

**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE NORTH RIDGE ESTATES HOME OWNERS ASSOCIATION  
July 20, 2009**

The regular meeting of the Board of Directors of the North Ridge Estates Home Owners Association was held at seven o'clock p.m. on Monday, July 20, 2009 in the conference room at Midway City Hall.

The meeting was called to order by Maria J. Costa, President, who chaired the meeting. Tiffany Marsh, Secretary, kept the record of the meeting.

The Secretary presented the notice of the meeting that had been emailed to directors by Ms. Costa. On motion duly made and seconded, the notice was approved and ordered appended to these minutes.

The Secretary took the roll call of Directors who were present and announced the following were in attendance, constituting a quorum:

Maria J. Costa  
John C'DeBaca  
Wanda Lucas  
Tiffany Marsh  
Jody Stowers

The Secretary then presented the minutes of the last Board of Directors meeting held on June 22, 2009 which were reviewed by all present. Upon motion made by Jody Stowers, seconded by Tiffany Marsh, the minutes were unanimously approved as written and ordered filed in the Association's Minutes Book.

**OLD BUSINESS**

Northside Drive "North Ridge Estates" Sign: John C' DeBaca confirmed the \$556.50 bid he obtained from Smithers for the new sign to be installed at the Northside entrance to the development included the permit and tax. Following discussion, on motion made by Ms. Costa, seconded by Jody Stowers, the board unanimously accepted Smithers' bid and authorized Mr. C'DeBaca to schedule the installation.

Amendment of Bylaws to Reduce Quorum Requirements: A discussion ensued regarding this issue. Ms. Costa offered to put together for the Board's consideration suggested language for the amendment, proxy form and some ideas on presenting the matter to the Association membership for a vote.

Great Scapes Common Area Grounds Maintenance Contract: Ms. Costa stated that according to the bylaws all contracts need to be signed by two directors and that no contract was valid without the contractor's signature as well. Mr. Stowers will contact Great Scapes regarding his signing of the contract for mowing common areas.

Member Mitchum Complaint About Member Neighbor Parking RV on Street: Mr. Stowers stated that there is a Midway City ordinance against the parking of recreational vehicles in the street but only the City can enforce compliance. Ms. Lucas stated she had attempted to talk with the

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offending member in an amicable manner. When she visited with him he simply explained he had only parked his RV on the street temporarily in preparation to make a trip. Following discussion the Board decided since it had no power to correct this situation and that it was up to the complaining homeowner, Larry Mitchum, if unable to resolve it with his neighbor, to file a complaint with the City if he wanted to pursue the matter further. Ms. Costa will email Mr. Mitchum to let him know the Board's position.

Complaint Against Ball Homes Member Property Grass Too High: Mr. Stowers reported this member allowed the grass on their rental home to grow to the height of 18 inches. NREHOA has the right to require properties be properly maintained and the City can also intervene. Fortunately, Ball Homes finally mowed its property's lawn, thus resolving this complaint.

Complaint Made by Susan (surname not available) at June 22<sup>nd</sup> Meeting About Another Member Parking an RV in Their Yard: Ms. Lucas stated this complaint had to be corrected as the offending vehicle was actually an old car, not an RV. Ms. Lucas also noted the NREHOA bylaws might give the Board authority regarding vehicles parked in yards. She pointed out, however, that to the best of her recollection and knowledge, no action has been taken against other members in similar situations previously. Mr. Stowers agreed to check the bylaws and report back to the Board. Ms. Costa suggested Mr. Stowers call member Susan to get the address of the offending member.

Number of Board Members Currently Serving: Ms. Costa stated that the NREHOA bylaws call for the Board having at all times an odd number of directors (minimum three, maximum nine) for voting purposes. Currently the Board has six members and is in need of one additional member. Ms. Costa opened up the floor for suggestions for a new member. Ms. Lucas offered to ask Brenda Ison and if Brenda is unable to serve, then Mr. Stowers offered to ask another neighbor.

Orientation of New Directors and Officers: Ms. Costa stated NREHOA orientation and guidance was lacking and suggested website as being a very useful tool for preparation and for the membership too but, only if it was brought up to date and regularly maintained.

### **TREASURER'S REPORT**

Ms. Lucas presented the Treasurer's report as Dianne Shephard was not in attendance today and had requested she do so. Ms. Lucas also presented a check made payable to Great Scapes to pay a recently submitted invoice, which Ms. Costa co- signed. Ms. Costa requested Mr. Stowers and Ms. Marsh visit the United Bank & Trust Company as soon as possible to complete the signature cards for the bank account and each promised to do so. Ms. Lucas presented Ms. Costa with the Association's insurance policy files. In response to Ms. Costa's question as to whether the Association had ever been sued or if there were any pending lawsuits at this time, Ms. Lucas stated there were none now or in the Association's history, to the best of her knowledge. Upon motion made by Mr. Stowers, seconded

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by Mr. C'Debaca, the Treasurer's Report was unanimously approved as presented.

**COMMITTEE REPORTS**

Current List of Committees and Members: Ms. Costa mentioned that while the Association's website includes a webpage listing committees and what each does, it is missing the committee members' names and contact data. She added that the bylaws required two directors serve on each committee. Wanda Lucas suggested the bylaws should be changed as it was too difficult to get people to serve. Ms. Lucas mentioned NREHOA had a Welcome Committee led by Crystal Thompson, but it fell by the wayside. Another former director planned to take it on, but was not able to do it. A discussion ensued following which the following Committee appointments were agreed to by all present:

Streets and Grounds Committee: Mr. C'Debaca will serve as chairperson of Streets and Grounds Committee and Mr. Stowers as Committee Member.

