

Board of Directors Meeting Minutes
Forest Ridge Homeowners Association
December 3, 2009

Present: Milt Settar, Daniel Rothman, George Jahnigen, Garvin Davenport, George Jahnigen, Lisa Gardner, Rhys Rotolo, Dan Steinman, Michael Brittle

Absent: Anne Meeks (ACC Chair)

Others in Attendance: Valencia Hebert (Treasurer), Mike Hebert (Neighborhood Watch), Linda Menke (Administration Manager), Juanita Easton (Newsletter Editor), Homeowner Dan Giordano

Call to Order: President Milt Settar called the meeting to order at 7:30 pm.

Sheriff's Report: No representative from the Sheriff's office was present at the meeting.

Secretary's Report: Draft minutes from November's Board meeting were sent to Board members prior to the meeting.

George Jahnigen noted that the average sale of homes on page 2 of the November meeting minutes was incorrect. The correct numbers are \$303,000 and \$328,000. President Settar asked if there was a motion to approve the corrected minutes from November's Board meeting. Garvin Davenport made a motion to approve the corrected minutes from November's Board meeting, Lisa Gardner seconded the motion and it was approved by all attending.

President's Report: President Settar reported the following:

2010 Budget: A Statement of Work for the administrative work was distributed for review. Anne Meeks had requested that the vote on the budget be delayed until the January meeting but President Settar noted that the budget had to be voted on tonight in order to finalize it and get it out to the homeowners.

45 Acorn Update: The ACC has approved an application for construction and repairs but the homeowner is not meeting his deadlines. The project is moving very slowly. The county Blight Program does not provide for specific deadlines and, at this point, their only option is to take the property and they are reluctant to do that. The neighbors have requested help from the Board. President Settar will be working with the ACC Chair to draft a letter to the Board of Supervisors requesting a specific schedule for the construction to be completed. Dan Steinman asked that a statement be included in the letter that the work will not get done without additional pressure from the county.

2009 Assessments: Seven liens were signed for delinquent 2009 assessments.

Board Committee Assignments: President Settar has asked Rhys Rotolo to take over Communications with the intent of improving notices to homeowners on the website and via the newsletter. He may also take over website maintenance. Lisa Gardner will be responsible for Volunteers. She will work on developing relationships with volunteers and keep them informed of opportunities. George Jahnigen noted that we should have back-ups for all positions. President Settar distributed a table showing all positions and their back-ups. Those in attendance verified the accuracy of the table and/or added themselves as back-ups for other positions.

Treasurer's Report: Valencia Hebert (Treasurer) provided Board members with a copy of November and December's budget. The following was reported: (1) Total income for November and December was \$775.57 and \$1.96 respectively. (2) Total expenses for November and December were \$5628.75 and \$4751.88 respectively. (3) Expected ending balance \$14,944. There is nothing out of the ordinary to report in the budget this month.

President Settar asked if there was a motion to accept the Treasurer's report for November as reported. Garvin Davenport made a motion to accept the Treasurer's report, Dan Steinman seconded the motion, and it was approved by all attending.

2010 Budget: President Settar reported that the 2009 ending balance was overstated on previous 2010 budget proposals. The correction has reduced the operating budget for 2010. The 2009 ending balance will be approximately \$10,000. In order to stay within the budget we will reduce the newsletters to 3 per year with a reduced number of pages, focusing on content instead of quantity. Linda Menke suggested eventually putting newsletters online or sent out via e-mail. We could also give homeowners the option to opt-out of a mailed newsletter to receive theirs only online. We would still have to make at least one mailing each year to notify homeowners of the annual meeting and to send out any new resolutions or policies. This was discussed and will be left as an option to consider in the future.

The administrative statement of work was reviewed. Responsibilities and hours were discussed as was the possibility of adding the preparation and mailing of ACC letters.

The 2010 budget is very tight and we have lost money in our investment accounts as well. Legal fees were a problem in 2009 and it was questioned why we cannot recoup many of these legal fees. President Settar explained that many of our legal fees in 2009 were due to the many foreclosures. In these cases, we are unable to collect from the previous homeowner and the new owner is only responsible for costs from the time of purchase on. This has caused us to write off many 2009 assessments and the resulting late and legal fees.

President Settar asked if there was a motion to accept the 2010 Budget. Dan Rothman made a motion to accept the 2010 Budget, Lisa Gardner seconded the motion, and it was approved by all attending. Dan Rothman suggested that we move the budget meeting for 2011 up to sometime prior to the annual meeting.

Committee Reports:

Administrative Update:

2010 Assessments: Linda Menke distributed the new assessment form for 2010. We have added "Past Due" and "Total Due" lines to include delinquent assessments and legal fees from previous years. Next year we will also include any ACC fines and the legal fees associated with them. Assessments will be mailed out on December 15th.

Resale Packets: Two resale packets were requested in November. There have been 26 requested so far this year compared with 36 at this time last year. 81% of all packet requests for this year had ACC violations compared with 69% last year. This is a direct result of the number of foreclosures and vacant properties. Average selling price for 2009 is \$329,535 compared to \$303,000 for last year.

Assessments Status Report: For 2009 there are still 13 delinquent accounts. Seven of these had liens placed on them this month. The other 5 were either for legal fees only or were in the process of selling. For 2008 there are still 5 delinquent accounts. For 2007 and 2006 there is only 1 delinquent account still open. Letters were sent out in October to all homeowners with

delinquent accounts from 2006 to 2009. We received payment for 3 of these and 2 are in the process of selling.

Homeowner Database: The database has been updated and will be sent to all board members via e-mail in the next week.

Website: Linda Menke requested approval to place a page on the website for New Owners. This site would include information such as trash collection, snow removal, etc. She has received several e-mails about trash collection recently. Some new owners believe that the HOA provides trash and recycling pickup.

Holiday Light Contest: Lisa Gardner is coordinating the judging of this year's contest. There was some discussion about whether we should allow homeowners with existing ACC violations to win this contest. It was decided that we would not consider this in our judging of the decorations. Dan Steinman suggested that next year we add a notice in the newsletter stating that existing ACC violations will detract from the home's potential to win the contest.

ACC Report: There was no ACC report as ACC Chair, Anne Meeks, was not present.

Communications Report: Rhys Rotolo will be looking at new ways to communicate with homeowners and how to streamline the newsletter.

Common Grounds Report: George Jahnigen reported that the new lawn maintenance company will start work in the spring.

Trees: Garvin Davenport reported that there was no activity in November. There is some question about the property lines between Forest Ridge and adjacent neighborhoods. It was suggested that we may need to have surveys done to determine actual property lines. Garvin will look into estimates for this type of work and report back. He also suggested that we maintain a certain balance as an emergency fund and determine what type of situation might require a special assessment and how that would be addressed. It was noted that the Merrill Lynch Money Market Account has a balance of \$25,000. This money was set aside by the developer of Forest Ridge for capital improvements and as a reserve fund.

Neighborhood Watch: Dan Steinman will be the new Chair of the Neighborhood Watch and Mike Hebert will be co-chair.

Homeowner Issues: Dan Giordano questioned whether homeowners with existing ACC violations should be allowed to advertise in our newsletter. This was discussed among those in attendance and it was decided that as long as they are advertising their business, which is separate from their home, we cannot discriminate in that way.

Old Business: Nothing to report.

New Business: Nothing to report.

The meeting was adjourned at 8:45 p.m.