

Spring Ridge Conservancy, Inc.

November 5, 2020 Annual Meeting
Spring Ridge Visitor Center
7:00 p.m.

Quorum: According to the By-laws, quorum is 1/10th of each Class of membership in person or by proxy. Based on the number of owners required in the By-laws, a quorum was achieved.

Class A – single family and townhomes 1455 @ 10% = 146 proxies
(170 received: 16 in person, 71 by proxy, 83 by E-proxy)
Class C – Condos and Senior Apartments 452 @ 10% = 45 proxies
(57.4 received: condos: 4 in person, 19 by proxy, 20 by E-proxy. Sr Apts: 14.4)

Board Member Roster:

<u>Name:</u>	<u>Office</u>	<u>Term</u>	<u>Present/Absent</u>
April Rashell	President	11-2021	Present
Karen Ritter	Vice President	11-2022	Present
Michael Casagrande	Treasurer	11-2022	Present
Fred Schumacher	Secretary	11-2020	Present
Marie Ayton	Member at Large	11-2021	Absent

I. APPROVAL OF MINUTES

Motion to accept the minutes for the Annual meeting dated November 7, 2019 as presented and distributed. Fred/Karen Vote: 4/0/0

Motion to accept the October 20, 2020 regular meeting minutes as presented. Karen/Fred
Vote: 4/0/0

II. ROLL CALL AND QUORUM ESTABLISHMENT

The sign-in sheet and proxies add up to quorum.

Motion to move to dispense with roll call since quorum is met. Karen/Mike
Vote: 4/0/0

III. PROOF OF NOTICE OF MEETING:

Proof of the announcement for the Annual Meeting started with the call for nominations postcard with instructions where to obtain the nomination form was mailed September 4, 2020. The Annual Meeting notice postcard was dated October 2, 2020 and included instructions where to obtain the ballots, proxies and agenda as well as the proposed 2020 budget. A third mailing was sent October 26, 2020 with printed ballots, proxies, agenda, and the proposed 2020 budget.

IV. REPORT FROM THE OFFICERS

A. Board President

April Rashell reviewed the major expenses from last year. The winter was relatively light and we were able to make a good comparison snow removal vendors. We renewed the contract with Deer Valley. Many improvements were made to the asphalt paths. Storm water management continues to be a high priority and high-ticket item. The county has a repair program which includes some funding and although it entails a long paperwork process, it will save the community a lot of money. Although many recreation areas were closed due to COVID-19 upgrades were able to be funded and made. Deer mitigation continues at no cost to the association. Visitor Center repairs have been made to help resolve water issues. These were necessary reserve expenses. As the pool is one of the most enjoyed amenities for the neighborhood, the decision to close for the summer season was not easily made. County regulations were stringent and the lawyer and insurance agency advised against opening. The board felt that the return on investment, considering the required reductions in pool usage and increased labor costs, did not make fiscal sense. Only eight of 30 county pools opened. There were added costs for those that opened. With the savings from the pool closure there are many improvements being made, along with necessary locker room renovations. A zero-entry baby pool with some jets are being currently worked on. A new slip resistant surface for all the pool decks will be installed. A splash park will also be installed. The final drawings will be available to the public soon. There will be no increase to the dues for the 2021 year. The board thanked the various committees who plan and provide many activities and services for the community. The board also thanked the staff at PMP for all their hard work through this challenging year. April also thanked the board members for their volunteer service and dedication to maintaining the community.

V. NOMINATIONS FROM THE FLOOR

Motion to open the floor for nominations for the 2020 election. Mike/Karen Vote: 4/0/0

No nominations were received.

Motion to close the floor to additional nominations for 2020. Mike/Karen Vote: 4/0/0

The candidates spoke about their interest in being on the board.

Erik Melanson shared his experience and interest in being on the board. He is in the Marine Corps and will be here for the next few years. He would like to help improve communication and keep the value of the community as high as possible.

Fred Schumacher thanked those in attendance and commented that this meeting had the highest number in the past five years. He has been a board member for many years and would like to remain on the board to help see the pool improvements through to fruition. The storm water management process is large and he would like to see it through to completion also.

VI. INSPECTOR OF ELECTIONS

When there are more candidates than positions open on the Board, the Board can appoint an inspector of elections.

