

## UPPER RIDGE ASSOCIATION BOARD OF TRUSTEES

### MEETING MINUTES

January 27, 2022 5:30-7:00pm

Virtual Meeting

Trustees present: Nick Papouchis, Jim Theroux, Julie Feinland

Spaeth Representatives present: Sara An, Ken Tamsin, Gary Spaeth

Owners present: Sura Levine, Mindy Theroux, Tim Callard, Trish Callard, JB Royal, Micky McKinley, Larry Picard, Janet Taft, Jayma Hall, Kim Wolfson, Karl Moore, Lynne Donaldson, Marlynn Jabally, Nicole Gadon, Janet Nelson, Bill Ross

**ANNOUNCEMENTS:** Election results: all three candidates - Sura Levine, JB Royal, and Larry Picard - received more than 51% of the vote and will serve on the 2022 Board of Trustees. Their service is appreciated!

- I. Minutes of 2021 Annual Meeting accepted with the addition of Janet Taft's name to the Board of Trustees.
- II. Opening statements: Nick led off the meeting by discussing the diversity of building types in URA, the difficulties with landscaping in 2021, and the increased costs of maintaining our fire equipment. Nick also noted that there had been conversations about how to handle the different subdivisions of URA which create conflicting interest groups. Gary discussed the lapse in fire equipment maintenance for the past 6 years which has necessitated a lot of catch-up to meet code. Much of the work done has been to bring the system up to code. Nick also asked the community members to come to the monthly meetings and make their opinions known so the Board can incorporate requests and suggestions into their work.
- III. Financial report: JT presented the principles the Board operates under when developing the URA budget: 1) be as frugal as possible, 2) keep increases under inflation, 3) maintain a two month cushion in our checking account. The cushion is not at that level currently and needs to be increased. JT also raised the topic of landscape simplification such as replacing mulch with stone. This endeavor will increase costs in the short term but decrease costs in the long run. The Board recommends we set aside money every year to make progress on landscape simplification.
- IV. Discussion:
  - Janet Nelson requested that the financial information be sent out farther in advance of the meeting. JT and Ken agreed and hope to send out that information one week in advance of next year's meeting.
  - Julie, Nick, and Gary discussed that they are optimistic about our new landscaper, Stepside. Julie and Gary discussed the first possible landscaping simplification project which would be replacing the grass near the Ford Crossing mailboxes with stone. Julie also let unit owners know that they will need to mark landscaping areas they want to maintain themselves. All other areas will be maintained by Stepside as per the landscaping contract
  - Jayma asked why the Winds' assessment was not paid out of reserves. JT informed us that only major capital expenditures, not budget overages, can be paid for out of reserves

- Janet Nelson expressed the wish that we discuss landscaping priorities as a community at a future time
- Lynne asked about removal of the remaining grasses at the Callards. Nick let her know that they will be removed this Spring, 2022. Lynne asked about the budgeted amount for snow removal which is \$26,980.
- Janet Taft asked about the weed barrels. They are currently in Julie's garage and will be brought out in the spring. Stepside's contract includes weekly emptying.
- Micky and Sura asked about sand barrels which have been placed around the community
- Janet Nelson asked about regular financial reports over the course of the year. JT answered that it is not a regular practice, the Board does release a midyear financial report, and finances are discussed at every meeting.
- Mindy expressed appreciation for the enormous amount of work required of Board members due to the differences in unit types, landscaping
- Janet Taft asked about Tim Lamere's contract which has been renewed for next year
- Julie added to Mindy's comments that it is important to treat our management company and vendors with courtesy and to use proper communication channels for concerns. She also noted that in the spring, Board members will be meeting with unit owners to show them the area around their unit that they are responsible for.
- Jayma asked about maintaining landscaping areas. Julie let her know that it is encouraged once a proposal has been submitted and Board approval has been given
- Sura asked about an updated community directory. Spaeth does not offer that in their services, so the Board will work on that project
- Janet Taft asked who will be the chair of the landscaping committee and what the process will be for submitting landscaping proposals. The Board will take those topics up at their next meeting.

Meeting adjourned at 6:35pm  
Respectfully submitted,  
Julie Feinland