

APPROVED

Hidden Ridge Resort Condominium Association, Inc. Board of Directors' Meeting Saturday, October 13, 2018

Call to Order – Jim Lincoln called the meeting to order at 8:30 a.m.

Roll Call - Board members present -: Jim Andres, Joe Bartolone (by phone), Ron Heim, Jim Lincoln, and Linda Wilson; not present – Cheryl Brady, Jim Grondin.

Homeowners' Forum - At this time, homeowners were invited to address the Board.

There were no comments or questions for the Board.

Minutes – Linda motioned that we waive the reading of the minutes from the September 8, 2018 meeting and Ron seconded. Jim L asked if there were any corrections. There were no corrections and the minutes were accepted and approved as previously distributed.

Treasurer's Report – The Reserve Account balance of September 30, 2018 was \$101,056.48. Expenditures paid from the reserve account during September were \$6,293.00 which were for the Air Conditioning Unit for the clubhouse lobby and a deposit for the bid from Drain Pros for maintenance and repair of the septic holding tanks.

The Checking Account balance on September 30, 2018 was \$111,782.60.

Statements for Q2 payments were mailed to all Owner's by September 15, 2018; even those with no outstanding balance. Included with the statement were the winter occupancy rules along with the requirements of owners to winterize their units.

As of today, the number of owners who have made no payments for FY 2018-2019 had dropped from 32 to 9.

Transactions by account for the period of July 1, 2018 to October 12, 2018 total \$67,102, and although slightly over budget, are not a concern at this time as we are going into the off-season where routine operating expenses decrease significantly.

Linda suggested that the Board consider only preparing Financial Statements – Balance Sheet and Income Statement on a quarterly basis as opposed to a monthly basis. In consultation with KerberRose, the Associations accounting firm, 80-90% of their clients do their financials on a quarterly basis. This results in a cost savings of \$180 per month or \$540 per quarter. Our Bylaws as well as the WI Non-Stock Corporation statutes only require annual statements. The Board made the decision to go ahead and switch to quarterly reporting.

Committee Reports:

Reserve Study – Joe reviewed the reserve study submitted by Global Solution Partners. The study included a funding plan and a detail of the anticipated expenses to repair and replace the common areas of the Association over the next thirty years. The expenses were broken down into five major categories and included line item detail for each category.

As a first step, Joe recommended we review the line item expense detail to ensure that we are comfortable with the remaining useful life, the projected life, and the cost to repair and replace the common elements. In addition to the Board, Joe suggested we should recruit owners or others with knowledge in these areas to assist in our review. Joe will schedule a conference call in January to review our progress.

Once these costs are agreed upon, we can then review multiple funding options in preparation for our annual meeting with the owners next Spring.

Construction Request Form: Jim Sawyer introduced a new Construction Request short form specific to tree removal. Following a few minor changes, Jim S. will publish the form on the new website. In addition, Joe will include in future Disclosure Materials packets.

There are still some questions regarding the requirements of unit owners regarding the use of gravel, asphalt and wood on their properties. In addition, guidelines should also be added regarding the installation of concrete slabs and the impact of water line access. Jim will incorporate additional detail in a revised form and publish on the new website. Joe will include in future Disclosure Materials packets.

Joe requested that the margins on the new Construction Request Form be set as “normal” and not “narrow” to facilitate copying and printing of the new form.

Jim S. noted that there were four approved construction request projects that have not been started. Jim will notify Linda and she will send a notice to each of the owners.

Committee Volunteers – Dennis Warpinski has removed the rail fence around the clubhouse walkway and installed the new 110v lamp posts. Jim L., Jim A., and Jim S. will work on connecting the lampposts to the clubhouse electrical system. There is a hole next to the walkway that needs to be filled.

Debra Magoon painted the men’s and women’s showers and bathrooms. Light touch-up is still needed.

Linda indicated that she has some volunteers lined up to refurbish the bulletin boards at the gate entrance and in the clubhouse. The project will be suspended until next Spring.

Maintenance Report –

Book cabinets in the library are bowing out and may cause the shelf retainers to fail. (no update)

Reminder to notify owners of the scheduled pool shut down for the first few weeks of February to allow for the resurfacing of the pool deck. Jim L. will work with Jim A. to secure a contractor to perform the work and to notify owners.

The exhaust fan for the mechanical room arrived at Synergy. Jim A. will call to schedule the installation. Also, Synergy has requested key access to the clubhouse and mechanical rooms. Jim A. will provide the keys following the installation the new locks.

The leaf dumpster is in place. Owners should be reminded that the dumpster is for leaves and pine needles only.

Jim A. indicated that he is giving up his responsibility for programming new key fobs and security codes. Jim A. also indicated that he will not be performing other off-season duties as in the past. Jim A. will work with Jim L. on the transition.

There are still communications issues between the computer #2 and the front gate. Through remote diagnostics, Nortech determined there was an issue impacting the connection to the gate controller. The connection is going through a USB Data Fax Voice Modem.

