

Northridge Homeowners' Association

January 2021 Board Meeting Agenda

Date: Tuesday, January 26, 5:30 PM

@residence 2418 Ridgetop Circle Ames

1. Call meeting to order
Roll Call of Volunteer Board members: David Farrell, Ron Frantzen, Dick Geil, Simon Timmerman, Amanda Winters, Don Wolter
Contract Members: Danny Staedtler - Website and Pond Maintenance, Dustyn Turner - Grounds Manager
2. Approval of minutes from the October 2020 Board Meeting
3. Treasurer's Report
 - a. Review of financial reports
 - b. Review and approval of new invoices
 - c. Dues update
4. Green Space Manager's Report - Dustyn Turner
5. Ponds Report - Danny Staedtler
6. Old Business
 - a. Significant events in 2020:
 1. New board member Timmerman voted in and began working on topics of concerns.
 2. Covid 19 - Limited gatherings including our board, Northridge Home Owners Association (HOA).
 3. Trail maintenance is a big concern since more people are using trails. Cost estimates were done for total replacement of over \$1,000,000 or identified location repairs only that went as high as \$250,000. Then a more defined scope was considered at addressing spot zones.
 4. Board passes motion to proceed with repairs investing up to \$50,000.00 towards maintenance to the worst areas on trails.
 5. Board discusses whether it will be necessary to consider a "Capital Fund" or increase association rates. Decision was deferred until further review could be completed.
 6. Derecho Storm hits central Iowa in August and causes extensive tree damage in the Northridge Homeowner Association. Contracted tree maintenance was required for large trees. Our internal grounds people Carroll and Dustyn were able to get most of the damage cleaned up by fall. Important to note we had many home owners help Carroll and Dustyn making piles so it made their job less stressful. Projected expenses of this Derecho storm on our development exceeded \$10,000 in cleanup cost.

7. Additional bids were sought for trail replacement with concrete. Due to timing of fall and other conditions mentioned previously, bids will be received for trail maintenance to begin in spring of 2021.
 8. Board increase rates to help cover trail maintenance cost due to tree damages also determines it will be necessary to increase Home Owners annual rates by seven percent in 2021 to help cover on going aging trails and bridges in association. All other expenses are being reviewed to see where future cost saving can be achieved.
- b. Summary of other board consented and approved items in 2020:
1. Fencing applications are on the rise with more people at home wanting additional security and pet boundaries.
 2. Small shed approved within fencing area. Covenant does not prohibit small outbuildings in this addition. Placement and appearance within a fenced yard made this approval acceptable.
 3. A long delayed home construction ended that backed up to George Washington Carver. The road access was also removed and been seeded.
 4. AB&B rental was turned down as this does not fit into the homeowners association covenants.
7. New Business
- a. Projects in process:
 - i. We hope to soon have this posted on our website detailing the Board Financial's detailing expenses by category so residents can see how the association dues are utilized in maintaining our green spaces, trails and many trees in the development.
 - ii. Consideration is being reviewed to sell several parcels of green space where no future walking trails would be built. These future walk areas were setup when the development was established in 1989-92 however after homes were built these trails were not necessary and were not built. This would enable the association to reduce insurance cost, property taxes on this ground being paid annually. It would also reduce our ongoing tree maintenance and mowing expenses. There are only a couple small sections under consideration and will be reviewed closely in 2021 to see if this will be a good business decision for selling these parcels.
 - b. Concerns to bring to the board for discussion?
 - c. Election of board members for 2021
8. Adjourn Meeting

