

## **APPROVED**

### **Hidden Ridge Resort Condominium Association, Inc. Board of Directors' Meeting Sunday, May 5, 2019**

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

**Roll Call** - Board members present – Jim Lincoln, Linda Wilson, Joe Bartolone, Ron Heim, Jim Grondin & Cheryl Brady. Not present – Jim Andres.

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

A unit owner asked why it takes so long to get the water testing results back each spring. The date the North Well is turned on varies each year due to existing weather conditions. Jim L. indicated the process involves providing a water sample several days after the North well has been turned on to Culligan Water Treatment which is then sent to a state water testing facility. Demand at this time of year and the limited number of testing sites may slow down the process. This year the North Well water was approved for drinking on May 6.

Jim L. asked that at this time we review the construction request submitted by Ron & Michelle Rose, Unit#56, to replace their current recreational vehicle. Jim Sawyer stated that the request met all Hidden Ridge requirements. Jim L. moved to approve the request as submitted. Jim G. seconded and the motion passed.

**Minutes** – Joe read the minutes from the October 13, 2018 Board Meeting. Ron moved to accept the minutes as read. Linda seconded and the motion passed.

### **INTERIM ACTIONS BETWEEN BOARD MEETINGS**

The purpose of open Board Meetings is to allow owners to be present while the business that affects their community is conducted. However, from time to time, especially during the off-season, matters come up when the Board can't wait for the next meeting to make critical decisions. Following is a summary of those items that occurred since the previous Board meeting held on October 13, 2018:

1. Purchased a new robotic pool cleaner from Valley Aquatics at a cost of \$2,742.
2. Retained the consulting services of Highland Building Consultants to evaluate the moisture buildup in the attic area above the pool at a cost of \$300.
3. Followed the recommendations of Highland Building Consultants completed repairs to soffit on eaves including new venting panels at clubhouse by Buhr Construction, Inc. at a cost of \$4,700.
4. Filed an insurance claim due to water damage to clubhouse. Total repair costs are \$5,600 less our deductible of \$500. Construction repairs and remediations were completed by ServPro.
5. Authorized additional remodeling work, not part of the insurance claim, including the removal of the three cedar faux beams, installation of a new ceiling fan, new

can lights, removal of ceiling speakers, removal of coach light on north wall, installation of a wall mount for the TV and a new shelf under the TV for the cable box, modem, and remote at an approximate cost between \$850 - \$1,500. Remodeling completed by ServPro.

Linda moved to accept the interim actions as read. Jim G. seconded and the motion passed.

**Treasurer's Report** – Linda submitted a quarterly Balance Sheet and Income and Expense Statement indicating the following account balances as of March 31, 2018 - Checking Account - \$\$80,919, Receivables - \$5,189, Reserve Account - \$99,780. Year to date income is \$211,475 and year to date expenses are \$153,065.

Linda also introduced a new Income and Expense year to date summary report.

**Committee Reports:**

1. Touch-up clubhouse bathrooms – Jim L. (pending)
2. Update front gate bulletin board – Linda (pending)
3. Website – Jim Clark requested that he be notified of any changes to the clubhouse reservation calendar so that the website and office calendars are in sync.
4. Construction Request Form – Jim Sawyer has submitted a final revision of the Construction Request Form that will be posted to the website and be used to support future disclosure requirements.
5. Database Management – Jim Sawyer volunteered to create a common Excel database that can support the owner's directory on the HR website, accounting statements, Mail Chimp notifications, and key fob and key access code data.
6. Key Fobs and Access Codes – Jim Sawyer volunteered to take over the responsibility of assigning and maintaining key fobs and access codes for the community.

