

**Boulder Ridge Annual Meeting Minutes**  
**May 13, 2019 at 6:00pm**  
**Hy-Vee Barlow Meeting Room**

Call to Order: Sylvia called the meeting to order at 6:00pm

Attendance: Board Members: Sylvia Markham, Scott Ohm, Debbie Bennes, Sara Sandleback, Rick Payton  
Kristy Goller (Matik Management)

A sign-in Form was provided. Homeowners represented 2911 Quartz Pl, 6300 30<sup>th</sup> Ave, 2831 Agate Pl, 6302 29<sup>th</sup> Ave, 6324 30<sup>th</sup> Ave, 2861 Agate Pl, 6304 30<sup>th</sup> Ave, 6268 30<sup>th</sup> Ave

**Discussion: Pending/On-going Items**

Roads/Driveways – Marty (M&M Construction, Inc)

Marty explained a brief history of the work that M&M had done at Boulder Ridge.

To note: crack-filling should be done annually to avoid water from getting underneath the asphalt. Seal-coating should be done every 2 years. The last time that M&M came through and sealed ALL driveways/roads at once was in 2013. Since then, they have created annual proposals for work to be done in stages.

There was no work done in 2018 due to various reasons relating to the scope of the work, communication with former management company, and lack of follow up due to their busy schedule. In 2019 when re-visiting the previous proposal – M&M agreed to visually assess the property again and make new recommendations.

In addition to the proposed work already provided to the Board Members, they noticed some areas appear like they are going to “explode” within a few years. These areas should be watched; and added to the repair lists as necessary.

The current proposal consists of repair work and re-sealing of driveways and roads. Some work will be done free of charge as warranted from the previous 2017 work; and for a portion of work that was pre-paid for but never completed.

Questions/Concerns were raised about the product M&M uses to seal coat. There are areas that did not get the 2<sup>nd</sup> coat as indicated in the original proposal. There are other areas that have water issues – standing water – saturation – where the seal coat did not appropriately adhere. Marty agreed that there were areas that had water issues – even saturation caused by rain water, that there will have to be another solution for. Marty mentioned a primer that may necessary.

Marty explained the components of seal coat, what it should look like, and that it holds between the stones.

Additional homeowner concerns: 2831 Agate Place – loose asphalt chunks on driveway. 6268 30<sup>th</sup> Ave – driveway appears washed off. It has been 2 yrs and is likely due for seal coating. Because work was overlooked, and not done in 2018 – it has thrown off the timeline for sealcoating.

For final clarification – and a complete proposal of necessary work to be done in 2019 – Marty will meet with Rick Payton and Scott Ohm at Boulder Ridge on Monday 5/20 at 5pm to walk the grounds and take notes for each road/driveway.

Homeowner questioned bidding process. Bidding for asphalt has not been done in recent years as Boulder Ridge has had an on-going annual plan with M&M. Moving forward – the Board would like to obtain other bids.

(Oversight; not mentioned at the meeting: 2 bids have been received for concrete – as it may be a consideration to replace the asphalt driveways with concrete when they are bad enough and warrant replacement).

Homeowner questioned historical documentation/reminder schedules, etc. Currently the Board holds all historical information. Matik is able to coordinate and move forward with new information – but relies on the Board for the historical. Homeowners suggested created a Google Account for the HOA – and start using Google Docs whereas any Board Member/or Matik can enter updates, etc. Ideally this would be viewable by all homeowners from a link on the website. Homeowner will discuss with Matik further options on how to implement a system such as this.

#### Spring Walk-Around

The spring walk-around began May 9<sup>th</sup> – the Board walked the grounds around Buildings 1-10 noting minor maintenance items and landscape needs. If homeowners have any concerns in particular to note, please let Kristy, at Matik Management know... 507-216-5550 or [kgoller@matikmanagement.com](mailto:kgoller@matikmanagement.com)

#### Irrigation system repairs

The irrigation system has been tested/inspected.

50+ heads were replaced 5/13/19; 2 line repairs have been completed, and 1 valve is pending repair.

#### Mulch

Mulching will be done around the common area trees (not pines trees, or trees on steep slopes). Mulch color samples were made available – the Board will review.

#### Landscaping near Boulder Ridge & Bandel

A meeting is scheduled for 5/15/19 to discuss the plan, colors, flowers, etc. Weeds will be removed.

#### Power Washing

Sonic Services has been hired to complete the “soft-wash” process of the buildings and fences. Window Cleaning will also be done. The work is scheduled for June 6<sup>th</sup> and 7<sup>th</sup>. The vendor will provide an informational flyer that Matik will forward to homeowners for preparation reminders.

Homeowner reported small holes in the siding of her home from previous hail damage. Two others reported the same. The HOA will request that these holes get looked at and filled prior to the soft-washing process.

#### Downspout extensions replaced with Splash Blocks

Downspouts Splash Blocks will replace the extensions on the buildings that have downspouts running in between the garages. The buildings that have downspouts on the end units will remain with standard extensions. To note: The South side of Building 1 has downspouts on the exterior units. These two downspouts will be trenched under the sidewalks and extended into the grassy areas with installed pop-ups. This will eliminate the tripping hazard and the water flowing/ice developing over the sidewalk.

### Signage – to increase visibility of addresses

Sylvia will look at other HOA's for ideas that may work at Boulder Ridge.

### Shutters – 40yr warranty

Scott has the paperwork that needs to be completed and submitted for the shutters that have faded. Labor to install them is not included in the warranty.

