

Northridge Homeowners' Association

March 2020 Board Meeting Agenda Date: Monday, March 09, 2020 @ 5:30 PM @ Northridge Village – meeting room

- 1) Call meeting to order
 - a) Roll Call of Volunteer Board
David Farrell, Carroll Marty, Don Wolter, Danny Staedtler, Dick Geil, George Covert,
Amanda Winters, Simon Timmerman, Ron Frantzen,
- 2) Approval of minutes from the January 2020 Annual Board Meeting
- 3) Recognize new member(s)
- 4) Summary of overall board responsibility
- 5) Treasurer's Report
 - a) Review of financial reports
 - b) Review and approval of new invoices
 - c) Dues update
 - d) Action for delinquent due payments
 - i) Lien on property 2913 Arrowwood Circle
- 6) Green Space Manager's Report
 - a) Update on green space.
 - i) Please provide a list of projects for 2020
 - b) Future green space projects 2021-2023
- 7) Pond Report Update
 - a) Update on Ponds in NHO space.
 - i) Provide a list of task /projects for 2020
 - ii) Future pond project 2021-2023
- 8) Snow Removal for the North 40 Sidewalk
 - a) Solution/ recommendation for approval to Board from Simon Timmerman or Ron Frantzen
- 9) Northridge Homeowners Website
 - a) Email communications on website.
 - b) Who were they forwarded to too respond.

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- c) Update from Board member on response and how it was addressed

10) New Business

- a) Update on 2901 Cypress Circle

11) Northridge Homeowners Capital needs

- a) Walking path trail repairs / planning
- b) Other concerns to bring to the board for discussion?

12) Parking Lot

- a) Items that need to be deferred to a later meeting or more information is needed for the board to make a decision on how to address.

13) Adjourn Meeting

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March 2020 Board Meeting Minutes
Date: Monday, March 09, 2020 @ 5:30 PM
@ Northridge Village – meeting room

- 1) Meeting called to order at 5:35 p.m.
 - a) Roll Call:

Present Volunteer/Voting Board Members: David Farrell, Don Wolter, Dick Geil, Amanda Winters, Ron Frantzen

Absent Volunteer Board Member: Simon Timmerman

Present Support Staff/Non-Voting: Carroll Marty (Greenspace Manager), Danny Staedtler (Website, Pond & Pin Location)
- 2) Approval of minutes from the January 2020 Annual Board Meeting - A motion was made to approve the minutes from the January 202 board meeting and the minutes were approved unanimously.
- 3) Recognize new member(s) - Simon Timmerman was not present due to a travel conflict; Frantzen shared that he is excited to have him as a volunteer board member.
- 4) Summary of overall board responsibility - Frantzen asked the volunteer board if there is a description of the roles and responsibilities for board members; Farrell stated that those are in the bylaws on the website. Frantzen will look these up.
- 5) Treasurer's Report
 - a) Review of financial reports:
 - i) January
 - (1) Deposits:
 - (a) 1/10/2020 Dues Deposit \$xxx.xx
 - (b) 1/30/2020 Dues Deposit \$xxx.xx
 - (2) Debits:
 - (a) 1/3/2020 First Class Signs \$xxx.xx
 - (b) 1/14/2020 Finco Tree Service (tree removal) \$xxx.xx
 - (c) 1/15/2020 Thompson Electric (pond electrical line trenching) \$xxx.xx
 - (d) 1/16/2020 Carroll Marty (greenspace maintenance) \$xxx.xx

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(e) 1/24/2020 Danny Staedtler (website administration) \$xxx.xx

(3) January Account Balances:

(a) Ending Total Balance: \$xxx.xx

(i) Checking: \$xxx.xx

(ii) Business Share: \$xxx.xx

(iii)CD: \$xxx.xx

ii) February

(1) Deposits: 2/25/2020 Dues Deposit \$xxx.xx

(2) Debits: 2/19/2020 Arthurs Mowing Service \$xxx.xx

(3) February Account Balances:

(a) Ending Total Balance: \$xxx.xx

(i) Checking: \$xxx.xx

(ii) Business Share: \$xxx.xx

(iii)CD: \$xxx.xx

b) Review and Approval of New Invoices - A motion was made by Wolter and seconded by Geil to approve and pay the two following invoices. The motion was unanimously approved.

i) Carroll Marty bill for \$xxx.xx for 8 hours of crabapple tree trimming

ii) Danny Staedtler bill for \$xxx.xx for pond chemicals and website maintenance

c) Dues Update - Farrell reported that 40 lots are unpaid to date. Farrell will follow up with these homeowners with an invoice of the amount due plus late fees.

d) Action for Delinquent Due Payments - 2913 Arrowwood Circle has not yet paid 2019 or 2020 dues. After many attempts at collection by Farrell (in person, mail and electronic), the board agreed that the next best step is to move forward with placing a lien on the property due to nonpayment. Frantzen will research the procedure for filing a lien, seeking legal counsel, etc., and will report back to the board for an official vote on this matter.

