

**IRONBRIDGE PROPERTY OWNERS ASSOCIATION**  
**c/o Key Stone Management**  
**BOD MEETING MINUTES**  
**January 15, 2024 at 5pm via Zoom**

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

The meeting was called to order at 5:06pm. Directors present: Alice Angier, Connie Meine, Mike Fergusson, Bart Turner and Dirk Gosda. With quorum present, the meeting commenced. Also present was Courtney and Nadia Nel from Key Stone Management (KSM). There were 4 owners on the call.

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

None

**3. Approval of Previous Minutes:**

The meeting minutes for 12/11/23 were motioned as approved by Connie Meine and seconded by Alice Angier, all in attendance agreed.

**4. Email Approvals:**

None

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

None

**6. Committee Reports:**

**a) DRB Activity Report:**

KSM presented an updated report to the board. Mike Ferguson officially accepted the role of DRB board liaison. The board discussed the open seat on the DRB and all agreed to put this notice in the next newsletter to see if any owner would be interested in filling this position. The RFS road was discussed as the "owner" of the road has still not been established. Dirk Gosda offered to reach out to some Title Companies to see what official records may exist.

**7. Financials Report:**

KSM reported that they are working with the Finance Committee to complete the year-end figures. The board asked that all requirements be met per the RMA contract with regards to the Club equalization payment. KSM will share any info received from the Club with the board.

**8. Items for Discussion:**

**a) Landscape SOW:**

KSM presented a preliminary scope of works / breakdown for the landscape season. The SOW needs to be completed and ready to go out for bid by beginning March. The proposed tree removal and replacement project for the CR109 road will be bid separately. The SOW to go out to bid will be for the weekly common area activities only. All other items will be bid separately. The roadside mowing will encompass a trim of 3ft on the sides of the roadways and pathways only, leaving the rest as native areas.

**b) Bylaws revision**

The Bylaws revision received from the attorneys was discussed at length. KSM will send board comments and queries back to the attorneys.

**c) Transfer Fee owner education timeline:**

After some discussion, the board agreed to conduct a survey to all owners via email to gauge the interest in the amendment before incurring any more associated costs. This will be sent out by mid-February.

**d) Club Rules & Regulations:**

The board discussed the idea of meeting with the Club to discuss their rules & regulations document and verification of the parameters and discipline measures in place. KSM will contact Cal Kendrick to schedule an in-person appointment.

**e) Request for additional pet station:**

This was not discussed.

**f) Mailbox Display Case:**

This was not discussed.

**9. Status Updates:**

None.

**10. Action Items:**

1. Dirk – talk to Title Company rep to get opinion or further research on the ownership of the driveway by the 6 RFSD units. Ask if there is an easement or other reason why Ironbridge may have responsibility for plowing and possible line re-painting. Provide info to board members via email ASAP
2. All board members - provide ideas to KSM for more detail on the landscape scope of work; presenting ideas for tree maintenance as a separate vendor's area of expertise and work needed; consider native as a separate type of maintenance (mow or treat a portion next to walking paths). Provide by next board meeting 2/19
3. Connie, Alice, Bart, Mike - finalize survey questions for transfer fee. Circulate via email and complete by 2/15.
4. Some or all board members be prepared for meeting with Club (to be arranged by KSM) with agenda to discuss fair application of their rules & regs; discuss how club and members may have better relationship.

**11. Next Meeting Date:**

The next board meeting was scheduled for February 19<sup>th</sup>, 2024 at 5pm.

**12. Executive Session:**

None.

**13. Adjournment:**

The meeting adjourned at 8:28pm.