### Fire/Sprinkler System

Annual Inspection Complete; Deficiencies, and the 5yr requirements will be resolved the week of May 13<sup>th</sup>. Homeowner questioned the fire/sprinkler costs in February and March. Kristy provided that the Annual Sprinkler Inspection cost was \$1,162.00, and Annual Alarm Inspection was \$1,580.79, and the Annual cost for Fire/Sprinkler Monitoring was \$7,752.00. It has been researched in the past, but based on when the buildings were built, and based on the codes at the time, these services are required. The resolve of the deficiencies, and the 5yr requirements will be additional cost.

### Reserve Study

Boulder Ridge has never had a reserve study. A review of large capital expense items that would require full replacement will need to be done. This study does not include minor/routine maintenance items.

### **Interpretation Clarification – Limited Common Elements**

Kristy read excerpts from Number 5 and 6 of the Declaration, and from Article V, Section 2 (a) and (b) of the By-Laws that Define Common Elements vs. Limited Common Elements, and the Association's ability to assess.

Historically it has been understood that "if it is outside – the Association pays for it". This is not entirely true based on the information presented in the Declaration/By-laws. The Association is responsible in the sense of controlling what can/cannot be done, approving homeowner requests, ensuring visual continuity is maintained, ensuring homeowners follow the Rules and Regulations, etc. (i.e. front doors are very specific colors – the HOA controls that homeowners are not allowed to paint their doors any color that they may want).

In Summary – from the Declaration: "The Common Elements include the Limited Common Elements"  
From the By-Laws: The Board, "may assess any common expense or portion thereof that benefits fewer than all of the Units exclusively against and equally among the benefited Units;"

Regarding minor maintenance/upkeep items. Although the HOA can dictate what can/might need to be done – homeowners CAN be assessed for these minor repair/maintenance items that involve Limited Common Elements that benefit only an individual unit.

Discussion: It was confirmed that the green spaces of Boulder Ridge are equally owned amongst all homeowners. The green space is all 'common area'.

Homeowner question regarding the rationale to increase dues despite the ability to also assess.

Clarification was made that the dues increase was to allow the HOA to continue with annual special projects above and beyond the standard operating costs (i.e. in 2019 the power washing and mulching).

The increase in dues will, in hopes, decrease the need for assessments in the near future.

Standard Operating Expenses, such as: Insurance, trash, Lawn/Snow, irrigation, have increased.

Road/Driveway maintenance is an operating cost – and this type work is on a regular cyclical schedule and can be an on-going expectant cost. Road/Driveway replacement is a cost that will be covered by the Reserves. The dues increase will allow the accounts to maintain a healthy balance despite the various increasing expenses.

### **Statement of Financials**

2019 Budget Created and Approved by the Board. Dues increase to \$200/month effective June 1<sup>st</sup>. Items deferred in 2018 (roads/driveway work)– will be done in 2019; along with additional items (power washing and mulching).

Statement of Past Dues – 2 homeowners carry past due balances. Kristy will continue to send letters. \$690 open balance includes March, April, May dues + applicable late fees.  
\$1300 open balance includes Jan, Feb, March, April, May dues + applicable late fees.

Balance Sheet – 2018 Year End Operating Account = \$36,885.81 and Reserves = \$136,350.41  
2019 Jan–April Expenses Reviewed. Operating = \$36,424.55 / Reserves = \$150,547.50

Homeowner requested Year-to-Year Comparison numbers. Matik does not have all the historical information but will work with the Board to gather that information.

### **Board Member Election** 3-Year Terms; Up to 5 People on the Board

Summary of Board Member' Terms was presented:

Sylvia and Deb's Terms expired this meeting 2019

Rick and Scott's Terms expire at the Annual meeting of 2020

Kate's position (vacated due to sale of her home, and temporarily being held by Sara) expires at the Annual meeting of 2021

Motion by Sylvia, and Seconded by Kathy to nominate Sara to maintain Kate's term until 2021.

Motion by Rick, and Seconded by Deb Bennes to nominate Sylvia for a new term.

Motion by Scott, and Seconded by Deb J. to nominate Deb Bennes for a new term.

All present were in favor of the above nominations.

Rick and Scott – Terms expire 2020

Sara – Term expires 2121

Sylvia and Deb Bennes – Term expires 2022

Officer Roles will be officially determined at the Board's next meeting.

### **Open Forum/Questions-Answers**

Boulder Ridge has a very helpful website - [www.boulderridgerochester.com](http://www.boulderridgerochester.com)

Recycle Service is EVERY week –

Homeowner reported that the website "Notices" section shows Recycle as Every-other-week.

Kristy will look into this and request the correction.

Water shut-offs: it was recently discovered that garage spigot water shut-offs are located in the storage rooms connected to each building. The main house water is shut-off within each unit. If access is needed to shut off garage water sources, please contact Matik – and we will request a maintenance tech to provide access. This past month we had 2 homeowners looking for shut-offs due to leaking garage pipes.

Centex homeowner Manuals – every homeowner should have one as passed down from the Builder, or a previous owner. Some homeowners do not have them. Sylvia provided her binder to Kristy and requested that the relevant information be pulled aside; scanned in; and included on the website for a resource.

Concern for the state of one home was discussed. To our knowledge no one resides in the home; and they are behind on dues. We have not been able to make contact with the owner since Matik has been managing. Homeowner who shares a wall with this unit has reported an odor (could be mice, trash, food, etc). A well-check visit will be requested.

**Adjourn** – With no further items to discuss, the meeting was adjourned at 8:12pm upon a Motion made by Sylvia, and Seconded by Deb.

M A T I K   M A N A G E M E N T

Main Line: 507-216-0064 – Rolls over to Emergency Line After-Hours  
Kristy Goller – 507-216-5550 – [kgoller@matikmanagement.com](mailto:kgoller@matikmanagement.com)