanup has been completed. Once won the County of Madera will be filing a lien to the IRS. If no money is collected by the IRS within 3-5 years the property will become the IRS's.

- B. 40604 Road 222: Owner showed up Memorial Day weekend and completed some work; the work is being completed slowly but surely.

### **Common Area Committee: Frank Gaspar**

A. Grounds Report:

- Frank Gaspar had no update.
- Glenn did check with Tyler and was told that he weedeated the front & back areas between Foxboro & Saddleback Road.
- Ridgeline HOA is still actively looking to hire a new grounds keeper to maintain the complex.

- B. Please clean up any mess on your property or common area; example pine needles that are being raked up and left in piles, mess around the dumpsters, etc.

- C. Repair of water leak (by mailbox entrance): Since September there has been a water leak that was looked at by a plumber and was evaluated as a natural spring. The board decided to put a French drain in when the weather got better. Jarrett Sagouspe got a call last month by Bass Lake water stating that one of their pipes broke & it tested with high levels of chlorine. The leak was addressed by Bass Lake water, with no cost to the association.

4. Old Business: Glenn Davis

- A. Late Assessments and Fines: Notices were sent out on any late assessments and fines.

- B. Neighborhood Watch: No update, everything has been quiet. No news is good news!

5. New Business: Glenn Davis

A. Election of new officers:

- A motion was made by Sue Ridenour to nominate Glenn Davis for President of the RHOA. Clyde Shaffer seconded the motion. Motion passed to re-elect Glenn Davis as President.
- A motion was made by Sue Ridenour to nominate Clyde Shaffer for Vice President of the RHOA. Larry Sisk seconded the motion. Motion passed to re-elect Clyde Shaffer as Vice President.
- A motion was made by Clyde Shaffer to nominate Larry Sisk for Treasurer of the RHOA. Sue Ridenour seconded the motion. Motion passed to elect

Larry Sisk as Treasurer.

- A motion was made by Clyde Shaffer to nominate Frank Gaspar for heading the Common Grounds Committee of the RHOA. Sue Ridenour seconded the motion. Motion passed to re-elect Frank Gaspar for heading the Common Grounds Committee.
- A motion was made by Clyde Shaffer to nominate Sue Ridenour for heading the Special Project Committee of the RHOA. Larry Sisk seconded the motion. Motion passed to re-elect Sue Ridenour for heading the Special Project Committee.
- A motion was made by Clyde Shaffer to nominate Jarrett Sagouspe for Secretary of the RHOA. Sue Ridenour seconded the motion. Motion passed to re-elect Jarrett Sagouspe as Secretary.

B. CD transfer: One CD held at Yosemite Bank matured on April 15<sup>th</sup> and it was decided that the amount should be transferred to our Edward Jones CD because the interest earned would be larger. The Yosemite Bank CD was then closed and the amount transferred was \$32,908.91.

C. What quarterly dues are used for?

1. We have our own snow plow which maintains the roads within RHOA.
2. It takes care of the street lights and maintenance.
3. Any repairs or work needing to be done to the entrance signs.
4. Management fees.
5. Gardening maintenance.
6. Stamps/envelopes/paper/etc.
7. Garbage pickup.
8. Insurance for liability for board members and snow plow.
9. Bulletin board and carports upkeep and repair.
10. Street maintenance.
11. Parking/cement barriers.
12. Removal of dead trees.
13. Repair of sewer lines.
14. Yearly association picnic.

D. Yard Sale: The yard sale was held Memorial Day weekend.

E. Barbecue: The date has been set for September 30, 2017.

F. Fire Safe Council Member Roger Maybee came from Firewise Communities from Madera County to talk to Ridgeline HOA on making their homes fire safe and how to be prepared if a disaster happens. For more information please go to their website at [www.firewisemaderacounty.org](http://www.firewisemaderacounty.org).

