

**The Vineyards Townhomes at Stoneridge**  
**March 21, 2023**  
**ZOOM Meeting**

Renee Ball called the Management Committee Meeting to order at 4:03 p.m. on March 21, 2023.

**I. Roll Call**

Marcy Davidson, Vice President left meeting at 4:50 p.m.  
Debra Williams, Secretary arrived at 4:20 p.m.  
Connie Petz, Treasurer  
Renee Ball, President

Guests present:

Jack Matuska  
Rusty Davidson

**II. Approval of Last Meeting's Minutes**

All members reviewed the February 21, 2023 draft meeting minutes and no changes were required.

**Motion by Marcy Davidson, to approve the February 21, 2023, meeting minutes as FINAL.**  
**Seconded by Connie Petz. All in Favor, Motion carried.**

Deb Williams was not in attendance for this vote.

**TASK:** Connie will post final minutes to HOA Express.

**III. Presentation of Reports**

**A. Treasurer Report - Connie Petz**

February 28, 2023, Statement of Financial Position; assets are:

- Checking account \$3,418.09
- Savings account \$26,721.89
- Total in Bank = \$30,139.95

One unpaid expense as of today for less than \$300.00.

YTD Budget to Actual = Expenses \$38,450.30; over budget by \$23,465.30 However, 23,127.47 of that expense was to settle the past Irrigation and Sewer bills with Stoneridge Utilities (SRU). Also, \$768.00 was the final payment for residential H2O for December 2022 which we were billed for in January 2023. We are expecting a refund from SRU in the amount \$2914.00 for overpayment on Sewer account.

**1. February Financials -**

**Motion by Marcy Davidson to approve the February 2023 Financials as Final.**  
**Seconded by Connie Petz. All in Favor, Motion carried.**

Deb Williams was not in attendance for this vote.

**TASK:** Connie will publish the financials to HOA Express.

Owners were notified they are required to pay 1% fee if they pay quarterly dues via QB Online via Quickbooks. M.C. Voted to absorb cost of finance fees for 1st quarter dues submitted online. Results = Unanimous Yes Vote.

M.C. Voted to have owners who choose to pay online in future to pay the 1% fee. Results = Vote 2 YES, 1 NO (Petz). Williams did not vote.

M.C. discussed owner may also pay dues via credit card if they are willing to absorb the 2.3 % fee charged by QuickBooks. We will ask the CPA to open that option on invoices.

Flex Savings transfer to Operating Checking account for contract with Asphalt Pros to cover the downpayment of \$3,742.54 on 3-15-23 to secure Contract for a total of \$11,341.04. Asphalt repairs are to be completed in August 2023. At completion of the project the balance due is \$7,598.50. These funds have been earmarked from the planned budget reserve.

## **B. Committee Reports**

**Architectural Review Committee** Request for Landcaping 55C Chardonnay Dr is under review by ARC.

**Finance Committee** - Guest: Rusty Davidson

Budget to Actual is getting close as are prepaid dues and prepaid expenses. Jack Matuska is working on the 2024 Budget for the annual meeting. Rusty will be sharing with the owners about what other HOAs charge for dues and the importance of preparing for future expenses.

**Landscape Committee** – Deb Williams

In negotiation with Blue Ribbon for "case by case" sprinkler services. Jack Matuska shared about the spring cleanup that we need throughout Vineyards. He is working on finding someone to hire outside of the current contract to reduce expenses.

Discussed BIDs for Weed and Feed - Jack Matuska provided 3 bids and the Finance Committee recommended the M.C. consider the bid with Stoneridge Golf Course for 2023.

**Motion by: Deb Williams, to approve contract with Stoneridge Golf Course for 2023 Weed and Feed Application and Spot Spraying for \$3790.00.**

**Seconded by: Marcy Davidson**

**All in Favor, Motion carried.**

**TASK:** Connie will draft letters to those who did not receive the bid and inform Stoneridge Golf Course they were selected for this project.

**Legal Committee** – Renee Ball, Attorney is drafting Evaluation Letter.

**Maintenance Committee** – Renee Ball, Guests: Jack Matuska)

A new procedure for submitting maintenance/repair requests was posted on HOA express. The M.C. voted and approved Jack Matuska to add oversight of Maintenance Requests submitted to HOA Express under his 2023 contract. It will be re-evaluated the end of this contract year. Another option to consider it to solicit volunteers from VY community and consider developing a flow chart of processes for future volunteers/vendors to follow.

Discussed BIDS for Vineyards 1 - Moss Abatement - Jack Matuska provided 5 bids. The Finance Committee has recommended the M.C. consider the bid with Keeping it Clean which includes Full Moss Removal, 5 year warranty (moss reoccurrence and they come back to clean it off at no charge); bid includes tarping, debris haul off, gutter cleanout, rinsing buildings, decks, shingle repair/nail hole sealing, **This is only VY1**. Per Jack, gutter clean out is every 3 years and Renee did not ask for any bids for VY2 or VY3. JACK will secure bids in another year for V2 and V3.

**Motion by: Connie Petz to approve contract with Keeping it Clean for 2023 Moss Abatement in VY1 for \$3100.00. Seconded by Deb Williams.**

**All in Favor, Motion carried.**

Marcy Davidson was absent for this vote.

**TASK:** Connie will draft letters to those who did not receive the bid and inform Keeping it Clean they were selected for this project.

**Rules Committee** – Renee Ball – Requested MC to review Draft Rental Occupancy Change form and Rental Concern Form for May meeting.

#### **IV. Old Business**

Ironwood Dr. update - Table for future discussion, a letter was started and will be completed later.

Culvert drainage - resolution in progress, Jack Matuska is working with Stoneridge Golf Course on this.

Move electrical box VYIII common area - update Chris Nash and Jack Matuska are working on this, Renee deferred to Deb Williams to work with them on this.

**TASK:** Deb Williams to secure a written proposal with all costs prior to deciding on any action.

VY ZOOM account will not be set up at this time.

Repair for VY1 Garbage hut - MC approved Chris Nash for repair bid of \$725.00 for VY1 garbage hut damages, VYHOA provides paint. Letter was approved by M.C. to send to Nash to request he complete a written bid per the Waste Management process.

**TASK:** Connie will send the letter to Nash, then once he submits, she will forward documentation to Waste Management for reimbursement for the damages. When weather permits the repairs can be completed.

#### **V. New Business**

Review Draft of Work Committee's Definition/Roles /Responsibilities – committee members to review and be prepared to share with other members at next meeting.

**TASK:** Connie will add to OnBoard task list.

Spring Newsletter was sent to all owners via email and published to HOA Express.

#### **VI. Open Forum** (3 minutes limit)

None at this meeting.

**VII. Schedule Next Meeting** – April meeting cancelled. M.C. members have projects to work on to prepare for the next meeting which will be in person in May, 16, 2023

**TASK:** Connie publish meeting date changes to HOA Express.

**VIII. Adjourn – Motion by Deb Williams to adjourn, seconded by Connie Petz. All in Favor, motion passed.**

Marcy Davidson was absent for this vote.

Meeting adjourned at 5:27 p.m.