Lake Ridge HOA Board Meeting

10 SEPTEMBER 2022 / 8:00 AM / Johnson Realty, Orem, UT and Zoom

# Board Members Present: David Rothe, Dan Lubben, Lourdes Hartrick (Zoom),

#  Bill Mangum, Marlene Lee

# Quorum Present (y/n): Y

# Others Present: Liz Craig, Ubora Management

**Call to Order:** The meeting is called to order by David Rothe

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# Agenda

## Follow-up on Action Items - July 5, 2022 meeting

* Send property management contract draft to Board members - Board members did not receive the document. Liz will resend the contract.
* Switch from Buffos to new company - The change has been made. The new company is Experience Services
* Resolve Waste Management conflict - Not yet resolved; Jared is still working on this
* Contact attorney to draft amendment to Bylaws - Liz is still researching law firms
* Research how much is owed to David Rothe for siding repairs - Determined no monies owed due to the repairs were not authorized by the Board before work was done

## New Business

* Discuss Bylaws paragraph 10.3 in response to Dan’s motion to remove David as President due to expiration of his term limit.

David was elected to the Board as an onsite, general member on Aug 26, 2017, therefore he was ineligible to run for a position on the Board. The motion was approved by 4 to 1 vote.

It was proposed that Lourdes be appointed acting President and Bill will act as Vice President until the annual meeting in Aug 2023, where the change will be voted on by the owners.

Dan nominated Diego Morales as a general board member to fill the vacancy created by David’s removal. The nomination passed by a vote of 4 to 0. Diego accepted the position by phone. Diego will serve as an appointed member until the Aug 2023 annual meeting.

* Calendar a minimum of two months of Board meetings, specify date, time, location/method; who will send out the meeting notification, by what method, compile the rsvps, communicate final decision.

For now, we will calendar meeting by meeting; The next meeting will be on September 22 at 8 pm MDT, by Zoom. The secretary will email a meeting reminder two days before the meeting, Lourdes will set up the Zoom meeting and send out the link

* Decide which board member contributions will be considered “volunteer” and which will be compensated. Discussion was tabled to the next Board meeting
* Which Board member will perform the quarterly financial audit? What will that procedure look like? When will the first audit be done? Dan will perform the financial audits by meeting with Liz to review balance statements. The audits will be monthly instead of quarterly, starting with October 2022
* Review financial balances in all accounts - Liz will prepare a balance sheet showing June, July and August for review with Dan including auto payments, funds coming into and out of the checking and saving accounts. Dan will give a report of his findings at the following Board meeting.
* Specify the approval process for expenditures. Liz will email expenditure and contract information to the Board members for input and approval.
* Discuss Board decision from July 5, 2022 meeting that “any decision that results in a transaction or agreement greater than $500 will require immediate approval from the Board.” Discussion was tabled to the next Board meeting
* Goals to be completed before winter to benefit the complex. Discussion was tabled to the next Board meeting

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# Action Items

1. Follow up with owners/tenants/Xfinity internet to confirm we are receiving “SuperFast” speed of 600 mbps (ethernet), 400 mbps (wifi) All Board members
2. Read Ubora Management contract; prepare list of questions & concerns - All Board members
3. Update bank signature card with current signatures - Liz will contact Jared and arrange a meeting to update the signature card to remove Jared Christensen and Evelyn Johnson and add Bill Mangum (VP), Dan Lubben (Treasurer), and Elizabeth Craig (Ubora Management)
4. Research snow removal companies, obtain bids - Liz and Lourdes

# Next Meeting Agenda

* Discuss property management contract questions & concerns; limit on transaction or agreement expenditures before requiring Board approval
* Decide which board member contributions will be considered “volunteer” and which will be compensated.
* Follow-up report on Xfinity internet speed
* Start/Continue bylaws discussion as needed; Article VII Insurance
* Common area needs:
	+ Resolve drainage problems from rain water run-off
	+ Covered parking repairs
	+ Stabilizing hillside, continued removal of weeds by order of Orem City
	+ Landscaping needs
	+ Snow removal companies

Meeting adjourned at 9:40 AM

Minutes recorded by Marlene Lee