

# NorthRidge Estates

## Homeowners' Association

### MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

August 4, 2011

This special meeting of the Board of Directors of the North Ridge Estates Home Owners Association was held on Thursday, August 4, 2011 in the conference room at the Midway Public Library and was called to order at 7:00 p.m. by President John C'deBaca.

Ryan Marsh, secretary, kept the record of the meeting. The President, took the roll call of members who were present and announced the following were in attendance, constituting a quorum.

John C'deBaca

Ryan Marsh

Chuck Kind

Mark Brengelman (attorney)

#### Meeting Minutes

Motion made by John C'deBaca to postpone approval of the July 25<sup>th</sup> minutes until the next regular meeting in October seconded by Ryan Marsh.

Election of new Member Chuck Kind (C'deBaca/Marsh)

#### Treasurer's Report

Acting Treasurer's Report (Current Dues Received) - John C'deBaca is acting treasurer in interim.

The Treasurer's Report from August 1-4 was presented by John C'deBaca.

Balance at \$13,944.96 (from treasurer's report of July 25, 2011)

No Checks have been issued during this time

Deposit: \$295.00

Deposit: \$35.00

Ending Balance: \$14,274.96

This reflects the payment for new benches already deducted.

John C'deBaca will receive records from David Papp regarding the 20 delinquent homeowners for sending the second notice for dues.

#### Officers' Reports

Need to develop instruction manual for incoming volunteers (spreadsheets, schedules, ledger, calendar, forms, etc.)

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#### Committee Reports

Building and Grounds -- No Report

Civic Action/Public Relations -- No Report

#### Old Business

Mark Bringelman gave an update on pending legal matters regarding the 4 remaining double-delinquent dues (those due July 2010 and July 2011). Those dues are \$70+\$10 late fee for each year plus reasonable attorney fees.

Benches Project: Payment of \$3,580.68 (Tax included as we have not determined 501(c)3 status. Previous check was returned due to wrong payee. Check reissued.

Delivery date in August, to be delivered to Shelby Shepherd's home for installation. Will need volunteers to help unload and labor for installation.

Mowing Contract: John C'deBaca reported that no certificate of liability has been provided by Greatscapes after 5 of 6 contacts made to this vendor. John will continue make one more request to have this provided.

#### New Business

Additional PO Box Keys have been made.

The board discussed the verbal proposal presented last month by Deanna Ramsey, CPA for services such as bookkeeping, mailings, bill paying, filing annual reports. It was determined by consensus that John C'deBaca will ask Deanna Ramsey, CPA to provide a written proposal or contract outlining details.

Insurance premiums are due (Liability for grounds as well as Directors and Officer's Liability).

John C'deBaca discussed the possibility to develop a handout to be distributed door-to-door or mailed seeking new members.

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No other business coming before the meeting, upon motion duly made by John C'deBaca and seconded by Ryan Marsh, the meeting adjourned at 7:55 p.m. The next regular meeting is scheduled for Monday, October 24<sup>th</sup>, 2011 at 7:00 p.m. in the Midway Public Library conference room.

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Ryan Marsh, Secretary