**Maintenance Report –**

1. Clubhouse waterline repairs (Eagle Mechanical – completed 11-7-18)
2. Installed new exhaust fan in mechanical room (Synergy -completed 1-4-19)
3. Septic System Repairs (Drain Pro – completed 11-2-18)
4. Tree removal at holding tanks (Door County Tree Tech – completed)

**Unfinished Business:**

1. Security System/Cameras/Monitors- Door Guard – Jim L. will follow up with Jim A. to determine status of project. Once completed, training was recommended for all Board members.
2. Street lighting lens replacement – Ron will secure a replacement vendor to purchase new lenses and coordinate with Door County Tree Tech to install them.
3. Office, Forms, & Storage – Joe and Linda will continue to work on determining which documents need to be discarded and on moving all electronic documents to cloud backup.
4. New Owner Orientation Process – Cheryl and Joe will continue to reassess the process including verification of key fobs and access codes, review of community rules, a facilities tour, and other amenities as may be appropriate.

5. Quantum PC – E-mail access through the office computers. Linda indicated that a user can access their own e-mail account by logging on to their e-mail providers server through any computer's browser. Linda also indicated that she is monitoring [info@hiddenridge.com](mailto:info@hiddenridge.com) and is forwarding e-mails to the appropriate Board member.
6. Emergency Response – Jim L. & Jim G. indicated that they are still looking into an effective emergency response process for the Hidden Ridge community. Some suggestions included providing each unit owner an emergency weather alert device (approx. cost \$4.50), emergency notifications, backup generator(s), recommendation to install hurricane straps on certain recreational units, and identifying emergency shelters in and around the Sturgeon Bay area.
7. Reserve Study – Joe indicated that the initial reserve study should be reviewed to establish a baseline for future repairs, replacement of the common areas in the community.

### **New Business**

1. 2019 – 2020 Budget Review – In process. Linda will present at the next BOD meeting on May 19, 2019.
2. Rules, Fines, Enforcement, Collection Policies & Procedures – Under review. Will provide updates at the next BOD Meeting May 19, 2019.
3. Revision to September 15 winterization reminder to unit owners. Ron will revise for next fall including community map and winterization rules for the North Well and South/Upper Wells.
4. New gate keys – New gate keys are available in the clubhouse office for each Board member.
5. Water test results – Water test results were received on May 6, 2019 and indicated no traces of Coliform or E-Coli.
6. New laundromat washers and dryers. Linda recommended that new Speed Queen coin operated washers and dryers be installed in the clubhouse laundromat. The units will be purchased from Commercial Laundry Sales at a total cost of \$10,369 and will be installed in approximately three weeks. In addition, Linda recommended that the cost of washing be reduced from \$1.50 to \$1.00 per load and that the cost of drying remain at \$1.00 per load. Ron moved to approve the purchase and pricing change as recommended. Joe seconded and the motion passed.
7. Annual Meeting – Joe will assemble the notifications, logistics, nominations, ballots and agenda for the Annual Meeting for review at the May 19, 2019 BOD Meeting.
8. The dates for the annual picnic and rummage sale will be determined at the next Board meeting on May 19, 2019
9. Mesh replacement on fencing at waste disposal area. – Jim L. inquired about replacing the mesh screening on the fencing by the waste disposal area. Jim L. will follow up and look for a low-cost replacement.
10. Dumpsters – The Board agreed to have the leaf dumpster removed by May 15. Another dumpster will be placed throughout the Memorial Day weekend for disposal of approved items. – Jim L.
11. Mail boxes – The mail box center at the community entrance is in need of repair or replacement. Jim G. and Jim L. will check requirements with the local post office.

Linda moved that the Board move to “Executive Session”. Ron seconded and the motion passed.

## **Executive Session**

Ron motioned that the Board return to the regular session. Linda seconded and the motion passed.

Jim G. motioned that the meeting being adjourned. Joe seconded the motion and the meeting was adjourned.

**Next Meeting** – Sunday, May 19, 2019 8:30 a.m. at the clubhouse.

**Adjournment** - There being no further business, Jim. G motioned seconded by Linda to adjourn the meeting. The motion passed and the meeting was adjourned at 11:45 a.m.

Submitted by;

Joe Bartolone, Secretary