6. Owner Comments/Letters: 3 minutes

- Steve Carlson stated that he had a cracked driveway that needs addressing.
- David Minyard reported that the retaining wall needs addressing near his home.
- Bob Lindsey wanted to plant new redwoods to counter the ones removed.
- Larry Capsel stated that he was successfully able to reconcile the QuickBooks in February, but not anytime after. Jarrett Sagouspe stated that Larry Capsel had signed off on “March, April, & May statements” which had previously been given to him. Which Larry Capsel acknowledged that he did sign off on these statements. Jarrett stated new Treasurer Larry Sisk and Jarrett will go over the books together to make sure there aren’t any discrepancies and that everything reconciles correctly as stated.
- Glenn Davis stated with a lot of homes selling within the association, Jarrett Sagouspe has been putting together emails to the agents/title officers regarding RHOA’s assessment schedule and fines, New Home Owner Welcome Letter, Ridgeline Homeowner Information Sheet, Ridgeline HOA CC&R’s, Ridgeline HOA Bylaws, the 2014 Reserve Study, and a Property Transfer Form.

**7. Adjournment: Meeting was adjourned at 10:25 AM**

**The next Board Meeting is July 8, 2017 at 8 am at 50838 Smoketree Trail (Glenn Davis's house).**

**Homeowner’s Meeting will be at 9:00 AM**

**Homeowners/Renters Present:**

Glenn & Cindy Davis - #28  
 Larry & Trisha Sisk - #18  
 Clyde Shaffer - #41  
 Sue Ridenour - #8  
 Larry Capsel - #37  
 Steve Carlson - #59  
 Jim Parsley - #25  
 Bob Lindsey - #97  
 Jim Lutter - #43  
 Paul Jones - #109  
 Kathy Sain-Meredith - #21  
 David Minyard - #15

**DRAFT**  
**Meeting Minutes**

**Ridgeline Homeowners Association**  
**Board of Directors Meeting**  
**Saturday, July 8, 2017**  
**8:00 AM**

**Welcome: Glenn Davis, President**

- A. Determination of Quorum: The meeting was called to order at 8:00AM at the home of Glenn Davis (President) at 50838 Smoke Tree Trail. Board members present were Glenn Davis, Larry Sisk, Clyde Shaffer, Frank Gaspar, and Sue Ridenour. Jarrett Sagouspe, property manager, was also in attendance. It was determined that we had a quorum for the meeting.
- B. Proof of Notice or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

**Reports of Officers: Glenn Davis, President**

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Sue Ridenour to accept the minutes of the June 10<sup>th</sup> meeting. Clyde Shaffer 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 June 1<sup>st</sup> to June 30<sup>th</sup> 2017 (see handout for detail). Total income collected for assessments, late fees, etc. was \$27,410.11. Total Expenses was \$3,483.43 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, and Postage/Delivery). Net income for this month was **\$23,926.68**.
  2. Jarrett Sagouspe passed out a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 7 homeowners with outstanding dues and/or fines).
  3. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Yosemite Bank CD's, & Chase) totaling **\$236,577.00**.
  4. Update: To address any concerns that the outgoing Treasurer, Larry Capsel, had (which were brought up during the June Homeowner's Meeting), the Board requested a special meeting with Mr. Capsel prior to the 9:00 am Homeowner's Meeting. At 8:30 am the Board, along with Jarrett Sagouspe and Sarah Sagouspe, met to discuss the balancing of the February, March, April and May financials. Larry Sisk, the new Treasurer, confirmed with Mr. Capsel that he went through

Quickbooks and all of the monthly account statements in question and stipulated that each month balanced correctly. Jarrett and Sarah Sagouspe confirmed that they also went through the February, March, April and May financials and everything balanced. The board then asked Mr. Capsel if he had any further concerns and Mr. Capsel said he did not.

3. Reports of Committees:

**Architectural/Standards & Compliance Committee: Glenn Davis**

- A. 40459 Saddleback Road: No update, Come July the County of Madera will be filing a Special Lien against the property to the IRS.  
•Note: If no money is collected by the IRS within 3-5 years the property will become the IRS's.
- B. 40604 Road 222: The owner is slowly making progress. If the work is not completed by July 15<sup>th</sup>, 2017 action will be taken by the board.

