

## Spring Ridge Conservancy Regular Meeting Minutes

December 17, 2019 @ 7:00 p.m. in the Visitor Center

### **Board Members Present:**

April Rashell, President  
Karen Ritter, Vice President  
Fred Schumacher, Secretary  
Mike Casagrande, Treasurer  
Marie Ayton, Member At-Large

### **Others:**

Victor Rocha, PMP Manager  
Nadena Mowry, PMP Asst Manager  
Daniel Couture, Pool Committee  
Matt Lanctot, Finance Committee  
Brandon Lowe, PGC Landscape  
Liz Van Brunt, Recording Secretary  
Lauren Stanczyk, Rec Committee

See sign in sheet for owner attendance

### **I. CALL MEETING TO ORDER AND APPROVAL OF AGENDA**

Meeting called to order at 7:00 p.m.

Motion to approve the Agenda. Marie/Karen Vote: 5/0/0

### **II. SELECTION OF BOARD OFFICER POSITIONS**

Motion to assign the 2020 board positions as such: April Rashell as President, Karen Ritter as Vice President, Fred Schumacher as Secretary, Mike Casagrande as Treasurer, and Marie Ayton as Member At-Large. Marie/Fred Vote: 5/0/0

### **III. GENERAL COMMUNITY ISSUES**

**PGC Landscaping** – Brandon Lowe reported that the rain has helped with grass seed germination. The last mow and leaf cleanup will be this week. The board reminded him that the large ornamental grasses need cut back before a snowfall. Rocks were added at the island tips and the board appreciated the cleaner look.

**Continental Pools** – Dejan and Tim shared information on other pools they manage and their management structure. The majority of their guards are from the community. Only about 10% are internationals which are used to fill in the gaps. Managers are more split 50/50 with internationals/domestics. The board is looking for staff that is likely to return year after year. Continental tries to promote from within. Spring Ridge would be the largest pool lifeguard staff in their portfolio. Continental is comfortable with our allowance of alcohol at the pool. Some discussion of recruiting, staffing, schedules and various roles. The board informed them that it is important that some staff is able to communicate well with the deaf community.

**High Sierra** – Radek Kaczor and Milan Stankovic spoke about the portfolio of pools they manage that are a similar size as Spring Ridge. They have grown steadily in the past ten years. They have about 10% of communities about the same size or bigger than this community. They spoke about the balancing of internationals so that they arrive from a variety of areas and that coverage works out at the beginning and end of the season. Some countries change their visa dates and numbers from year to year. Milan explained the issues why the internationals have

been arriving just before Memorial Weekend rather than a week or so earlier. Some discussion of the scheduling process. Some discussion of the high interest in lifeguarding at Spring Ridge. Milan explained the small cost increase is due to the higher labor rate and a bit longer pool season next year. The board needs documentation as to why some lifeguards are not asked back in following years so they can respond when inquiries are made.

### **Committee Reports**

**Recreation Committee** – Lauren Stanczyk reported that the fall festival was well attended by over 100 kids and came in under budget. The Mr. John Concert was popular. Events for young kids are well attended. The Photos with Santa went smoothly, had a few new activities and was under budget.

**Finance Committee** – Matt Lanctot explained a few issues the committee found. The income statement was reviewed as it impacted the 2020 budget. Some Visitor Center cleaning expenses were not included. He asked about the history of some funds. The cash is low relative to the rest of the year. Some discussion of the reserve accounts money movement reflected in the reports. Some discussion of the PMP compliance fee versus software fee since a compliance inspection officer was not used in 2019. The board is still waiting for the detailed updated contract with all fees from PMP. There seems to be an issue with the postal service in the community which has affected payments to HOA vendors. The PMP ACH payment system vendor did not work as hoped this year.

**Pool Committee** – Daniel Couture shared the events list and reported that they came in under budget for most of the events. The attendance this season was significantly higher than in the recent past. There were a few capital expenditures. They plan to add some recreational elements to the events such as corn hole, pool basketball and maybe a volleyball tournament. The budget for next year is somewhat higher due to expected increased attendance and more events. Some of the fees collected at the adult pool party were used to buy additional supplies since the attendance was higher than predicted. Income for events needs to be shown as a deposit and expenses need to have receipts. Next season there will be a treasurer for the committee. Victor pointed out that within HOA communities in general, Board members are not recommended to hold positions on committees too. They can still volunteer though. Events that are held after hours need to not have attendance beyond what the lifeguards are allowed to cover.

The board stated that Pool Committee funds should not be spent on alcohol. In the past, the adult pool party fee that is charged was the only money that was spent on alcohol, which keeps the volume low. It was recommended that the adult pool party participants bring their own beverages. At the Halloween party a third party vendor is the one providing alcohol and has their own insurance coverage.

Some discussion about the DJ fees that have not yet been paid. It is important that all figures are in the final report.

### **Resident Forum**

No residents spoke.

## **IV. ASSOCIATION BUSINESS MEETING**

### **A. Review of minutes from the November 7, 2019 annual meeting.**

The board paged through the minutes and found no issues.

**V. MANAGEMENT REPORT**

**A. Budget**

The approved 2020 budget was mailed during the week of November 18, 2019.

**B. Extra Duty Patrol Report**

The board would like a clarification on the patrols' abbreviations since DOA probably didn't mean 'dead on arrival' since it was written up as a warning.