**Northridge Home Owners Association
January 2021 Board Meeting Minutes
Tuesday, January 26, 5:30 PM**

1. Call Meeting to Order: Ron Frantzen called the meeting to order at 5:38 p.m. on Tuesday, January 26, 2021.
 - a. Present Volunteer/Voting Board Members: David Farrell, Ron Frantzen, Simon Timmerman, Amanda Winters
 - b. Present Support Staff/Non-Voting Members: Dustyn Turner (Greenspace Manager), Danny Staedtler (Website, Pond & Pin Location)
2. Approval of minutes from the October 2020 Board Meeting: There were no changes needed to the minutes; Farrell motioned to approve the October 2020 minutes and Timmerman seconded and the minutes were approved.
3. Treasurer's Report
 - a. Review of financial reports
 - i. October
Deposits:
10/31/2020 Dues Deposit \$xxx.xx
Debits:
10/1/2020 State Farm Insurance \$ xxx.xx
10/7/2020 Dustyn Turner \$ xxx.xx
Account Balances:
Ending Total Balance: \$ xxx.xx
Checking: \$ xxx.xx
Business Share: \$ xxx.xx
CD: \$ xxx.xx
 - ii. November:
Deposits: None
Debits:
11/10/2020 New Checks for HOA \$ xxx.xx
11/17/2020 Finco Tree Service \$ xxx.xx
11/24/2020 Arthurs Mowing Service \$ xxx.xx
Account Balances:
Ending Total Balance: \$ xxx.xx
Checking: \$ xxx.xx
Business Share: \$ xxx.xx
CD: \$ xxx.xx
 - iii. December
Deposits:
12/15/2020 Dues Deposit \$ xxx.xx
12/17/2020 Dues Deposit \$ xxx.xx
12/30/2020 Dues Deposit \$ xxx.xx
Debits:
12/1/2020 Dan's Custom Landscape \$ xxx.xx
12/1/2020 State Farm Insurance \$ xxx.xx
12/23/2020 Dustyn Turner \$ xxx.xx
12/29/2020 Carroll Marty \$ xxx.xx

Account Balances:

Ending Total Balance: \$ xxx.xx

Checking: \$ xxx.xx

Business Share: \$ xxx.xx

CD: \$ xxx.xx

iv. Year-End:

v. Income: \$ xxx.xx

vi. Expenses: \$ xxx.xx

- b. Review and approval of new invoices: Danny Staedtler submitted an invoice for pond treatment and website maintenance and hosting.
 - c. Dues update: Farrell reported that approximately fifty percent of annual dues have been received to date.
4. Green Space Manager's Report - Dustyn Turner
- a. Turner reported that he has been taking care of tree clean up from the recent wind storm repair using Carroll's chipper.
 - b. Most of the dangerous/hazardous trees damaged during August's derecho have been cleaned up. The remaining ones are low priority to get removed but he is working his way through cleaning those up as well. As the weather warms up, he'll be able to do more.
 - c. Turner will work on a plan for improving the landscaping at the entrances and which trees need to be replaced and what to replace them with. He will consult with an arborist on tree replacement and research bidding process starting with Weiss and find out how much something like this would cost and what is involved with planting new trees (staking, watering, etc.) and how companies go about bidding a project like this where the trees are scattered throughout the neighborhood.
 - d. Turner also reported to the board that a better tree pruning plan is needed for the neighborhood, as better pruned trees will hold up better against the wind. Staedtler recalled that the trees had been professionally pruned at one time and it was expensive. This is another project that should be included in a long term plan for the neighborhood.
5. Ponds Report - Danny Staedtler
- a. Staedtler reported that he cleaned the pond pumps and added chemicals. He also submitted the pond report requested by the city of Ames. He reported that there is a lot of trash in the retention pond grates in the north 40 lot but since we cannot easily remove those grates, he contacted the city to find out whose responsibility it is to clean those out and how we would open it up to do so; he has not yet received a response, so will follow up.
 - b. Staedtler also reported that the city recommends pond dredging every 2-3 years. The ponds have not been dredged in some time as the enzymes he adds breaks down much of the organic matter in the ponds; however, this is a future expense that will need to be budgeted for in a long term plan.
 - c. Staedtler also reported that he is planning a website revamp and in the process of brainstorming a new look for the site. Frantzen stated that Staedtler could consider finding a company to help develop that if needed, keeping Staedtler responsible for managing and updating it.

