

IRONBRIDGE PROPERTY OWNERS ASSOCIATION
c/o Key Stone Management
BOD MEETING MINUTES
September 18, 2023

1. Call to Order / Verification of Quorum:

The meeting was called to order at 6:02pm. Directors present: Alice Angier, Bart Turner, Brian Avery, Rick Moore and Mike Fergusson. Call in: Connie Meine. With quorum present, the meeting commenced.

2. Changes / Additions to the Agenda:

None.

3. Approval of Previous Minutes:

The meeting minutes for 08/21/23 were motioned as approved by Rick Moore and seconded by Bart Turner, all in attendance agreed.

4. Email Approvals:

- 08/26/23 - Approval of additional Communications / Engagement Committee Members – Roz Birkelo, Zac Averill, Barbara New and Stascha Kaelin.
- 08/29/23 - Decision of and approval of letter to owners of Lot 259 & 260 on retaining wall issue.
- 08/31/23 - American Asphaltting bid approval for Riverbend Way and South entrance asphaltting.

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

- None.

6. Committee Reports:

a) DRB Activity Report:

The board reviewed the DRB activity spreadsheet. It was decided that an abbreviated version of this list will appear on the webpage to keep all owners informed of any design review activity in the neighborhood. The DRB functions, roles and responsibilities was also discussed versus the Boards responsibilities and necessary insight. The board suggested that a committee charter be created to include the general structure of the committee, including its purpose, authority and any constraints. The charter should clearly define benchmarks for productivity, including deadlines for providing reports to the board and the frequency of feedback from the board on certain matters. Finally, the charter should provide for the composition and term of the board. Dirk Gosda will send KSM copies of draft charters as a beginning point to establish this document. A separate fining structure also needs to created, to enable the DRB and the BOD to effectively handle any issues of owners not seeking the necessary permission ahead of a project or owners delaying their project completion dates etc. This task will also include a review of all DRB guidelines.

b) Communications / Engagement Committee update:

Rhonda Sageser asked the board to submit their BOD message for the newsletter by September 24th. She noted that all emails for Board members and Committee members have been removed off the associations web page and replaced with the management company's email address, in an attempt to prevent spam emails being received by the members.

7. Financials:

a) Financial report at 08/31/23:

- The financials are in current good standing. KSM will continue to appeal to vendors to submit all outstanding invoicing.
- KSM continues to work with the FC on the accrual adjustments as well as formats for the financial reporting.
- Bart Turner suggested that the reserve portion of dues be transferred on a monthly basis to the Edward Jones investment account in order to benefit from the higher interest rates available. KSM noted that this may impair ease of access to make transfers between the operating and reserve accounts. FC Chair, Chris Christopherson agreed that monies need to be readily available in the Reserve for costs incurred to the Reserve. Bart asked the FC to discuss this at their next meeting and to bring possible solutions / motions to the next meeting. Bart would like some of the associations monies transferred for investment purposes.
- Bart Turner informed the board that he had been approached by Waste Management wanting to offer an exclusive contract at reduced rates to the community. Bart should receive the bid before the next meeting.

8. Items for Discussion:

a) Mow & trim of roads / pathways:

KSM informed the board that all vendors contacted to do the required mow and trim had either turned down the opportunity to submit an estimate or had indicated that their schedules are too full. KSM offered to submit an estimate to do the mowing in order to get this done ahead of the snow season. KSM will submit a bid via email for board approval. A further discussion was made about leaving the roads sidewalks and the pathways as is with a native grass effect, to be encouraged all around the property with exception of the entry roads. Two board members were in favor of this and it was decided to gauge an opinion at the annual meeting as to what owners would prefer as most of the board were not in favor.

9. Status Updates:

a) Storm sewer and road inspections / resurfacing:

Dirk Gosda reported that he was still working with vendors to get bids on the scoping of the roads and the utility lines. Should the board accept the bid and move forward with this, the scoped information would be sent to roadway engineers for further advice.

b) Governing document revision:

KSM has a call booked with the attorneys to get an update on the transfer fee and revisions. Once the drafts are received, KSM will forward to the board for comment.

c) Snowplow bids:

KSM thanked the board for their input on the suggested scope of works for snow removal. Bids will be going out shortly. It was asked that the trigger level be changed from 2' to 3'.

d) Rules & Regulations & Fining policy revision:

KSM will work on this along with the suggested DRB fining structure policy and will submit to the board once ready for comment.

e) Reserve Study:

The Reserve Study specialist have let KSM know that the study should be ready for review within the next week. Once received, KSM will send to the board for review. KSM suggested to host a Reserve Study presentation to the board and the FC to explain the study and work on suggested amendments.

10. Next Meeting Date:

The next Board meeting will be October 16, 2023 at 5pm at the Ironbridge Club House. The board unanimously voted on changing the meeting starting time to 5pm for the winter months.

11. Executive Session:

The board went into executive session at 8:47pm to discuss the aging report. The board emerged from executive session at 9:01pm. A request by Lot 164 to remove late fees was unanimously denied.

12. Adjournment:

The meeting adjourned at 9:01pm.