Motion to appoint Kimberley McKinney as the inspector of elections who will count the ballots.
Mike/Karen Vote: 4/0/0

VII. COMMITTEE REPORTS

A. Finance Committee

Matt Lanctot ran through the budget report. The PowerPoint slides can be made available after the meeting. He stated that there is room for more on the committee and volunteers are welcome. The finances are healthy and the budget is flat but there are a few changes. The large expenses are the same as in the past. Some, such as the storm water management, are somewhat unpredictable. The reserves are well funded at about 93% and the budget is in a good fiscal position. The income came in about as expected at 98%. There will be no increase in assessments for 2021, and over the past decade have stayed below the CPI. The reserve study recommended a 1% increase in reserve payments which fits in the proposed budget. Trash removal costs could go down if the community recycled more and reduced the amount of waste.

B. Recreation Committee - no report

C. Architectural Change Committee

Approved applications: 177

Denied applications: 7

No action taken - lack of information on application: 3

Grand-fathered in (previously installed): 3

Total applications reviewed in 2020: 190

There are currently 3 members on the ACC

D. Pool Committee – the pool season did not take place in 2020 due to COVID-19 precautions.

E. Neighborhood Watch Committee – no report

F. Sharks Swim Team - the Sharks swimming season was cancelled due to COVID-19 precautions.

G. Website Committee

The site had 13,105 users and 42,761 page views. There are 1,309 online newsletter subscribers. 2020 Revenue \$544.68, 2019 Revenue \$92.78, 2018 Revenue \$136.74, 2017 Revenue \$147.59, 2016 Revenue \$171, 2015 Revenue \$714.25

VIII. CONDO ASSOCIATION UPDATES

A. Spring Ridge Condominium

No representative from Spring Ridge Condos was in attendance.

B. Hampton Court Condominium

No representative from Hampton Court Condos was in attendance.

C. Hampton Court II Condominium

No representative from Hampton Court Condos II was in attendance.

IX. OPEN FORUM

A homeowner inquired if the financial reports could be emailed to the whole community. The board responded that some of the information is confidential but that the budget PowerPoint could be made available.

A question was raised about how often and recently a reserve study is done. It happens every five years and was most recently completed in 2020. The reserve study is available to the community in the PMP office.

A question was asked about the pool expenses. The pool must be maintained still even if it is not used for a season. The savings this year were in lifeguard labor and some maintenance. The savings went to the pool improvements. It was also asked if the savings has been considered to be used to provide COVID-19 mitigations for next year. Many options were considered. Whether the pool will be open next year is not something that can be known at this time.

A question was asked if a consideration to raise dues on the whole community in order to open the pool had been made. The board walked through the various considerations they deliberated on. Many options were discussed by the board, fiduciary concerns were addressed, liability is always under consideration, etc. The pool decisions were made during Phase I. The role of the board is to protect the community itself and the community's finances and liability.

Someone asked for more community involvement. The board stated that the meeting agenda and minutes are published every month. The board meetings are open to the community and are the third Tuesday of every month, as they have been for the past decades. There are volunteer positions open on the various committees. There was some discussion about improving the newsletter, the website (more mobile friendly) and other communication options. A weekly update could be sent out in addition to the monthly newsletter. This is in the works.

Currently the communications are:

- 1) A newsletter is distributed every month electronically and a paper copy is available in the Visitor Center.
- 2) Information is posted on the community website
- 3) The board meeting is open and held the third Tuesday of every month. Attendance is encouraged. It is an opportunity for community members to participate.
- 4) The meetings are posted in advance on the electronic sign, as well as other announcements
- 5) There is a Board Facebook page for posting announcements

A resident inquired about ADA compliance. That applies to public pools. The Spring Ridge pool is private. When changes to a pool are made then it also made compliant. The changes to the baby pool are ADA compliant. The reserves do have ADA considerations planned in.

It was suggested that the community be allowed to attend the board meeting by Zoom. This will be considered and discussed at the January board meeting.

A question was raised about the streetlights on the main road near the condos. Victor responded that they have been taped which means Potomac Edison has it on their schedule to repair. That does not mean it will happen soon. They are known to take many months. Victor checks on the progress frequently. The resident suggested that our lawyer send a letter to Potomac Edison. The board appreciated the idea.

