

# Northridge Homeowners' Association

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## October 2020 Board Meeting Agenda Date: Thursday October 08, @ 5:00 PM @residence 2418 Ridgetop Circle Ames

- 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 Manager - Dustyn Turner (Semi retired - Carroll Marty)
- 2) Approval of minutes from the July 2020 Board Meeting
- 3) Treasurer's Report
  - a) Review of financial reports
  - b) Review and approval of new invoices
  - c) Past Dues update with further action on delinquent due payments
- 4) Green Space Manager's Report - Dustyn Turner
  - a) Semi retired - Carroll Marty Grounds Maintenance (Will not be present for meeting)
  - b) Derecho storm on August 10, tree damage throughout Northridge with large branches and tree
- 5) Pond Report Update
  - a) Update on Ponds in NHO space.  
Review of task /projects for 2020  
Future pond project 2021-2023
- 6) Northridge Homeowners Website:
  - a) Email communications on HOA website.
  - b) Verification on who is to respond?

July 2020 Board Meeting Agenda  
Date: Tuesday October 8, @5 PM  
@residence 2418 Ridgetop Circle Ames

7) Northridge Homeowners Association Capital needs

- a) Memo communication to residents on the need to increase annual HOA rates to meet rising costs faced by the association.

Proposal on selling off green spaces to property owners. This will require more financial and strategic planning and should be held until 2021 to work with legal about selling off small sections that are unneeded association maintenance cost.

- b) Update on neighbor project at 2901 Cypress Circle. Need for removal of the temporary access driveway and return ditch into its original design.
- c) Walking path trail repairs will begin soon and will be spread over multiple years as capital funding becomes available.

8) Old Business

- a) 3025 Aspen Rd. Fence Application
- b) 3226 Bayberry Rd. electrical box landscaping
- c) Neighborhood Sculpture Program | City of Ames, IA
- d) 3031 Bayberry Rd - Tree Limb fell across pond (not due to derecho)
- e) Northern Natural Gas - Preliminary Discussion - Above Grade Improvement 2021
- f) Other concerns to bring to the board for discussion?

9) New Business

10) Adjourn Meeting

**Northridge Homeowners' Association  
October 2020 Board Meeting Minutes  
Thursday, October 8th, 5:00 PM**

1. Call Meeting to Order: Ron Frantzen called the meeting to order at 5:05 p.m. on Thursday, October 8, 2020.
  - a. Present Volunteer/Voting Board Members: David Farrell, Ron Frantzen, Simon Timmerman, Amanda Winters and Don Wolter
2. Approval of Minutes from the July 2020 Board Meeting: There were no changes to the July 2020 Board Meeting.
3. Treasurer's Report:
  - a. Past Dues update with further action on delinquent due payments: Farrell reported that three homeowners have still not paid their 2020 dues. He has sent them each three letters. Frantzen asked Farrell to send him the names and address and amount due and Frantzen will try to contact them. If he is unsuccessful, he will begin the process of having a lawyer send a certified letter threatening a property lien if the dues remain unpaid.
  - b. Farrell stated that the association is low on checks and needs to order more. The bank no longer provides carbon copy checks; if those were needed, he would need to order from a third-party vendor. The board did not feel the carbon copy checks were necessary and that the bank-provided business checks with stubs would be sufficient. Farrell will order the checks from the bank; the amount will be drafted from the checking account.
  - c. Review of Financial Reports:
    - i. July  
Deposits: None  
Debits:

07/06/2020	Carroll Marty	\$xxx.xx
07/16/2020	Arthur's Mowing Service	\$xxx.xx
07/31/2020	Danny Staedtler	\$xxx.xx
07/31/2020	Carroll Marty	\$xxx.xx

  
Account Balances:  
Ending Total Balance: \$xxx.xx  
Checking: \$xxx.xx  
Business Share: \$xxx.xx  
CD: \$xxx.xx
    - ii. August  
Deposits:

08/07/2020	Dues	\$xxx.xx
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Debits:

08/31/2020	Arthur's Mowing Service	\$xxx.xx
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Account Balances:  
Ending Total Balance: \$xxx.xx  
Checking: \$xxx.xx  
Business Share: \$xxx.xx  
CD: \$xxx.xx
    - iii. September  
Deposits:

09/02/2020	Dues Deposit	\$xxx.xx
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09/17/2020	Dues Deposit	\$xxx.xx
Debits:		
09/09/2020	Carroll Marty	\$xxx.xx
09/18/2020	Story County Property Tax	\$xxx.xx
09/23/2020	Arthur's Mowing Service	\$xxx.xx
09/30/2020	State Farm Insurance	\$xxx.xx
Account Balances:		
Ending Total Balance: \$xxx.xx		
Checking: \$xxx.xx		
Business Share: \$xxx.xx		
CD: \$xxx.xx		

