

# Northridge Homeowners' Association

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## July 2020 Board Meeting Agenda Date: Tuesday July 28 @ 7:00 PM @ Moore Park Shelter

- 1) Call meeting to order
  - a) Roll Call of Volunteer Board members  
David Farrell, Don Wolter, Danny Staedtler, Dick Geil, George Covert,  
Amanda Winters, Simon Timmerman, Ron Frantzen,  
Contract Members Grounds - Carroll Marty
- 2) Approval of minutes from the March 2020 Annual Board Meeting
- 3) Recognize new member:
  - a) Dustin Turner assistant to Grounds keeper Carroll Marty
- 4) 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
- 5) Green Space Manager's Report
  - a) Large Tree damage on trial removal of large branchF
- 6) Pond Report Update
  - a) Update on Ponds in NHO space.  
Provide a list of task /projects for 2020  
Future pond project 2021-2023
- 7) Snow Removal for the North 40 Sidewalk  
  
Solution recommendation to pay Matt Cooper to clean this north sidewalk and to maintain snow removal. Matt will bill the association once a year and this amount will be equal to the HOA dues each year. Great value to the HOA to have this addressed

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## July 2020 Board Meeting Agenda Date: Tuesday July 28 @ 7:00 PM @ Moore Park Shelter

- 8) Northridge Homeowners Website:
  - a) Email communications on HOA website.
  - b) Who were they forwarded to too respond.
  - c) Update from Board member on response and how it was addressed
- 9) New Business
  - a) Proposal on selling off green spaces to property owners
  - b) Update on 2901 Cypress Circle
  - c) Northridge Homeowners Capital needs
  - d) Walking path trail repairs / planning
  - e) Other concerns to bring to the board for discussion?
- 10) Adjourn Meeting

**Northridge Homeowners' Association**  
**July 2020 Board Meeting Minutes**  
**Tuesday July 28th, 7:00 PM at Moore Memorial Park Shelter**

1. Call Meeting to Order: Ron Frantzen called the meeting to order at 7:00 p.m. on Tuesday, July 28, 2020.
  - a. Roll Call of Volunteer Board members present:
    - i. Present Volunteer/Voting Board Members: David Farrell, Ron Frantzen, Dick Geil, Simon Timmerman, Amanda Winters and Don Wolter
    - ii. Present Support Staff/Non-Voting: Carroll Marty and Dustyn Turner (Greenspace Manager), Danny Staedtler (Website, Pond & Pin Location)
2. Approval of Minutes from the March 2020 Board Meeting: There were no changes to the March 2020 Board Meeting.
3. Recognize New Member: Frantzen introduced Dustyn Turner. Turner will train with Carroll Marty for the time being until Turner is comfortable taking over. Carroll Marty has charged the HOA \$35 per hour for most work; \$60 per hour for chipper work. Carroll stated that Simon Timmerman has also volunteered to help with larger projects.
  - a. Dustyn Turner's Contact Information: xxxxxxxxxxxxxxxxxxxxx
4. Treasurer's Report
  - a. Review of financial reports:
    - i. March  
Deposits:  
3/20/2020 Dues Deposit \$xxx.xx  
Debits:  
3/5/2020 Crisitine Diekman (Double Dues Payment Refund)  
\$xxx.xx  
3/12/2020 Carroll Marty (greenspace maintenance) \$\$xxx.xx  
3/12/2020 Danny Staedtler (website maintenance & pond treatment) \$\$xxx.xx  
Account Balances:  
Ending Total Balance: \$\$xxx.xx  
Checking: \$\$xxx.xx  
Business Share: \$\$xxx.xx  
CD: \$\$xxx.xx
    - ii. April  
Deposits:  
4/15/2020 Dues Deposit \$\$xxx.xx  
Debits:  
4/23/2020 Joel Brinkmeyer Pond Electrical \$\$xxx.xx  
Account Balances:  
Ending Total Balance: \$\$xxx.xx

Checking: \$\$xxx.xx  
Business Share: \$\$xxx.xx  
CD: \$\$xxx.xx

iii. May

Deposits:

5/13/2020 Dues Deposit \$\$xxx.xx

Debits:

5/8/2020 Simon Timmermans Marking Paint \$\$xxx.xx

5/11/2020 Raymond Richie Pond Electrical \$\$xxx.xx

5/11/2020 USPS PO Box 12 Month \$\$xxx.xx

5/19/2020 Dan's Custom Landscapes \$\$xxx.xx

Account Balances:

Ending Total Balance: \$\$xxx.xx

Checking: \$\$xxx.xx

Business Share: \$\$xxx.xx

CD: \$\$xxx.xx

iv. June

Deposits:

6/4/2020 Dues Deposit \$\$xxx.xx

6/24/2020 Dues Deposit \$\$xxx.xx

Debits:

6/23/2020 US Dept of Treasury Federal Tax \$\$xxx.xx

6/30/2020 Dan's Custom Landscape \$\$xxx.xx

June Account Balances:

Ending Total Balance: \$\$xxx.xx

Checking: \$\$xxx.xx

Business Share: \$\$xxx.xx

CD: \$\$xxx.xx

b. Dues update:

- i. Action for delinquent due payments: 2913 Arrowwood Circle: Farrell had spoken with the current tenant at 2913 Arrowwood; the tenant stated that he would pay the dues but did not. Farrell sent a letter to the homeowner outlining the dues, late fees and process for a lien being placed on the property due to nonpayment and the balance was paid in full, including late fees. Farrell now has a phone number, email address and mailing address of the owner.
- ii. Three other homeowners that have not yet paid as of today. Farrell stated that he will keep reaching out to those homeowners to collect the 2020 dues.