**Common Area Committee: Frank Gaspar**

A. Grounds Report:

- Frank Gaspar has good news! He was able to find a licensed gardener to take over and maintain the grounds within the Ridgeline association. The new grounds keeper is Charly Rivas with Ranger Maintenance & Clean Up. The new gardener will start Monday July 10<sup>th</sup>, 2017, and he will assign two men a week to keep up on weeds, needles, trimming, blowing, etc.
- Retaining wall (between Lot 15 & Lot 16): Owner was told that it would be his responsibility to address since it wasn't on common ground and that PG&E confirmed that it wasn't their's to maintain.

4. Old Business: Glenn Davis

- A. Late Assessments and Fines: Notices were sent out on any late assessments and fines.
- B. Neighborhood Watch: No update, everything has been very quiet. No news is good news!

5. New Business: Glenn Davis

- A. Firewise Community update: Last meeting we meet with Roger Maybe, who's with Madera County Firewise council. He did a small presentation on how to become a better fire safe community. Firewise is very similar to a neighborhood watch, except it helps make us fire safe. In order for it to work we would need a committee, formed by RHOA members, which would monitor Ridgeline Homes. If set up, this

could lead us in the right direction for future grant funding. Please note that having a Firewise Committee does not guarantee grant funding.

- B. Grant Update: Glenn, Frank, and Larry meet with Justine Reynolds who's the project manager for Sequoia Resource Conservation & Development Council out of North Fork. Her job would be to help us obtain grant money for our association and she is very interested in running the project. Her job entails, but is not limited to, doing any and all paperwork to obtain the grant, submitting the grant, managing the grant money, etc. Her fees would be tied in to the grant, we wouldn't have to pay her for any work rendered should the grant not be funded. If this grant is accepted, it would last for 2 years.

Justine is also very close with the forestry service, she might be able to get them to cut down/remove any dead or dying trees surrounding RHOA.

- All homeowners must include any and all dead or dying trees to grant before submitted. If they are not included in the grant they will not be covered once funded.
  - Looks very promising!
- C. RV Lot (Clean up letters): Glenn walked the RV lot and found multiple lots that need addressing (flat tires, torn tarps, stagnant water on tarps & within boats). Jarrett stated that the notices will go out Monday July 10<sup>th</sup>, 2017. If not addressed fines will be issued and homeowners could lose their spots for the 2018 year.
- Carole Smoot stated that the board should revisit the RV lot policy and update it.
- D. Reserve Study: They are set to do the study by the end of July, this study is mandatory every 3 years. They would need to look at RHOA financials and will summarize if we need to increase our dues.
- E. Barbecue: The date has been set for September 30, 2017, Jarrett & his wife Sarah will put together a new flyer for the 7<sup>th</sup> Annual Barbeque.
- F. Suburban Propane: The statements being sent out are being called invoices; it does not show the balance actually due. By next month all homeowners should be receiving a summary which would show all credits and the balance you actually owe.

#### 6. Owner Comments/Letters: 3 minutes

- Chicken and Waffles were asked for breakfast at the next board meeting.
- Brian McGrath stated that he would like to extend his deck at 40670 Foxboro Court,

which would not encroach on common ground; wanted to confirm that his out riggers needed painting not his fascia boards, and finally told the board about his recent issues about water damage that has been occurring within his home. Both of these instances occurred due to the exterior PVC pipe that leads back to the water heater. Other homeowners should be aware. *[Post meeting note: It was discovered the deck extension would be on common ground and a letter/vote was sent out to all homeowners for approval].*

- Dave Oliver said that he had called a month ago regarding his roof being damaged by Clean Cut back in the summer of 2016. He would like to be reimbursed if possible and said that he would send pictures and an invoice on the cost of repair.
- Glenn made announcement to clean up after your dogs and to always keep them on a leash.
- Note: The board did approve the extension of Larry and Trisha Sisk's deck at 40518 Saddleback Road. This extension will be on their personal property, not on common ground.

