

**IRONBRIDGE PROPERTY OWNERS ASSOCIATION**  
**c/o Key Stone Management**  
**BOD MEETING MINUTES**  
**October 20, 2025 at 6pm via Zoom**

**1. Call to Order / Verification of Quorum:**

The meeting was called to order at 6:02pm. Directors present: Connie Meine, Alice Angier, Bart Turner, Dirk Gosda and Gary Beach. With quorum present, the meeting commenced. Also present was Courtney and Nadia Nel from Key Stone Management (KSM). There were 3 owners on the call.

**2. Changes / Additions to the Agenda:**

h) Snow contract

**3. Approval of Previous Minutes:**

The meeting minutes for 09/22/25 were motioned as approved by Bart Turner and seconded by Connie Meine, all present agreed.

**4. Email Approvals:**

None.

**5. Member Open Forum: (3 minutes per member)**

An owner enquired about the status of a damaged street sign and about adding trees to the Blue Heron roundabout.

The sign will be repaired by the contractors that damaged it and the board will consider the addition of trees while preparing the budget.

**6. Committee Reports:**

**a) DRB Activity Report:**

KSM mentioned no new updates for the report.

Lot 20	1820 River Bend Way	Busy with landscaping
Lot 22	1748 River Bend Way	New sod area approved
Lot 41	354 River Bend Way	Busy with landscaping
Lot 52	399 Blue Heron Drive	Landscape & deck installation
Lot 56	209 Blue Heron Drive	Busy with landscaping / new fence approval
Lot 57	159 Blue Heron Drive	Busy with landscaping / Shed approved
Lot 60	15 Blue Heron Drive	Busy with landscaping
Lot 63	1438 River Bend Way	Painting
Lot 65	1294 River Bend Way	Under construction
Lot 73	1195 River Bend Way	New detached garage
Lot 83	392 River Bank Lane	Busy with landscaping – Repaint main color
Lot 91	382 River bend Way	New build
Lot 95	304 River Bend Way	Solar installation approved
Lot 114	263 Silver Mountain Drive	Landscape plan approved - under construction
Lot 116	263 Silver Mountain Drive	New Build – Landscape approved
Lot 117	241 Silver Mountain Drive	New Build – Under construction
Lot 167	91 River Bend Way	Small project
Lot 203	268 Red Bluff Vista	Approved new paint colors
Lot 206	196 Red Bluff Vista	New Deck
Lot 208	148 Red Bluff Vista	Small project – extension of time
Lot 210	475 River Bend Way	Driveway extension granted
Lot 245	910 River bend Way	New pergola approved
Lot 246	934 River Bend Way	Foundation Repairs / Waiting on landscape & improvements submittal
Lot 278	279 Blue Heron Vista	Landscape extension
Lot 279	303 Blue Heron Vista	Patio shading
Lot 281	353 Blue Heron Vista	Landscaping
Lot 286	306 Blue Heron Vista	Installation of Artificial Lawn Approved

- Gary Beach asked for more project description on the DRB Activity Report; Courtney confirmed that all projects on the list had been approved by the DRB.
- Dirk asked if we need to update the design review guidelines; DRC can now work on that and present it to the board; Bart will ask DRC to present a draft in January.

**7. Financials:**

**a) Financials:**

The financials are in good standing. The board asked KSM to present the future financial reports as follows: Profit & Loss – Cash and Balance Sheet in Accrual format.

**8. Items for Discussion:**

**a) Budget steps and annual meeting pack:**

The board will meet for a budget work session to review all line items and proposed edits. Once the board has voted on the budget, the annual meeting pack will be sent to owners by email and regular mail.

**b) Road repairs update – schedule & billing:**

Three areas have now been completed and tested. KSM will review the latest invoice received and then liaise with the board for the necessary transfers from the reserve accounts.

**c) Approval of DRC member - Leo Carmichael**

After a short discussion, Dirk Gosda motioned to accept Leo Carmichael as a DRC member, this was seconded by Bart Turner and all agreed.

**9. Updates on:**

**a) Notification and education of homeowners on drainage issues status:**

KSM will forward this issue to the attorneys for legal review and opinion.

**b) Declarations revision status:**

This revision is still with the attorneys.

**c) DRC berm clarification – Executive session**

Discussed in executive session - KSM will forward all correspondence on this issue to the board for review.

**d) Lot 246 status – Executive session**

Discussed in executive session, the enforcement policy will be continued as needed.

**e) Club equalization status – Executive board**

Discussed in executive session, no decisions made.

**f) Dufford Waldeck expansion query status – Executive session**

Discussed in executive session, no decisions made.

**g) Encroachment letter status – Executive session**

Discussed in executive session, no decisions made.

**h) Snow contract:**

Good Earth has sent their snow contract proposal. There is very little change to the rates except that the pathways will be billed on a T&M basis and not included in the monthly contract price. KSM will send the proposal to the board for vote.

**10. Action Items BOD:**

Action list to be created and sent to the board by Connie Meine.

**11. Next Meeting Date:**

The next board meeting was scheduled for November 17, 2025, at 6pm via zoom.

**12. Executive Session:**

The board went into executive session at 7:08pm to discuss the aging report, as well as the items noted on the agenda for executive session discussion and emerged at 8:42pm.

**13. Adjournment:**

The meeting adjourned at 8:42pm.