**C. Common Area Work**

<b>Contractor</b>	<b>Scope of work</b>	<b>Cost and Results</b>
Advanced Technology Cleaning & Restoration	VC carpet cleaning	\$244.25
American Roots Inc.	Exercise stations' timber replacement w/ grading & seeding	\$2,896
C & G Services	Removed trash can, pavers. Installed trash can @ park	\$70
Hamilton Tree Service	Tree removal and pruning Nov 2019, removed trees (Saddlebrook Ct/Birchwood Ct W/Newport Dr E)	\$4,275 \$2,500
Margarito M Dorantes	Stump grinding Briarcliff Ln11/8/19	\$1,052.50
O'Leary Asphalt Inc	Asphalt and concrete replacement in the property	\$395,880
Playground Specialists	Asphalt and concrete replacement in the property	\$439.50
Pristine Inc.	VC Window Cleaning	\$265.80
Wetland Studies & Solutions	Bannister Dr/Fleetwood Way - Existing Conditions Survey 10/26/19	\$1,099.20

**D. Streetlight Inspection**

An inspection will be done by the end of January and reported to the county for repair.

**E. Reserve Transfers**

These funds were transferred from common area reserves to the operating account: \$26,670.23 to pay for the Bannister Drive and Fleetwood easement study; and \$33,000 was for the down payment for a ductless HVAC system installation in the Visitor Center.

**VI. ACTION ITEMS**

**A. Architectural Appeal**

The homeowner at 9514 Bridgewater Court East is appealing the Architectural Committee decision to deny an installation of a large shed. He applied for a 10x20 shed and it was denied because it exceeds the size limit of 10x10 allowed for single family homes. He explained that his yard is large enough for a large shed. The length can't be seen from the street. He reported that the neighbors have said they don't mind the size. His goal is to get gear out of his garage so he can park cars in the garage rather than one on the street. The ACC recommended to not start allowing a larger shed because it would set a precedent. The rules do not limit a yard to one shed so he could have two 10x10 sheds if need be. If two are desired they both need to have applications submitted. The board appreciated the detail submitted by the homeowner.

Motion to uphold the ACC Committee denial of a 10x20 shed at 9514 Bridgewater Court East.

Mike/Fred

Vote: 5/0/0

**B. Yoga Classes**

Pamela Francis is requesting the Board to allow her to host yoga classes at the Visitor Center. She will have 60 minutes gentle classes for all levels. The Visitor Center is frequently used so a standard schedule would be difficult.

Tabled until Pamela attends a board meeting to answer questions.

**C. 2020 Extra Duty Patrol Schedule**

There is a \$5/hour increase in the cost. The first half of the year schedule can be shortened in order to keep within budget. The budget for next year is \$20,000. It would be \$2,500 more to keep the number of hours the same as last year.

Motion to approve the adjusted extra duty schedule as presented. Karen/Marie  
Vote: 5/0/0

**D. Baldrige Drive Assigned Parking**

There have been some issues with parking at Baldrige Drive. Homeowners have requested the HOA to assign parking. Management sent out a reserved parking survey to the homeowners on that street. More than 50% percent voted in favor of assigning parking.

Motion to approve assigned parking at Baldrige Drive, as supported by the homeowners.  
Karen/Fred Vote: 5/0/0

**E. Insulation for Visitor Center**

Frederick Heating & Air has submitted a proposal for the insulation of the attic at the Visitor Center. The cost of this job will be \$25,840. Many areas are very difficult to access and will include some drywall repair after access. This is not a scheduled reserve expense. The electricity bill had been reduced with changes such as LED lightbulbs. This is something that can be budgeted for next year. There is no urgency. Other contractors can be sought for bids.

Tabled until next year's budget is created and further bids are sought.

**F. Finance Committee Request**

The 6105 Storm Water Management expense is \$83,183 YTD. The Finance Committee is suggesting that the Board might consider moving some of those expenses from Operating Funds to Reserve Funds to cover some expenses to avoid such a large variance. Management has identified specific items that could be paid from reserves that total \$20,877.21.

Motion to move \$20,877.21 from Operating Funds to Reserve Funds for the 6105 Storm Water Management expenses. Karen/Marie Vote: 5/0/0

**G. Meeting Schedule for 2020**

January 21, 2020	July 21, 2020
February 18, 2020	August 18, 2020
March 17, 2020	September 15, 2020
April 21, 2020	October 20, 2020
May 19, 2020	November 5, 2020 (Annual Meeting)
June 16, 2020	December 15, 2020

Motion to approve the 2020 board meeting schedule as proposed. Karen/Fred  
Vote: 5/0/0

**H. 2020 Pool Management Contract**

The board discussed the two proposals, presentations and the past seasons. The minimum wage will rise next year so holding costs down the following years will put High Sierra and Spring Ridge behind if the board approved the 3 year contract. Although it seems enticing it is not fiscally responsible. The board discussed that there is no big reason to switch companies.

High Sierra proposed \$212,000 for 2020 and the following 2 years at \$210,000.

Continental proposed \$213,000 for 2020.

Motion to keep High Sierra as the pool company for 2020. Fred/Marie  
Vote: 5/0/0

**I. Write Off Suggestion by Finance Committee**

Motion to write off any dues \$5 or less that are outstanding. Marie/Karen  
Vote: 5/0/0

**J. Board Members on Committees**

There was discussion that in the past it was felt that a Board member who held an officer position on a committee had a conflict of interest. Nadena shared that in the leadership training for community managers it was made clear that Board members should not hold office positions on community committees. The board votes on funding for committees. They can still be a liaison and volunteer on the committee.

**VII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:35 p.m.

Respectfully Submitted,

Liz Van Brunt  
Recording Secretary