

Minutes  
Annual Meeting  
Yankee Ridge Villas Townhome Association  
February 5, 2019

Present: Representatives from 17 Townhome Properties

Also attending: Brett Cover, Universal Property Management

The meeting was called to order at 7:04 p.m. by President Kevin Miller. It was determined and announced that a quorum was present (10% of lots = 14) for the conduct of business. It was also announced that the Annual Meeting was being held on February 5<sup>th</sup> (even though the last “Annual Meeting” was July 31<sup>st</sup>) because the Bylaws require that the Annual Meeting of the Association be held on the first Tuesday in February at 7:00 p.m.

A general discussion of the Association’s organizational documents followed.

Matters highlighted were:

- The “Common Areas” of the Association (the property for which the Board has responsibility) includes the private streets, private utilities, the underground sprinkler system and the “Green Areas”. “Green Area” is defined to include all the property comprising the Association EXCEPT the property on which each townhome structure, the patio/deck, garage, sidewalk and driveway is built. This means that the land we all refer to as our “front or back yards” are under the control of the Association.
- Fences can ONLY be built where they already exist. NO new fences can be built in the Association.
- NO detached structures of ANY kind (e.g., shed, playhouse, greenhouse, basketball pole, recreational equipment, etc.)
- NO animal shelters including kennels and dog runs.
- NO swimming pools.
- Townhome builder is responsible for planting trees required by the City, but LOT OWNER is responsible for maintenance and replacement of any tree installed by builder.
- For sale signs are the ONLY form of advertising allowed.

- NO exterior TV or radio antenna, SATELLITE DISH, solar panels or wind generators are allowed.
- NO boat, camper, trailer, mobile home, truck or similar vehicle can be stored on any property for over 24 hours other than in an enclosed structure.
- Motor vehicles parked or stored outside the residence must be properly licensed and MUST BE driven on a regular basis by occupants of the townhouse.
- NO clothesline, garden or compost pile shall be permitted on any lot.
- There can be NO change to or modification of the exterior of any townhome without the written approval of the Association's Board of Directors, which approval WILL BE WITHHELD if the change or modification, in the Board's opinion, DOES NOT CONFORM with the EXISTING standard of style, color or materials.
- Lot owner is responsible for maintaining the exterior of the townhome as well as the driveway, sidewalk, patio and deck.
- The Association is responsible for snow removal, turf maintenance, refuse service and maintenance of the private roadways.
- If a lot owner fails to maintain the exterior of the property, driveway or sidewalk, the Association may do so and assess the owner the cost incurred.
- The Association's Board of Directors sets assessments and dues, adopts the Association annual budget and may assess late charges for failure to pay monthly charges at a rate of 10% or \$10 whichever is greater subject to change based on a change to the Association Bylaws.

The Secretary reported:

1. The Board met 8 times between their election on July 31, 2018, and the date of the Annual Meeting;
2. Fellow residents, Cody and Carissa Weihe, have volunteered to develop an Association website. It is anticipated that the website will be a communication tool where documents can be found, Board members and our Property Manager can be contacted and neighborhood news can be shared (like snow removal is on the way, mowing is delayed due to rain or parking restrictions are in effect);
3. Significant issues considered by the Board have been:
  - Retaining a Property Manager and ending our relationship with the previous accounting firm;

- Issues concerning emergency access and snow removal related to street parking and the need to craft parking regulations;
- Water/sprinkler head damage/ALLO problems;
- Issues concerning mowing/fertilization/weed control;
- Snow removal concerns as well as the rules of thumb currently followed that we will clear snow when there is or there is expected to be 2 or more inches of snow and that snow removal will not commence until the end of any snow event;
- Street light maintenance issues; and
- Problems with our bulk cable contract with TWC/Spectrum, especially issues concerning getting new residents added to the bulk bill.

Brett Cover, our Property Manager (Universal Property Management) presented the Treasurer's Report and the 2019 Budget as approved by the Association Board. These documents are attached to these Minutes (Profit & Loss 1/1/18-12/31/18; Balance Sheet as of 2/2/19; Profit & Loss 1/1/19-1/31/19 and the 2019 Budget). Highlights of these reports were:

- 2018 Net Income of \$12,077.17 which will be held in reserve for asphalt repairs;
- Total Liabilities and Equity as of 2/5/19 of \$46,852.61 (essentially the total reserve being held for eventual asphalt repair to our private roads);
- An actual detailed month-by-month budget which increases the amount budgeted for snow removal and turf maintenance, specifies the amount to be placed in reserve for road repair, requires no increase in assessments and provides residents the additional service of recycling at no increase in dues to be provided by our current trash hauler, Alley Cat, with new substantial and hinge-lidded receptacles to be picked up on the same day as trash.

President Kevin Miller explained that the 5 Board Members elected on July 31, 2018, are serving 2 year terms and are not up for re-election. However, the Bylaws allow for up to 7 Directors. President Miller opened the floor to nominations. Linda Weber, 8009 Palmilla, volunteered to serve. There were no other nominees. On request for a voice vote of unanimous approval of Linda Weber to serve a 2 year term, Linda was elected.

President Miller opened the floor to questions and concerns of the membership. Questions were raised about mowing, snow removal and cable. Water issues at 3828 Chileno and 3904 Pablo were raised and the Board agreed to look into these

concerns. A question concerning mud in the storm sewers was raised. In response to concerns about pot holes, the Board assured the members that these will be worked on as the weather warms. A question was raised about the basketball pole that has been installed and whether the Board approved the installation. The Board stated that there was no approval of the pole and that it will need to be removed as soon as the ground thaws.

There being no further business, the meeting was adjourned at 8:32 p.m.

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Secretary