



Homeowners Association

Agenda for Special Meeting of the Board – January 13, 2025, 4:30 to 5:00 PM

This meeting will be a video meeting and is open to all Members

Board Members and Association Members may [Click here to join the meeting](#)

Agenda

- I. Call to Order
- II. Welcome and Roll Call
 - Vicky DiNicola
 - Jim Underhill
 - Beth Cummings
 - Traci Gates – ADAM Property Manager
 - Association Members
- III. Review and Approval of Minutes from Meeting of the Board on November 17, 2024 *(see pages 2-4 of this agenda)*
- IV. Appointment of New Board Member to Replace Vice President and Secretary
- V. Review and Discussion of Planning for Meeting of the Members on 1-28-2025
- VI. Additional Association Business
- VII. Summary of Action Items and Closing Remarks
- VIII. Adjournment



Green Ridge Homeowners Association

Minutes for Board Member Meeting – November 7, 2024, 5:00 to 6:00 PM

For Approval at Special Meeting of the Board – January 13, 2025

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- I. Call to Order at 5:03 pm
 - II. Welcome and Roll Call
 - Vicky DiNicola, President
 - Jim Underhill, Treasurer
 - Beth Cummings, Vice-President, Secretary
 - Association Members: Susan and Howard Dayberry, Paul and Mely Tynes, Keith DiNicola
 - III. Review and Approval of Minutes for August 21, 2024, Special Meeting of the Board: Beth made a motion to approve the minutes and was seconded by Jim.
 - IV. Property Manager's Report
 - Traci Gates was not in attendance. Vicky gave Traci's report.
 - a) There were no violations to report.
 - b) Howard Dayberry had received a "Friendly Reminder" Notice and said he did not appreciate the language in the notice. After hearing his comments and reviewing the actual notice, the Board opted not to change the language.
 - c) Howard commented about a trailer that was still in someone's driveway that has not been removed.
 - d) Vicky reviewed the Corporate Transparency Act through a PowerPoint presentation. (included with minutes). Vicky suggested we add the language for this act into the Rules and Regulations regarding the legal requirements and process. Beth made a motion to include the requirements in the Rules and Regulations; Jim seconded it.
 - e) ADAM Property Management fees have not gone up for 2025, however fees have gone up to \$80.00 for taking board minutes and \$50.00 to send certified mail. Half of the mail cost will be charged to the member receiving the certified mail, and the Association will pay the other half.
 - V. **Treasurer's Report**
 - Jim reviewed current financial statements.
 - a) Current Operating account balance approximately \$12,500
 - b) Current Reserve account balance approximately \$14,918
 - c) CD at WAFD: \$24,382 (matures July 2025)
 - d) CD at Citi: \$11,135 (matures November 21, 2024)
 - e) **Total Asset Value: \$62,971**
 - f) Ongoing operating expenses approximately \$12,232 against the annual projected budget of \$15,894. We are about on target and hope to be able to fully fund the reserve accounts with the minimum required \$5000 at the end of the year, and hopefully an additional \$5000 to make up for last year.

VI. Road Report

- The sealing repairs at the end of Lot 7 and Lot 19 are in the process of being scheduled with Bates
- Vicky commented that there have been volunteers to coat the Blue Stake markers on the road if we can secure a bucket of sealant from Bates.
- Harry reported some missing reflectors on the roads. Vicky to order reflectors to replace missing fire hydrant markers and missing markers at front west gate.
- Harry reported a missing sign on corner of Sonoran Vista Trail and Avenida Del Otero. Beth to ask Traci at ADAM to replace.

VII. ARC Reports

- A few projects requested for house painting, tree removal and replacement, along with one project to add on a garage and another pool restoration, which are both currently in progress.

VIII. Governing Documents

- The status of the governing documents and the plan to complete, file and publish all outstanding amendments were discussed.
- Beth stated that she and Vicky had worked on this project earlier but have not made the actual amendments to the documents that have already been approved by the members.
- Beth stated that she does not have the capabilities or program to take existing documents and change them without retyping the entire set of documents. She stated that in the past the Association worked directly with the Association Attorney. The cost of doing that in 2016 was \$6000. However, the Board has already done most of the work required. The only work needed was to add the updates to the documents since members have already approved of the amendments.
- Vicky said that it does not take a special program to finish the program. She would like to save the Association any expenses and amend the documents herself through a process she has available.

IX. Gate Report

- Jim reviewed recent quotes received for refurbishing our gates from Moving Gates Systems, including costs for security video systems.
 - a) Total cost for Gate Refurbishment (reusing existing metal frames): \$39,803.60. Note this cost includes video of driver at Kiosk but does not include video systems to capture license plates on vehicles in entrance and exit paths.
 - b) Cost for full video surveillance on both gates: \$16,975
 - c) Jim reported that Larry at Moving Gates Systems conducted an analysis of our under-pavement Loop System that detect auto movement on the road. There are a total of 14 loops. Currently four of the 14 are near failure. The cost to repair each loop is approximately \$1000. We can replace all 14 for approximately \$13,700. Note that the replacement will involve small saw cuts to the pavement and some potential minor repairs to apply sealant afterwards.
 - d) Total cost to replace gate equipment, loop system and add video surveillance is approximately \$70,478 before taxes.

- e) Jim advised that currently, it would not be wise to proceed with gate refurbishment as it would require the use of all of our current financial assets, including our January assessment fees when received.
- f) Plan to educate members on the three quotes we have received to date and discuss further at our January annual meeting.

X. **Plan to Recruit New Members to the Board.**

- A letter will be going out from the Board encouraging members to be involved in their community by volunteering to be on the board.
- Beth asked members in attendance if they would consider it. Paul Tyne said he would have to discuss it with his wife. Howard Dayberry said no and that he had been part of the board for years and currently did not have time to be a board member.

XI. **Plan for the Annual Meeting of the Members**

- Vicky agreed to contact Bear Canyon Library to check on days and hours available/
- The Board agreed on Tuesday, January 23rd. However, since the writing of these minutes that date has changed to January 28th from 5PM to 6:30PM due to availability of the conference room at the library. A notice to all members to save the date was sent to all Members on Tuesday 11/12/2024. Agenda to follow.

XII. **New Business**

- The Board discussed increasing the annual assessments in January 2026 by 6% in accordance with CC&Rs 9.04(b). Jim made a motion to increase the annual assessments of the full allowed amount due to inflation and increasing prices on utilities, services and repairs. Beth seconded it. Traci to send out a notice to all members.
- No additional Member Comments

XIII. **Meeting adjourned** at 6:43PM.

Respectfully Submitted,

Beth Cummings, Secretary

Reviewed and edited by Vicky DiNicola, President