#### **7. Adjournment: Meeting was adjourned at 10:02 AM**

**The next Board Meeting is August 12, 2017 at 8 am at 50838 Smoketree Trail (Glenn Davis' house).**

**Homeowner's Meeting will be at 9:00 AM**

#### **Homeowners/Renters Present:**

Glenn & Cindy Davis - #28  
Larry & Trisha Sisk - #18  
Clyde & Lori Shaffer - #41  
Sue Ridenour - #8  
Frank Gaspar - #7  
Larry & Judy Capsel - #37  
Robert Curran - #99  
Chuck Emrick - #103  
Jon & Carole Smoot - #36  
Brian McGrath - #24  
Jim Lutter - #43  
Wally Vahlstrom - #38  
Dave Oliver - #53  
Sarah Sagouspe, Sagouspe Management, Inc.

## Meeting minutes

Ridgeline Homeowners Association  
Board of Director Meeting  
Saturday, August 12, 2017 at 8:00 am

### **Welcome: Glenn Davis, President**

- A. Determination of Quorum: The meeting was called to order at 8:00 am at the home of Glenn Davis (President) at 50838 Smoke Tree Trail. Board members present were Glenn Davis, Larry Sisk, Clyde Shaffer, Frank Gaspar and Sue Ridenour. Jarrett Sagouspe, property manager, was not in attendance and Cindy Davis agreed to sit in to take the minutes. It was determined that we had a quorum for the meeting.
- B. Proof of Notice or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

### **Reports of Officers: Glenn Davis, President**

- A. Reading of minutes of preceding meeting: The minutes were revised with one correction and were posted prior to the meeting. A motion was made by Sue Ridenour to accept the minutes of the July 8<sup>th</sup> meeting. Frank Gaspar seconded the motion. Motion passed to approve the minutes.
- B. Reading of financial report: Larry Sisk  
A Profit and Loss Report and Balance Sheet as of July 2017 was provided (see handout for detail). Total income collected for assessments, late charges, etc. was \$11, 659.22. Total expenses was \$13,209.54 (Insurance policies, management fee, common grounds maintenance, office expenses and utilities) which gave us a net income of -1,550.32.
- C. Jarrett Sagouspe provided a list of late assessments which are owned to RHOA. The list outlined 7 homeowners with outstanding dues and/or fines. One of the homeowners brought in a check to bring his account current.

### **Report of Committees:**

#### **Architectural/Standards & Compliance Committee: Glenn Davis**

- A. 40459 Saddleback Road: Code Enforcement advised that they have filed paperwork to take the owner to court on August 28, 2017.
- B. 40604 Road 222: The owner is still making progress on work required to clean up property. The Board has agreed that enough corrections have been made to rectify the situation.
- C. Driveway for Lot #58 and Lot #100: Board agreed to obtain bids for repairing or replacing each driveway.

#### **Common Area Committee: Frank Gaspar**

- A. Grounds Report: The new groundskeeper and his crew is doing a good job trying to get our grounds caught up to a presentable stage. Frank stated that the groundskeeper is requesting an additional \$200.00 to cover the cost of hauling all of the extra debris trimmings to the dump. Each trip to the dump cost \$45.00 per entry and they have already made 3 trips. The board approved the expense.

Frank also reported Suburban Propane needed to come in to paint their storage tank, but unfortunately it is located in an overgrown berry bush located by our front entrance on our common area. The groundskeeper stated they could do the additional job to cut back the bushes so Suburban Propane can get to their tank, but would need \$100.00 to do this work. The board approved this expense.