Jim L. will work with Door Guard and Quantum to help identify and fix the issue.

Unfinished Business:

Computer Services – Computer #1 is complete. The new Brother color laser printer has been installed and the printer drivers are installed on both Computer#1 and Computer#2.

The new Hidden Ridge Website will be launched shortly. Jim Clark, an owner, will help with updates and posting new information. It was agreed that we would launch the new website with the current photos, the May, 2018 Directory with a reference to a new owners list, and that we would include in the Homes for Sale section, listings for both “For Sale by Owner” and Realtors.

Linda indicated we have approximately 180 out of 201 email addresses entered into our new email communication application (Mail Chimp).

Security System – Door Guard provided two proposals to upgrade the current security system – one included a single station monitoring system at \$8,960 and the other a dual monitoring system for \$4,740. Ron motioned and Jim A seconded to accept the Door Guard proposal for the dual monitoring system to upgrade and replace the current system for coverage of the garbage disposal area, front gate, and clubhouse at a cost of \$4,740.

Jim L. will follow-up with Larry Madsen at Door Guard to inform him of our decision and request clarification on the support program provided with the system.

Street Lighting – Ron indicated that the test with a frosted light on Ruby Lane appears to have resolved the lighting issue. Ron will secure an estimate to replace all of the lenses that were painted black. New lenses will be frosted and installed next season.

Secretary Transition – The transition is completed with the exception of the website information. That will continue until the new website is launched. Joe will notify Barb when the new site goes live.

Treasurer’s Transition – The transition is complete.

Clubhouse HVAC – The installation of the new HVAC for the clubhouse is completed and paid for.

Areas of Responsibility – Mail, Phone, Internet throughout off-season. (See attached)

Septic System Repairs: Drain Pro will begin the work to repair the access covers and to install the alarms on the holding tanks as noted following the inspection by the Door County Sanitarian on Monday October 15, 2018.

Regulatory Update – Joe completed the “Disclosure Materials” packet in accordance with WI Statutes 703.33. Joe asked the Board to review and make any recommendations or changes to the various sections of the packet.

Update Forms – Joe is in the process of identifying all of the forms and documents used for disclosure, unit sales, information packets, rules, requests, notifications, waivers, and other miscellaneous forms. Once identified, they will be updated with current revision dates, and be available by request or on the Hidden Ridge website. (In process)

New Owner Orientation Process – In addition to providing needed information, key fobs and gate codes, Joe recommended that we expand our new owner orientation to be more of a welcoming package. Joe will continue to work with Cheryl and Jim A. (In process)

Construction Requests – The following Construction Request was approved:

Unit 101 – John Egli – Tree removal.

Motion by Linda to approve the construction requests, seconded by Ron. Motion passed unanimously.

Clubhouse Refrigerator – Purchased and installed. Requires additional plumbing work to complete installation. Jim L. will contact Eagle Mechanical for assistance.

Emergency Response – Jim L. requested a review of the resort’s emergency procedures. (In process)

Year End Review – See attached Fall Shutdown Schedule.

Next Meeting – TBD

Adjournment - There being no further business, Ron. motioned, seconded by Linda to adjourn the meeting. The motion passed and the meeting was adjourned at 12:10 p.m.

Submitted by;

Joe Bartolone, Secretary

FALL SHUTDOWN

TO DO LIST	RESPONSIBLE PARTY	COMPLETED DATE
Send "Winter Occupancy Rule" to unit owners	Joe/Linda	September 14, 2018
Send "Winterization" reminder to unit owners	Joe/Linda	September, 14, 2018
Schedule shut down date for North Well	Steve Neville (Jim A.)	
Post notice of well shut down at clubhouse and gate & website	Jim A.	
Contact Advance Disposal for a dumpster for the leaves	Jim A.	Completed
Call Advance Disposal after first snowfall and have dumpster picked up and then returned in spring.	Jim L.	
Contact Advance Disposal to set winter garbage & recyclables pick up schedule	Jim L.	
Contact Steve Neville about snowplowing	Jim L.	
Check well heaters to make sure they work.	Jim L. Hill Maint.	
Clean out gutters on clubhouse	Jim L. Hill Maint.	
Post notice of pool shut down in February at clubhouse & website	Jim Clark	
Secure vendor for pool resurfacing	Jim L.	
Post notice in clubhouse and website regarding "off season" contacts	Jim L.	
"Policing" for winter violations	Ron Hill Maint.	

“Off-Season” Areas of Responsibility

<u>Areas of Responsibility</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>
Mail 6589 Opal Lane	Cheryl	Cheryl	Jim G.	Jim G.	Jim G.	Jim G.
Phone 920-746-9077	Jim L.	Jim L.	Jim L.	Jim L.	Jim L.	Jim L.
Website / E-mail info@hiddenridge.org	Linda	Linda	Linda	Linda	Linda	Linda