

The Marsh Ridge HOA Board met Thursday, June 1, 2023 at 6:30 pm at 615 Marsh Dr. Board members Jon H, Joe K, Zelda M, and Liz F were present; John B was absent. Approximately six residents were also in attendance.

The meeting was called to order; and Joe K informed the Board that he is resigning from the Board, effective at the end of the June 1st meeting, for personal health reasons.

After adding two additions to new business, the agenda was approved (4-0).

Joe K handed out and reviewed with the Board a status report of activities he has been actively overseeing (topically included herein as apropos). Joe will remain available to insure continuity and provide transition assistance to both current and new Board members.

The Year-to-Date May 31, 2023 financial report was reviewed and accepted (4-0) after a brief comparison of cash versus accrual basis reporting results. No new changes were made to Reserve investments since the last meeting.

Old Business:

- Ash Trees & Emerald Ash Borer (EAB)
 - Last meeting the Board approved contracting with Shadywood Tree to inoculate the HOA's 39 ash trees. Jon H will contact John B to see if a treatment date has been set.
- Homeowner/HOA Responsibility Chart
 - Chart will be updated to include owner responsibility for deck fascia.
 - Exception for structural defects or failures will be rewritten for clarity.
 - Additional updates to chart will be made pending review of walk-around input.
- Sealcoating/Driveway Replacement Update
 - Sealcoating (50) TH driveways expected to be completed by mid-June
 - (2) TH driveways scheduled for replacement have had the asphalt removed, but new asphalt installation is pending contractor scheduling. Owner of one driveway is helping follow-up with DMJ to keep them reminded we are still waiting.
 - Board will inspect garage fronts and surrounding area for any clean-up after completion.
- Repairs & Maintenance / Spring Walk-Around Update & Follow-up
 - Joe K will assemble his lists and workpapers from both the recent walk-around and other contractor projects and pass same on to the Board for follow-up and the Association's permanent files.
 - Joe will pass on to handyman the requested work list as it currently stands.
 - Spring start-up of sprinkler system indicated no leaks or malfunctioning – avoiding for the time being any major repair work.

New Business:

- Groundskeeping & Handyman
 - Jon H will follow-up with both contractors; including continuity of Joe K's efforts to manage handyman work list. (Punch lists for both contractors on page 3)

- Shrub Updates & Plan
 - The replacement and maintenance of shrubs and plantings around twinhomes is strongly influenced by owners' personal preferences; and the wide range of preferences creates a challenge for the Board to satisfy everyone.
 - Jon H, Liz F, and a resident volunteer will work on collecting and consolidating individual owners' preferences to create an ongoing list that can be shared with contractor for budgeting and scheduling of shrub and plantings work.

- June Dues Statements, Newsletter, General Communication
 - 3rd Quarter dues statements, mailing in mid-June, will reflect the \$12/month increase in twinhome dues effective July 1st.
 - A newsletter will again be inserted with the statements as an additional means to keep all owners updated on pertinent HOA activities.
 - Despite the effectiveness of HOA email, communication gaps persist - in particular, use of phone contact by owners. [Owners are urged to put their questions and concerns into writing, including dates and photos. A written format can be easily shared amongst Board members and retained for follow-up.]

- Review of HOA Tax Return
 - Anticipating a substantial increase in 2023 taxable interest income, a survey of prior year returns revealed a persistent error on the 1120-H form (specifically used by HOA's).
 - Liz F recommended a review of the 2022 return by a local CPA familiar with 1120-H returns, prior to the next tax season, for directions to properly complete the return.
 - The Board approved (4-0) for Liz F to contact the CPA and provide the documentation needed for the review.

Misc Items:

- Weed Notice to one unit pending walk-by to confirm current status of lawn and weeds.
- Joe K has been in contact with City Hall for repair/replacement of grass torn up by city plowing on the path to the park. The City Administrator assured Joe grass restoration on the pathway is on the city's maintenance schedule. [Asphalt repair on the path is outside the Association's domain.]
- Check received from visitor's insurance company for repair of mailboxes damaged by visitor will be directly forwarded to handyman for repair services.
- Joe K has identified at least 3 TH driveway "aprons" for replacement in 2024.

Next Board Meeting: Thursday, July 13, 2023 - 6:30 pm - at 577 Marsh Dr (location change)

Punch List: Groundskeeping

- Cutting/mowing wider swath along rear lot lines to prevent shrinkage of lawn areas and blockage of sprinkler heads
- Standard weed treatment in grass areas that is included in contract
 - (individualized spot treating of weeds available at additional cost]
- Standard trimming of shrubs that is included in contract
 - [individualized shrub and planting work will be handled separately]
- Repair of lawns damaged from snow plowing
- Review of swamp willow growth encroaching on rear lot lines
- Continuation of capital project replacing plastic edging with pavers around twinhomes

Punch List: Handyman – items as noted in walk-thru

- Painting wooden posts, deck fascia, other non-deck exterior wood surfaces (several units)
[Replacement of deck fascia is owner responsibility. Replacement using paint-free, white composite boards is recommended.]
- Shutter repairs (several units)
- Fill crack between sidewalk and front door stoop (3 units)
- Repair gutters (2 units)
- Remove heat wires from garage roof (1 unit)
- Misc maintenance or repairs at individual twinhomes deemed to be HOA responsibility