### **Old Business: Glenn Davis**

- A. Retaining wall (between Lot 15 & 16): The Board revisited the property and advised Owner that the association would fix the retaining wall around the utility box. Frank Gaspar stated that he could do the work if he could find someone to help him or the board will get bids to get the work completed. Frank will advise the board if he can or cannot do this.
- B. Neighborhood Watch: No update, everything quiet.
- C. Grant Update: Larry Sisk  
Larry stated that Justine Reynolds is still working on the proposal and is trying to incorporate our area with Madera County to help apply for the grant. He stated that the beginning of September is when the grant can be applied for.
- D. RV Lot: 3 homeowners were issued letters of non-compliance. 2 homeowners have complied. The additional homeowner will be given a fine notice.  
The Board revised the Policy for the Recreational Vehicle Storage Area. A motion was made by Clyde Shaffer to approve the new policy and Sue Ridenour seconded the motion. Motion was passed to approve the revised policy and Jarrett will send the new revised policy out with the October billing statements.
- E. Barbecue: The flyer has gone out and we have had only a few homeowners respond back. Larry Capsel will reserve the tables and chairs for the barbecue.
- F. Inspections: The yearly inspections will be done on Friday, September 29<sup>th</sup> at 8:00 am by Jarrett Sagouspe, Glenn Davis and Clyde Shaffer.
- G. Dave Oliver: The Board received his billing and pictures regarding reimbursement for the roof damage caused by Clean Cut. They were forwarded to Clean Cut for payment.

### **Complaints from Homeowners: Glenn Davis**

- A. People who have garages and driveways are parking in the open spaces instead of using their own property. The Board requested that all homeowners be considerate and use their own property and the one open space that they are entitled to.

- B. People are not breaking down boxes when putting them in the trash bins and people are piling unwanted items next to the trash bins. The board advised everyone that the garbage company will not pick up any items stacked next to the trash bins, so make sure to place items inside the dumpsters. Also if the dumpsters are full, please go to another bin.
- C. Homeowners are still not picking up after their dogs. Dogs **MUST** be on a leash and homeowners **MUST** pick up their dog's poop. The Board advised everyone to help monitor this problem and let Jarrett know who is not complying.
- D. Some homeowners and guests have been speeding through our complex. The Board asked everyone to help monitor with this problem also by getting a license # and/or find out where they live so Jarrett can send out a letter.
- E. We have received noise complaints (kids yelling, people loudly talking, etc.) late at night. The Board reminded everyone that we have a 10 pm curfew and if people are not complying to please call the sheriff.

**Owner Comments:**

- A. Jim Lutter: Inquired how he gets reimbursed for painting of his wooden walkway. Board advised him to do the work or have the work done and submit a receipt for reimbursement.
- B. Brian McGrath: Inquired if his deck extension had been approved. Board advised that they have received ballots from the homeowners and a decision will be confirmed when counted.
- C. There was a concern about a black van located on Foxboro that hasn't moved and about a red trailer that is parked half on the road and half on the dirt that belongs to Lot # 105. He also asked if the owner on Lot #103 got board approval to do all of the work on their house. Letters will be sent to each homeowner on these problems.

**Adjournment: Meeting was adjourned at 10:08 am.**

**The next Board Meeting is September 30, 2017 at 8 am at 50838 Smoke Tree Trail (Glenn Davis' home). Homeowner's Meeting will be at 9:00 am.**

**Note: This will be a combined meeting for September and October.**

**Homeowners/Renters Present:**

Glenn & Cindy Davis - #28  
 Larry & Trisha Sisk - #18  
 Clyde Shaffer - #41  
 Sue Ridenour - #8  
 Frank Gaspar - #7  
 Larry Capsel - #37  
 Dave Oliver - #53  
 Ray Dukat - #74

Brian & Amber McGrath - #93  
 Robert Curren - #99  
 Chuck Emrick - #103  
 Tom Simpson - #29  
 Steve Lucas - #19  
 Jim & Carla Lutter - #43  
 Ron Dukat - #33  
 Ron "Bearrrr" Murray - #44