5. Green Space Manager's Report: Carroll Marty provided an update on green space maintenance. He and Turner have been clearing out brush, cleaning up the entrance gardens and removing large branches and trees over the past few months.

- a. Turner will be collecting bids on the large tree that fell on the Willow Walk path. Removal of this tree will be complicated due to its size and location near homes.
  - b. Marty reported that there are many ash trees that will need to be removed over the next five or so years. He is working with Turner to identify those and make a plan for their removal.
6. Pond Report Update: Danny Staedtler provided an update on the ponds. The enzyme he applied has cleared them up. He is planning to use some aquatic herbicide to remove pond grass in one of them. He had to replace a part in one of the pond's pumps and will be sending invoices to three Northridge residents for their electricity reimbursements.
7. Northridge Homeowners Website:
  - a. Email communications on HOA website: Danny Staedtler shared with the board that email communications regarding trees go to Marty and Turner, fence communications go to the full board (though he usually filters these first by sending fence applications when requested) and dues questions go to Farrell. Email communications that require a response from a board member (other than tree or dues questions) should be handled by Frantzen as the board president.
8. Old Business:
  - a. Snow Removal for the North 40 Sidewalk - Simon Timmerman reported that he spoke with Northridge resident Matt Cooper regarding snow removal in the North 40 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.
  - b. Update on Construction at 2901 Cypress Circle - work has been slow but is in process and the homeowner told Marty that they are hoping the work is completed soon.
9. New Business
  - a. Lot Pin Locating: The board discussed the lot pin locating service that Staedtler conducts primarily for fence installations (and that the HOA pays for); Frantzen expressed concerns about any liability that the board may have if those are not 100 percent accurate. Staedtler stated that he will modify the fence application online to include a statement about lot pin locating, which homeowners will need to sign, stating that the lot pin locating is not a legal survey and the homeowner assumes responsibility for location.
  - b. Selling Green Spaces to Property Owners: The board discussed the possibility of selling specific green spaces without walking trails within the neighborhood to property owners currently living in adjacent properties. The Three Corner Patch and the strip of greenspace west of Ridgetop Road and Bayberry Circle are two

of the spaces discussed. Selling these spaces would be a cost savings to the association in maintenance and tax expenses. Frantzen stated that he would conduct some research on the process for doing this and asked Farrell to provide some numbers for our next meeting on the annual costs to the association of owning those spaces (taxes, mowing, weed & feed, tree/brush maintenance, etc.). This is just in the exploratory phase; no decisions were made, and the board stated that all nearby homeowners would be contacted before any decisions were made.

c. Walking Path Repairs:

- i. Timmerman has walked all of the walking path trails and identified the areas needing replacement. Approximately 25,000 square feet of trails need to be replaced. Timmerman stated that the estimates he has received show it will cost \$7 per square foot to tear out and replace the trails. To repair every trail that needs repair, it would cost \$175,000. The board discussed the need to develop a plan for how much to spend to start repairing the worst areas first and how much to spend over the coming years to continue replacing the remainder of the trails, and those that will deteriorate in the future.
- ii. The board discussed using some of the reserve funds in the CD to start the project and then increasing dues to \$200 per resident per year to continue funding this work in future years. Frantzen and Timmerman agreed that the work should begin this Fall. In order to do this, the board needs to schedule a day to hold a neighborhood vote for the dues increase. This will require 30-days' written notice to all residents.
  1. Timmerman motioned to hold the necessary neighborhood vote to increase HOA annual dues to \$200 per lot per year. Wolter seconded the motion.
  2. Wolter motioned that Timmerman obtain for board approval construction estimates of up to \$50,000 in trail maintenance to begin this Fall. Geil seconded this motion.
- iii. Frantzen requested that for the next meeting:
  1. Farrell prepare several charts showing the association's expenses and why it will be necessary to increase dues and how those dues will be spent going forward.
  2. Timmerman prepare a neighborhood map showing the areas needing replacement first and the areas needing replacement in future years

10. Adjourn Meeting: The meeting adjourned at 8:50 p.m. Franzten will email board members to set up the next meeting date and time.

Action Items:

- Dues: Farrell to keep reaching out to the three homeowners with unpaid 2020 dues.
- Greenspace: Turner will collect estimates to remove the large tree that fell on the Willow Walk path.

- Lot Pin Locating: Staedtler will modify the fence application to include a statement about lot pin locating, which homeowners will need to sign, stating that the lot pin locating is not a legal survey and the homeowner assumes responsibility for location.
- Selling Green Spaces to Property Owners:
  - Frantzen to conduct research on the process for selling greenspace.
  - Farrell to provide some numbers for our next meeting on the annual costs to the association of owning those spaces (taxes, mowing, weed & feed, tree/brush maintenance, etc.).
- Walking Path Repairs:
  - Timmerman to obtain for board approval construction estimates of up to \$50,000 in trail maintenance to begin this Fall.
  - Farrell to prepare several charts showing the association's expenses and why it will be necessary to increase dues and how those dues will be spent going forward.
  - Timmerman to prepare a neighborhood map showing the areas needing replacement first and the areas needing replacement in future years.