Civic Action and Public Relations Committee: These two committees were combined into one and Ms. Lucas will serve as chairperson. Dianne Shepard will be asked to serve as committee member in light of the fact she is required to attend meetings of the City of Midway Council and the invaluable contribution she could make in this area.

Finance Committee: Ms. Costa suggested the need for this committee to oversee the preparation of annual financial reports and budgets to the membership as well as the annual non-profit tax filings. Ms. Costa will serve as chairperson of the Finance Committee and Mr. C'Debaca as committee member.

Welcome Committee: In light of the lack of volunteers to run this committee, it was tabled for consideration at a future date.

Mr. C'Debaca then mentioned that committees aren't having meetings outside of the Board meetings and that it might be more appropriate to present oral instead of written committee reports at Board meetings. Upon motion by Ms. Costa, seconded by Mr. Stowers, it was unanimously,

RESOLVED, that all future committee reports may, at the option of the Committee Chairperson, be presented verbally in lieu of written format.

Ms. Costa then called for Committee reports to be presented.

**Streets and Grounds Committee:** Mr. Stowers advised the only business to report on had been previously covered today under Old Business; that was the North Ridge Estates new sign.

**Civic Action and Public Relations Committee:** Ms. Lucas presented information she had gathered at Midway City's July 6, 2009 Council meeting regarding encroachment of City property by a Midway resident who was required to move new fencing he installed without obtaining a permit

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because it was found to be on City property. Ms Lucas suggested posting this incident on NREHOA's website as a warning to members that they should file permits with the City and get approval prior to making property improvements such as a fence. The Board agreed this would be very helpful. Ms. Lucas will compose a write-up on this issue to add to the website.

Ms. Lucas next reported that the "Sparks in the Park" Midway event to which NREHOA made a monetary contribution this year was a delightful success and suggested the Board should continue to participate in this event for next year, with which everyone concurred.

Then, Ms. Lucas advised that City of Midway plans to improve its website and the City obtained three estimates for this project.

Ms. Lucas also advised that the subject of random spikes in Water Meter readings had been discussed at the City Council meeting and that if anyone notices a problem, they should contact Midway Water and Sewer to look into the matter.

Last, Ms. Lucas regretted to report that the North Ridge Elementary yearbook ad placement deadline had been missed inadvertently so this must await next year's publication.

The Board thanked Ms. Lucas for the extensive and informative report she presented.

**NEW BUSINESS**

Transparency and Accountability: Ms. Costa mentioned that it has been her experience with a number of other homeowners' associations that members are frequently frustrated over not being informed on some regular basis about what their board is doing. She also pointed out that the Association's bylaws require annual financial statements and budgets as a minimum be provided. In response to Ms. Costa's question as to why no budgets or financial statements have been sent the members in the past, Mr. C'Debaca replied it was largely just to save the cost of mailing and production. Ms. Lucas pointed out the budget and income/expense report was provided for anyone who attended the Annual Meeting. Ms. Costa suggested we needed to do more in this area and improve relationships with members generally, perhaps even going back to producing a newsletter. Ms. Marsh mentioned the North Ridge Estates segment in the Midway City newsletter was part of this effort. Ms. Lucas, as Civic Action and Public Relations Committee Chairperson, will continue to give reports of North Ridge Estates to the Midway City publication.

Email Address Member Database: Ms. Marsh presented an idea of mailing or hand-delivering cards to gather homeowner information (i.e. email address) and offered to work on creating a database to send mass email with minutes, financial reports, etc. Ms. Costa noted that there may be local laws prohibiting distribution of cards or leaflets in post boxes that should be looked into before trying this out. Ms. Lucas pointed out that Treasurer Dianne Shepard keeps a database type record of new homeowners she uses to send out annual dues bills. Ms. Costa suggested the Board consider

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doing a mailing after the Association's website is updated to incorporate Ms. Marsh's idea of asking for members' email addresses, promoting the Association's website and to let members know what its Board is doing to protect and promote the community's wellbeing.

Registered Agent: Ms. Costa asked who is current registered agent. Ms. Lucas stated it is Dianne Shepard.

Application to Midway Library to Use Its Community Conference Room for Future Board Meetings: Ms. Costa reported she applied to Midway Library to use its conference room for NREHOA Board meetings and presented the Library's rules governing such use. The Branch manager believes all should be fine but Ms. Costa will confirm this by email notice of the next Board meeting. Ms. Costa pointed out a special rule of closing time would be imposed under which the Board must be out of the room by 7:45 p.m. Ms. Costa asked the directors if they thought Board meetings could be conducted in 45 minutes. All concurred that they could.

Future Board Meeting Notices

Ms. Costa then asked if the Board would agree to receive notices of future meetings by email. Following discussion, upon motion duly made by Mr. C'Debaca and seconded by Mr. Stowers, it was unanimously agreed that meeting notices could be delivered by email from this date forward.

Ms. Costa added that she will include both the next meeting's agenda as well as the minutes of the previous board meeting with the email notice so directors may make suggestions for changes or additions to the agenda and be able to read and comment on the previous meeting minutes in advance of the next meeting. In addition, the place of meeting will be finalized and included in the notice.

NREHOA Web Hosting: Tiffany Marsh presented information about Dreamhost web hosting—a free website for non-profit organizations. Ms. Costa stated we needed to know what the Association was now paying for web hosting and we should check with member Larry Mitchum (volunteer webmaster) regarding change in website hosting arrangements. The matter was tabled for further discussion.

**ADJOURNMENT**

No other business coming before the meeting, upon motion duly made, seconded and carried, the meeting adjourned at 8:22 p.m. The next regular scheduled meeting is set for August 24, 2009 at 7:00 p.m.

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Tiffany Marsh, Secretary