## Meeting Minutes

### Ridgeline Homeowners Association Board of Directors Meeting Saturday, September 30, 2017 8:00 AM

#### 1. Welcome: Glenn Davis, President

- A. Determination of Quorum: The meeting was called to order at 8:00AM at the home of Glenn Davis (President) at 50838 Smoke Tree Trail. Board members present were Glenn Davis, Larry Sisk, Clyde Shaffer, Frank Gaspar, and Sue Ridenour. Jarrett Sagouspe, property manager, was also in attendance. It was determined that we had a quorum for the meeting.
- B. Proof of Notice or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

#### 2. Reports of Officers: Glenn Davis, President

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Clyde Shaffer to accept the minutes of the August 12<sup>th</sup> meeting. Frank Gaspar 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 August 1<sup>st</sup> to August 31<sup>st</sup>, 2017 (see handout for detail). Total income collected for assessments, late fees, etc. was \$1,653.76. Total Expenses was \$5,751.63 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, and Postage/Delivery). Net income for this month was **-\$4,097.87**.
  - 2. Jarrett Sagouspe passed out a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 7 homeowners with outstanding dues and/or fines).
  - 3. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Yosemite Bank CD's, & Chase) totaling **\$216,704.21**.

#### 3. Reports of Committees:

**Architectural/Standards & Compliance Committee: Glenn Davis**

- A. 40459 Saddleback Road: The Special Lien filed by the County against the property, IRS, and Homeowner has been approved. If the homeowner pays her taxes and fines, everything will be removed. Now if the homeowner doesn't pay her taxes and fines the IRS will go after her.

Note: The County will continue to go out and inspect property to add to the file in hopes of moving forward to condemn property.

- B. Driveway Lot #58 and Lot #100: Both driveways are being worked on and the work is almost completed. RHOA is getting close on addressing the step that cracked on Lot #42.

#### **Common Area Committee: Frank Gaspar**

- A. Grounds Report:

- Frank Gaspar stated that he did not have an update; he said that the new groundskeeper and his crew are doing a good job trying to get our grounds caught up to a presentable state.
- Retaining wall (between Lot 15 & Lot 16): Frank Gaspar will be overseeing this project. PG&E has come out and marked their lines to ensure we do not cut into any of their electrical wires.

#### **4. Old Business: Glenn Davis**

- A. Late Assessments and Fines: Notices were sent out on any late assessments and fines.
- B. Neighborhood Watch: Be careful of an older black male and white female couple coming around trying to sell Kirby's (Vacuums), they are forceful and want access to you homes. We were told they will not take NO for an answer. Please be careful!
- C. Firewise Community update: No update; RHOA is still in the process of starting a committee within the association, formed by RHOA members, which would monitor Ridgeline Homes. If set up, this could lead us in the right direction for future grant funding. Please note that having a Firewise Committee does not guarantee grant funding.
- Anyone interested please contact any of the board members or the property manager.
- D. Grant Update: Larry Sisk spoke with Justine Reynolds who's the project manager for Sequoia Resource Conservation & Development Council out of North Fork. She stated that Cal Fire has delayed the opening of the grant period; Justine is still gathering information and moving forward on our file and will keep us in the loop on when the grant will be reopened.

- E. Black Van on Foxboro: The Property Manager has reached out to the homeowner multiple times on having their tenant move the black van to a designated spot or it will be towed at their expense.

## 5. New Business: Glenn Davis

### A. Inspections: Report

- Glenn Davis, Clyde Shaffer, and Jarrett Sagouspe did the inspection of all 114 homes within Ridgeline on September 29, 2017. Out of 114 homes only 36 failed the inspection, 12 were repeats from the previous year, and 4 were from the past 2-3 years.
- Fines will not be issued on any failed repeat inspections this year. Management doesn't have proof that notices were sent out prior to new management taking over. We will be starting fresh!

### B. New RV Lot Rules – Rules have been finalized and sent to homeowner's leasing these spots within the RV lot. Please view website to see any and all changes made to the RV lot rules.

- Note: Does anyone own a large canoe and paddle boat? If so please contact any of the board members or the property manager. These items will be removed if not claimed.

