

The Marsh Ridge HOA Board met Tuesday, October 11, 2022 at 7:00 pm at 615 Marsh Dr. Board members Jon H, Joe K, John B, Liz F were present, Zelda M was absent. Five residents were in attendance for a good portion of the meeting, one remained until adjournment.

The meeting was called to order, and the agenda was approved. A detail list showing dollars expended for capital improvements from 2017 to the present was passed out.

The September 30, 2022 financial report was reviewed and accepted. Allocation of a recent Jenco invoice that included work on the irrigation system tabled pending determination of which items fall under capital improvements and which under maintenance/repairs.

Old Business

1. Review of vote at Sep 15 annual meeting

Following an extended discussion (details in addendum included herein) a motion was made, seconded, and approved to revisit a membership vote for a dues increase at the January 2023 board meeting, including the proposal to mail a properly prepared paper ballot and instructions to all 65 residents. Also, a motion was made, seconded, and approved to continue with current townhome dues of \$288/mo pending future vote results.

2. Finalize 2023 annual budget

In lieu of decision to continue with current twinhome dues, a motion was made, seconded, and approved to accept the 2023 budget as previously approved.

3. Review status of association email list (i.e. up to date member list)

For 65 units, 52 resident email addresses have been affirmed as valid; 3 need to be corrected for "failure to deliver" issues; those 3, together with 6 more residents will be contacted by Liz F to obtain valid email addresses; 3 residents may not have computers; and 1 residence is currently vacant.

4. Status of annual meeting notes to website

Oct 11 was first opportunity to meet as a board and approve the Sep 12 and Sep 15 minutes, with attention paid to some draft revisions based on review of annual meeting notes and documents. Motions were made, seconded, and approved to accept revised minutes for 9/15 and 9/12, with final minutes posted shortly to website.

Added Old Business

1. DMJ Bid for driveway maintenance and improvements

In order to meet lock-in date for quoted prices covering 2023 driveway work, motion was made, seconded and approved to sign and accept bid from DMJ Asphalt totaling \$25,326. Tentative allocation is \$9,735 to sealcoat (47) twinhome driveways; and \$15,591 to replace (3) twinhome driveways. (Note: Attempts to obtain other bids were unsuccessful.)

New Business

1. Review dues allocation worksheets (twinhome & single family)
An in-depth analysis of how both single family and twinhome dues are allocated per terms of the governing documents was reviewed by the Board. The report presented in detail the rationale for how both operations and capital improvement expenditures are budgeted and allocated to dues charged.

2. Proposed Capital Improvement Budget for 2023 (led by Jon H & Joe K)
 - \$25,326 for driveway sealcoating and replacement as noted above
 - \$10,500 approx. for biennial inoculation of approx. 35 ash trees against ash borers (tear out and replacement of trees will be considered on a per tree basis)
 - \$ 5,000 approx. for edger work around another to be determined twinhomeTentative budget for 2023 ... \$ 40,826

3. Email address set up for board use
Liz F obtained the email domain address of marshridge.org and is in early stages of setting up a Google Workplace account for managing an internal email group for board member use and for communication with residents.

4. Republic Services issues
Review of billings from Republic since takeover on April 1st determined that there were a few discrepancies in Q2, but most were resolved in Q3. A billing confusion with personal accounts for a bin valet service caused some concern with a few residents - but are separate from the association's account status. (Note: Republic has since acknowledged an internal customer service problem that, at the time, did not recognize the separation.)

Added New Business

1. Review of governing documents for updates and clarification
Out of date, ambiguous, or confusing language in the Association's governing documents was noted - particularly governing voting, annual reporting, and dues assessment. No action was taken, but topic may be added to future agendas to ascertain what changes, if any, to the documents need to be addressed.

The next board meeting will be held on November 16, 2022 at 6:30 pm at 577 Marsh Drive.

ADDENDUM to Annual Meeting Discussion

A. Quorum & Proxies (from data collected at annual meeting on Sept 15)

Single Family Homes: 4 present out of 15 units
Twin Homes: 30 present out of 50 units

(9) Proxy sheets were turned in for Sept 15 annual meeting:

- (6) Conforming signed by owner; indicated proxy voter present at meeting
- (1)* Duly signed "Nobody" written in as proxy voter
- (1)* Unsigned indicated proxy voter also not present at meeting
(proxy voter had themselves submitted a conforming proxy sheet)
- (1) Duplication spousal owner of unit was present at meeting and voted for unit

Going forward the blank proxy form will be reevaluated for essential information/instructions.

*(Actual proxy sheets were not accessible Oct 11th, additional details shown above added after the fact.)

B. Sept 15 Vote Count

By one measure, from notes taken at the 9/15 meeting, the vote count to increase twinhome dues by \$12 was 12 votes against and 21 votes in favor (the in-favor count included 3 proxies) ... totaling 33 votes ... (9) votes short of what was, at the time, believed to be a quorum of 42.

The September 15th minutes duly noted that attendees had already begun to move around and leave due to rainfall.

C. Voting Process

Oct 11 discussion by Board and attendant residents addressed using pre-prepared paper ballots to determine a change, if any, to current monthly dues. The ballots would be sent out, and returned, via postal mail.

Two sequential motions were made, seconded, and approved by the Board:

- 1st - at January 2023 Board meeting, Board will revisit proposal for a monthly assessment change using postal service and paper ballots for membership vote.
- 2nd - decision was made to maintain monthly dues at current amounts of \$288 and \$88 until such paper ballot vote is completed and approved.

D. Annual Meeting Location

Outdoor location of 9/15 meeting proved unfavorable, primarily due to weather, but also to lack of amenities. Going forward, annual meetings will be located at a suitable and convenient indoor location.