6. Old Business

a. Significant events in 2020:

- i. New board member Timmerman voted in and began working on topics of concerns.
- ii. Trail maintenance is a big concern since more people are using trails. Cost estimates were done for total replacement of over \$1,000,000 or identified location repairs only that went as high as \$250,000. Then a more defined scope was considered at addressing spot zones.
- iii. Board passes motion to proceed with repairs investing up to \$50,000.00 towards maintenance to the worst areas on trails.
- iv. Board discusses whether it will be necessary to consider a "Capital Fund" or increase association rates. Decision was deferred until further review could be completed.
- v. Derecho Storm hits central Iowa in August and causes extensive tree damage in the Northridge Homeowner Association. Contracted tree maintenance was required for large trees. Our internal grounds people Carroll and Dustyn were able to get most of the damage cleaned up by fall. Important to note we had many home owners help Carroll and Dustyn making piles so it made their job less stressful. Projected expenses of this Derecho storm on our development exceeded \$10,000 in cleanup cost.
- vi. Additional bids were sought for trail replacement with concrete. Due to timing of fall and other conditions mentioned previously, bids will be received for trail maintenance to begin in spring of 2021.
- vii. Board increase rates to help cover trail maintenance cost due to tree damages also determines it will be necessary to increase Home Owners annual rates by seven percent in 2021 to help cover on going aging trails and bridges in association. All other expenses are being reviewed to see where future cost saving can be achieved.
- viii. Consideration was taken to sell several parcels of green space where no future walking trails would be built. These future walk areas were setup when the development was established in 1989-92 however after homes were built these trails were not necessary and were not built. It was determined that the cost to sell these sections would not provide a great cost savings to the association.

b. Summary of other board consented and approved items in 2020:

- i. Fencing applications are on the rise with more people at home wanting additional security and pet boundaries.
- ii. Small shed approved within fencing area. Covenant does not prohibit small outbuildings in this addition. Placement and appearance within a fenced yard made this approval acceptable.
- iii. A long delayed home construction ended that backed up to George Washington Carver. The road access was also removed and been seeded.
- iv. AirBnB rental was turned down as this does not fit into the homeowners association covenants.
- v. Frantzen was contacted regarding upgrades to gas lines in the neighborhood; the HOA was paid \$500 for easement to do gas line upgrade work on HOA property, the work will be completed sometime in 2021 but the exact date is not known.

7. New Business

a. Capital Plan and Trail Maintenance Discussion:

- i. Trail repairs are scheduled to begin April 1. Roots will be removed where needed, trails will be steel reinforced to avoid further damage caused by tree roots. The plan is to do a large section of the worst areas of trails first, including cutting out roots, and then each year repair the trails needing repair most urgently, section by section.
- ii. Frantzen would like to post on the HOA website a chart illustrating the association's expenses, so that residents can see how much is currently spent each year in maintenance, and how much is needed to be raised to fund future increases in maintenance expenses.
 1. Farrell shared a pie chart illustrating 2020 expenses. Frantzen recommended adding the actual numbers to the pie chart. Farrell will add a chart showing how expenses compare year over year, showing the averages spent per category for the past five years. Staedtler suggested adding a section of leftover revenue amount to be used for upgrades/future expenses for bridge repairs, ponds, trails, trees, etc. Farrell will work on this over the next week and send it to the board for review.
 2. Currently, approximately \$4,000-\$8,000 is left over at the end of each year. This is not enough to fund future capital projects, so dues will need to be increased.
 3. The board agreed that a \$50,000 reserve is reasonable to carry each year.
- b. Frantzen recommended a protocol be put in place regarding the sharing of knowledge regarding handling of finances and the duties of the Treasurer. As Treasurer, Farrell holds a great deal of knowledge necessary to the finances and operation of the association, and that knowledge needs to be shared with at least one other board member for continuity purposes. Farrell and Staedtler also both reported that they have association records stored in their homes. This discussion was tabled for future meetings.
- c. Election of board members for 2021 - Dick Geil will not serve on the board for 2021, so at least one more at large member is needed. Each board member agreed to recruit additional volunteers among their neighbors and other residents to join the board.

8. Adjourn Meeting: Frantzen motioned to adjourn, Timmerman seconded. The meeting adjourned at 7:07 p.m. The next meeting will be held Monday, March 8 at 5:30 p.m. in Frantzen's garage, 2418 Ridgetop Circle.