### C. Updating the CC&R's: The board has agreed to revisit the CC&R's and update them as much as possible. Some items within the CC&R's are obsolete and need revamping. The main issue is the language which pertains to the common areas and vacation rentals.

- Note: All changes will need to be approved and voted on by the Ridgeline homeowners.

### D. Fallen Tree on Big Pine Trail – A tree from forestry side fell and hit a homeowners deck/railing and did some damage. Jarrett has tried to reach out and contact the owner with no luck.

## 6. Owner Comments/Letters: 3 minutes

- Trish Sisk still has some issues/concerns about the way Suburban Propane is doing their billing.
- Larry Capsal stated that gardener is doing a good job, but is still blowing leaves

back onto his and other homeowner's properties.

- Ronald Dukat stated that there was a bush near his carport that needs addressing before the snow comes.
- Glenn Davis stated that we are still having garbage dumping issues and we are still brainstorming the best way to resolve the issue.

**7. Adjournment: Meeting was adjourned at 10:09 AM**

**The next Board Meeting is November 11, 2017 at 8 am at 50838 Smoketree Trail (Glenn Davis' house).**

**Homeowner's Meeting will be at 9:00 AM**

**Homeowners/Renters Present:**

Glenn & Cindy Davis - #28  
Larry & Trisha Sisk - #18  
Clyde Shaffer - #41  
Sue Ridenour - #8  
Frank Gaspar - #7  
Larry Capsel - #37  
Robert Curran - #99  
Jon & Carole Smoot - #36  
Ronald & Cynthia Dukat - #33

**FINAL  
Meeting Minutes**

**Ridgeline Homeowners Association  
Board of Directors Meeting  
Saturday, November 11, 2017  
8:00 AM**

**1. Welcome: Glenn Davis, President**

- A. Determination of Quorum: The meeting was called to order at 8:00AM at the home of Glenn Davis (President) at 50838 Smoke Tree Trail. Board members present were Glenn Davis, Larry Sisk, Clyde Shaffer, and Frank Gaspar. Jarrett Sagouspe, property manager, was also in attendance. It was determined that we had a quorum for the meeting. Sue Ridenour was not in attendance.
- B. Proof of Notice or waiver of notice: Proof meeting of notice and meeting agenda was posted on the RHOA website and on the community information board.

**2. Reports of Officers: Glenn Davis, President**

- A. Reading of minutes of preceding meeting: The minutes were revised and were posted prior to meeting. A motion was made by Clyde Shaffer to accept the minutes of the September 30<sup>th</sup> meeting. Frank Gaspar 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 October 1<sup>st</sup> to October 31<sup>st</sup>, 2017 (see handout for detail). Total income collected for assessments, late fees, etc. was \$24,586.04. Total Expenses was \$6,631.70 (Common Grounds Maintenance, Taxes, Management Fees, Utilities, and Postage/Delivery). Net income for this month was **\$17,954.34**.
  - 2. Jarrett Sagouspe passed out a list of late assessments owed to Ridgeline Homeowners Association (the list outlined 12 homeowners with outstanding dues and/or fines).
  - 3. Ridgeline Homeowners Association provided a balance sheet of total liabilities and equity amongst all accounts (Edward Jones, Yosemite Bank CD's, & Chase) totaling **\$240,822.73**.

**3. Reports of Committees:**

**Architectural/Standards & Compliance Committee: Glenn Davis**

- A. Lot #75 (40549 Saddleback Road): Glenn Davis and Jarrett Sagouspe have tried to reach out multiple times to the Lender in regards to this property with no luck. The Lender's online website shows a lot of bad reviews from people trying to get through with no response, demands from title, etc...

Note: We've received no update from the County regarding the back deck, which is falling down.

- B. Lot #58 and Lot #100: Both driveways have been completed and the company has been paid for work rendered. The completed work looks great.

Note: The road along side Lots 18-20 needs repair work; the board has taken it under advisement and will weigh the option of going with asphalt or concrete.