A resident stated that many of the community items on the website are actually for the community and are not for the public. He suggested a portal for just the community members. PMP has been

looking at what additional software would be needed. This will be discussed at an upcoming board meeting.

A resident commented on his disappointment at the amount the community has had to spend on cleaning up trash.

It was suggested to survey the residents as to what is important to them each year or so, or to ask their thoughts on five years down the road. Preventative care of trees is one idea. The board responded that surveys are utilized and the results have influenced board decisions. They appreciate the community input.

A resident commented that Sheriff patrols happen but there is still graffiti. What is the ROI for the patrol? The off duty officers submit reports and find some issues. They are not here 24/7. The schedule is targeted to certain times and dates that are often at issue. The warnings, vandalism and issues have decreased over the years so it does look like there has been an impact. The pool cameras have very definitely reduced the vandalism, as well as the cameras at the soccer field pavilions. Some discussion of directed patrols that monitored a situation until it was resolved.

X. MANAGEMENT REPORT

A. Annual and Violation Inspection

This year’s total number of violations is 831.

Architectural Change	31
Improper Storage	38
Vehicles	25
Trash/Recycling Containers in View	89
Debris	7
Signs, Holiday Lights, Holiday Decorations	69
Window AC	10
Play Equipment Not Stored Away	18
Mailbox	5
Lot Maintenance	539
TOTAL:	831

B. Extra Duty officers

A comparison report for the past years.

<u>Citations and Civil Citations</u>	<u>Warnings</u>	<u>SERO</u> (safety equip repair order)	<u>Arrests</u>
2020 - 1	2020 - 52	2020 - 3	2020 - 2
2019 - 8	2019 - 79	2019 - 2	2019 - 3
2018 - 24	2018 - 109	2018 - 0	2018 - 7
2017 - 16	2017 - 86	2017 - 3	2017 - 1
2016 - 26	2016 - 132	2016 - 2	2016 - 1
2015 - 17	2015 - 83	2015 - 8	2015 - 5
2014 - 2	2014 - 77	2014 - 3	2014 - 1

C. New Homeowners

There are 72 new members this year so far with a total of 1455 single family and town homes in Spring Ridge. Seventy-two new members represents about 4.9% of the total number of units and the breakdown is: 49 purchased townhomes and 23 purchased single family homes.

- 2019 - Homes 1455 – 98 New members (6.7% of 1455): 42 Townhome – 56 Single family homes.
- 2018 - Homes 1455 – 100 New members (5% of 1433): 46 Townhome – 54 Single family homes.
- 2017 - Homes 1433 – 72 New members (5% of 1433): 40 Townhome – 32 Single family homes.
- 2016 - Homes 1432 – 87 New members (6% of 1432): 51 Townhome – 36 Single family homes.

D. Potential Reserve Projects

These are planned upcoming expenses covered under reserves.

Components	Estimated Cost
Single family concrete sidewalks and driveway aprons. (ongoing project)	\$50,000
Townhouse asphalt and concrete sidewalk restoration	\$350,000
Asphalt footpaths	\$150,000
Pool upgrades	\$400,000
Landscaping improvements	\$70,000
Playground replacement	\$60,000
Tennis court resurface/repairs to cracked surface	\$100,000

XI. ACTION ITEMS

A. Proposed Budget for 2021

Matt Lanctot outlined the budget in his report during the Committee Reports section of the meeting.

Motion to approve the budget for 2021 as presented. Mike/Fred Vote: 4/0/0

B. Deferred Assessment Resolution

Each year this statement is recommended by the auditors.
 “Resolved, that any excess of membership income over the membership expenses for the year ending December 31, 2020, shall be applied against the subsequent tax year membership assessments as provided by IRS Revenue Ruling 70-604.”

Motion to approve the deferred assessment resolution as printed for 2020. Fred/Mike
 Vote: 4/0/0

XII. ELECTION RESULTS

Fred Schumacher was been elected through 2021. Victor reminded everyone that they are looking for volunteers to participate on committees. Anyone who is interested in board membership please also consider being on a committee and run for the board again in 2021.

XIII. ADJOURNMENT

There being no additional business to be conducted, the 2020 Annual meeting adjourned at 8:25 p.m.

Respectfully Submitted,
Liz Van Brunt
Recording Secretary

DRAFT