4. Green Space Manager's Report: No update. Carroll Marty, who is semi-retired as Grounds Maintenance and not present for the meeting is in the process of transitioning this work to Dustyn Turner. It was suggested to Frantzen by a resident that the HOA do something to recognize Marty's many years of service to the neighborhood. The board decided to draft a story for the website and Frantzen will get a photo of Marty to accompany the story (Staedtler to email the story link on the HOA website to the residents).
5. Pond Report: No update.
6. Northridge Homeowners Website: No update. Timmerman motioned and Wolter seconded that all board members will begin to receive all association emails, automatically forwarded from the website when the emails come in, so that board members can respond to neighbor's concerns and questions in a timely manner.
7. Northridge Homeowners Association Capital Needs:
  - a. Frantzen to draft a memo communication to residents on the need to increase annual HOA rates to meet rising costs faced by the association.
  - b. Farrell to create a graph showing past three years' expenses.
  - c. Timmerman has identified all of the sections of trails needing repair right away and those that will need to be repaired in the future, and will update trail maps with color coded phases of repairs.
  - d. Frantzen reported that two bids have been sought for price per square foot of trail removal, laying concrete and grading afterward. One bid has been received; he is awaiting the second. When the second bid is received, Frantzen will forward it to the board.
  - e. Frantzen shared that the biggest unknown factor is how extensive the tree root removal could be and he recommended we include a contingency to allow for unexpected costs/we plan to start repairing less than originally planned to leave some room for any unexpected costs.
  - f. Farrell will contact the bank to get information on cashing out the association's Certificate of Deposit account (what the process and cost is for that, how long the process takes and how long before the funds are available, etc.).
  - g. Timmerman motioned to spend up to \$50,000 for trail repairs, including a \$10,000 contingency as part of the \$50,000. Farrell seconded and the motion passed.
  - h. Dues will have to increase in order to pay for this work. Farrell stated that it would be too late in the year to hold a meeting to vote to increase the 2021 dues, as many residents will begin paying their dues in a few weeks. An increase to \$200

per lot per year had been discussed in prior meetings, but that change will be deferred to the middle of next year to hold a neighborhood vote. The vote will require 30-day's notice to residents and two-thirds of residents present at the meeting will be required to approve the increase.

- i. Timmerman motioned for a 7 percent dues increase (as allowed in the association bylaws) for 2021 from \$133 per lot per year to \$142 per lot per year; Farrell seconded and the motion passed.
  - j. Staedtler to send out an email to the residents notifying them of the dues rate increase for 2021 and sharing that the board made the decision in order to keep up with rising expenses and in anticipation of further capital needs.
  - k. Walking path trail repairs will begin soon and will be spread over multiple years as capital funding becomes available.
8. Proposal on selling off green spaces to property owners: Frantzen reported that after researching this further, while the greenspaces are a maintenance cost, selling off greenspaces will require more financial and strategic planning, as each space would require surveying and transaction costs and should be done at a future date, when it can be given greater attention with guidance from a real estate attorney.
  9. Update on neighbor project at 2901 Cypress Circle: Need for removal of the temporary access driveway and return ditch into its original design. Frantzen will contact the homeowner for a status update and will reiterate neighbors' concerns.
  10. Old Business - moved for discussion at next meeting.
    - a. 3025 Aspen Rd. Fence Application
    - b. 3226 Bayberry Rd. electrical box landscaping
    - c. Neighborhood Sculpture Program | City of Ames, IA
    - d. 3031 Bayberry Rd - Tree Limb fell across pond (not due to derecho)
    - e. Northern Natural Gas - Preliminary Discussion - Above Grade Improvement 2021
  11. Adjourn Meeting: Timmerman motioned to adjourn, Wolter seconded. The meeting adjourned at 6:35 p.m. Franzten will email board members to set up the next meeting date and time (early December).

#### Action Items:

1. Farrell to send Frantzen the names, addresses and amount due of those residents who have not paid their 2020 dues. Frantzen to contact the three residents who have not paid their dues. If he is unsuccessful, he will begin the process of having a lawyer send a certified letter threatening a property lien if the dues remain unpaid.
2. Farrell will order the checks from the bank.
3. Frantzen will get a photo of Carroll Marty. Winters will help draft a Thank You for the website. Staedtler to put Thank You on website and email it to the neighborhood.
4. Staedtler to add all of the board members' email addresses to the association email account to automatically receive all association emails when they come in.
5. Trail Maintenance:
  - a. Frantzen to draft a memo communication to residents on the need to increase annual HOA rates to meet rising costs faced by the association.
  - b. Farrell to create a graph showing past three years' expenses.
  - c. Timmerman to update trail maps with color coded phases of repairs.
  - d. Frantzen to forward the final bid to the board when it is received.

- e. Farrell will contact the bank to get information on cashing out the association's Certificate of Deposit account (what the process and cost is for that, how long the process takes and how long before the funds are available, etc.).
- 6. Staedtler to send out an email to the residents notifying them of the dues rate increase to \$142 for 2021 and sharing that the board made the decision in order to keep up with rising expenses and in anticipation of further capital needs.
- 7. Frantzen will contact the homeowner at 2901 Cypress Circle for a construction status update.
- 8. Franzten will email board members to set up the next meeting date and time (early December).