### **Common Area Committee: Frank Gaspar**

A. Grounds Report:

- Frank Gaspar stated that he was very impressed with the groundskeeper driving of the snowplow. The groundskeeper has been trimming a lot of trees within Ridgeline at no cost; Frank is very impressed with new company and stated everything is running very smooth.
- Retaining wall (between Lot #67 and Lot #68): Board will be going down to view retaining wall after meeting to determine if it's on common ground or not.

### **4. Old Business: Glenn Davis**

- A. Late Assessments and Fines: Notices were sent out on any late assessments and fines.
- B. Neighborhood Watch: No update, everything has been quiet. No news is good news!
- C. Firewise Community update: No update; CAL FIRE still hasn't opened up the grant.
- D. CC&R's Update: The board is still working on the changes for the CC&R's.
- E. Property Inspections Update: Inspections have been completed.

Recap:

- Glenn Davis, Clyde Shaffer, and Jarrett Sagouspe did the inspection of all 114 homes within Ridgeline on September 29, 2017. Out of 114 homes only 36 failed the inspection, 12 were repeats from the previous year, and 4 were from the past 2-3 years.

- Fines will not be issued on any failed repeat inspections this year. Management doesn't have proof that notices were sent out prior to new management taking over. We will be starting fresh!

## 5. New Business: Glenn Davis

### A. U.S. Forestry Area (Dead Trees)

- We've had multiple trees fall toward Ridgeline HOA from the U.S. Forestry within the last month. Glenn Davis has called multiple times with no answer from the forestry, but finally reached a member from the North Fork branch and he stated that this is an act of GOD and they refused to do anything about it!
- This is in regards to property damage and any death that may occur, plus they don't want us to disturb the ground with bobcats and any vehicles in general.

### B. Board Meeting & Homeowners Meeting- North Shore Building

- The Board and Homeowners agreed to hold off on renting the North Shore Estates HOA meeting location; this topic will be tabled till May of 2018 (Next Board Election).

### C. Trash at Lot #73

- The 5-8 tenants residing in this home are leaving a lot of trash around which is blowing throughout Ridgeline. Jarrett did receive confirmation that the tenants will be out of the property as of December 2017. Notice has been sent to Property Management regarding this issue.

### D. Fallen tree on Big Pine by Propane Tank (Insurance)

- Glenn spoke with Suburban Propane and they stated it would be a claim by claim basis on a tank being damaged.

Note: Check with Insurance company for future claims.

### E. Letter from Owner (Insurance request)

- A Homeowner was notified that he would need to make a 30ft clearance around his home to obtain Insurance. Basically the trees from his house to the embankment would need to be removed. Unfortunately the Board will not remove live trees for this homeowner to obtain insurance.

### F. Snowplow Training / Sand Barrels

- The Groundskeeper will be taking over as the new snowplow driver and sand barrels will be set up within a week for icy conditions.

6. Owner Comments/Letters: 3 minutes

- Bearrrr (renter at Lot #44) asked for railing at his home to be fixed.
- Larry Capsel asked for the board to talk with the homeowner about removing their abandoned car within Lynn Earl's parking spot (Lot #32).
- Larry also expressed that Erica Dorfmeier (Lot #39) has expired tags on her car and that the retaining wall on Big Pine Trail needs work.
- Chuck Emrick wants the board to put a road sign up on Saddleback Road.

7. **Adjournment: Meeting was adjourned at 9:48 AM**

**The next Board Meeting is Saturday, January 13, 2018 at 8:00AM at 50838 Smoketree Trail (Glenn Davis' house).**

**Homeowner's Meeting will be at 9:00 AM**

**Homeowners/Renters Present:**

Glenn & Cindy Davis - #28  
Larry & Trisha Sisk - #18  
Clyde Shaffer - #41  
Frank Gaspar - #7  
Larry Capsel - #37  
Ron "Bearrrr" Murray - #44  
Chuck Emrick - #103  
Jim Lutter - #43  
Steve Lucas - #19