6) Green Space Manager's Report - Carroll Marty provided an update on green space.

a) Tree trimming is underway and he will be planting some grass seed soon. Marty

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requested that Staedtler send an email later this month recruiting volunteers to help with landscaping at the four neighborhood entrances and also asking homeowners to pick up sticks in the greenspaces near their yards and place them along the bike paths for pick up.

- b) Frantzen asked Marty about how he handles purchasing for new landscaping materials/plantings. He said that if it's a relatively small expense, he will go ahead and purchase the item and submit an invoice for reimbursement; if there is something more expensive, he would come to the board for approval before purchasing the item(s).
 - c) Trail Improvements - We need to research which sections need the concrete replacing immediately and which can be replaced at a later date. Additionally, some sections should be replaced with concrete, while others could be replaced with asphalt. Marty suggested that the board walk the trails with him this spring, and we can make a plan together for which sections to replace when.
- 7) Pond Report Update - Staedtler provided an update on pond maintenance.
- a) Pond pumps will start April 1. Treatment chemicals for the year have been purchased.
 - b) Staedtler asked Marty to add wood ash to the ponds; Marty stated that he would do this.
- 8) Snow Removal for the North 40 Sidewalk - Frantzen reported that Timmerman spoke with Northridge resident Matt Cooper regarding snow removal in this area. Cooper said that he would do the snow removal for that area for the cost of the association dues each year. As a homeowner, he must pay his association dues; however, the association can pay his business for snow removal services at the annual cost of association dues. He will need to submit one invoice per year in October or November (before the first heavy snowfall) for the same amount of the association dues amount. Geil motioned to approve this solution and Wolter seconded. The motion passed unanimously. Frantzen will report this information back to Timmerman for sharing with Cooper. Farrell will provide an association invoice for Cooper to use if needed.
- 9) Northridge Homeowners Website
- a) Staedtler reported that he has about two-thirds of residents' email addresses. Frantzen asked if we should canvas the remaining third for email addresses as this is the most effective and cost efficient mode of communication, especially concerning dues. This led

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to a discussion about electronic payment of dues. Frantzen stated that he will talk to a homeowner friend in Northridge Heights to find out how they implemented electronic dues collection.

- b) Staedtler reported that he plans to revamp the website this summer with a new look and feel.

10) New Business

- a) Update on Unfinished Construction at 2901 Cypress Circle - There is continuing, visual progress being made on this renovation. The board is not aware of a completion date, but there is currently work being performed on the home.
- b) Fence application at 2948 Cypress Circle - The board needs to check the setback, height, pathway and greenspace restrictions on this home's addition before a decision can be made. Frantzen will check the covenants for this addition and email the board for a vote. In the meantime, he will respond back to the homeowners via email stating that their application has been received, the covenants on their property are being reviewed. If the application is approved, lot pins will first need to be identified and the fence must follow the addition's covenants.

11) Northridge Homeowners Capital needs - The board listed the following forecasted expenses for the years ahead:

- a) Walking path/trail repairs
- b) Entrance landscaping maintenance and upgrades
- c) Tree trimming, removal and replacement
- d) Pond dredging

12) Adjourn Meeting - Geil motioned to adjourn the meeting, Farrell seconded, and the meeting adjourned at 7:45 p.m.

13) Next Meeting: The volunteer board will walk the trails with the Greenspace Manager on Monday, April 13 at 5:30 p.m. if weather allows.

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Action Items:

1. Frantzen will look up the roles and responsibilities for the volunteer board of directors in the HOA bylaws.
2. Farrell will follow up with the 40 homeowners who have not yet paid their annual dues with an invoice of the amount due for the year plus late fees.
3. Frantzen will research the procedure for filing a lien, seeking legal counsel, etc., and will report back to the board for an official vote on the delinquent dues on 2913 Arrowwood Circle.
4. Marty will add wood ash to the neighborhood ponds.
5. Frantzen will report the North 40 snow removal solution back to Timmerman for sharing with Cooper.
6. Farrell will provide Timmerman with an association invoice for Matt Cooper to use for North 40 snow removal, if needed.
7. Frantzen will speak with a homeowner friend in Northridge Heights to find out how they implemented electronic dues collection.
8. Frantzen will check the addition covenants regarding fences for 2948 Cypress Circle and email the board for a vote. In the meantime, he will respond back to the homeowners via email stating that their application has been received and the covenants on their property are being reviewed.