



# **Tana Ridge Homeowners' Association**

## **Membership Meeting**

### **November 17, 2011**



## **Tana Ridge Homeowners' Association Membership Meeting: November 11, 2011**

- ❖ Meeting Called to Order: R. Garcia
- ❖ Review & Approval of Minutes T. Wall
- ❖ Landscape & Trails: N. Matchey
  - Gaps; Benchmarks; Plan
- ❖ Budget Proposal & Approval: M. Rock/R. Garcia
  - 2011 Financial Performance Review
  - 2012 Budget & Member Fee Proposal
  - Motion & Ballot Vote
- ❖ Election of Board Officers: R. Garcia
  - Vice-President
  - Treasurer

- ❑ Meeting called to order at 7:00 pm
- ❑ Robert's Rules of Order to manage meetings & procedures
  - Fair & representative of community interests
  - Present; Motion; Discuss +/-; 2<sup>nd</sup> Motion; Vote



- ❑ TRHA responsibility to maintain common asset value
- ❑ Plan: provide predictable investment for member homeowners
- ❑ Fee: forward budgeting with relevant fee structure

# TRHA Member Mtg Minutes: March 23, 2011

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The Tana Ridge Homeowners Association Member meeting was called to order at 7:00 pm Wednesday, March 23, 2011 by Board President, Rita Garcia.

**In attendance were:** Gary Hirt, Kirk Matchey, Nancy Matchey, Chuck Nelson, Julie Dillon, Rita Garcia, Ron Ibarra, Tom Wall, Deb Wall, Margarita Rock, Jennifer Snyder, and Bob Snyder.

## **First Order of Business: January 27, 2011 TRHA Meeting Minutes**

Motion to approve the January 27, 2011 TRHA Member Meeting Minutes was made by Jennifer Snyder and seconded by Deb Wall.

8 "Yes" votes, 0 "No" votes.

Motion to approve the minutes was passed

## **Second Order of Business: Trails & Landscaping**

Jennifer Snyder and Rita Garcia provided the following update on trails and landscaping;  
Landscaping

Jennifer is in the process of soliciting bids for landscaping based on the 2011 landscape plan & schedule. For budgeting purposes we are using an estimate provided by Hilltop Landscaping that is uplifted to comprehend more complete services.

Safety and aesthetics was identified as the primary requirements. Trees and bushes should be trimmed back to allow adequate visibility for children walking or playing in the street.

Dead trees on the north green will be removed and replaced by a single tree. The monument has been vandalized with spray paint and will be repaired.

A recommendation was put forth that we include a separate line item for mulch and that installation of mulch be contracted for in the future.

A three year landscape plan (2011 – 2013) is in development that includes landscape work plans and financial estimates. The plan will be completed by May 2011 and posted on the TRHA web site.

It was recommended that we request a 2-3 year landscaping proposal. This would be a lot less time consuming than our current process of soliciting bids annually.

# TRHA Member Mtg Minutes: March 23, 2011

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## **Trail Maintenance**

Rita Garcia reviewed the trail maintenance proposal. The cost for repairing and resurfacing the trails is \$10,690 as submitted in February 2011 by Fahrner Asphalt Sealers. The proposal includes: repair to the north end of the trail; patching & crack sealing throughout; TrailMat final resurfacing throughout; a one year warranty; and has a resurfacing life expectancy of 7-10 years. [Path condition assessment and resurfacing proposal is posted on the TRHA web site.] Sidewalk on 50th street is the property of the City of Lake Elmo. Discussion was held with the city staff requesting repair of 50th street at the same time as the repair of the Tana Ridge trail. Fahrner & city staff members are currently in discussion to develop a plan for resurfacing.

There have been numerous discussions between the city and TRHA board members regarding the proposed Old Village to Stillwater High School trail plan. At Rita's request, Carol Kriegler sent a written response outlining the City's current position. It is the City's position that the trail plan is still conceptual. The city is in the process of developing a policy on the acquisition of the private trails. The acquisition of trails is a controversial and complex one for both the city and the various homeowners associations. At this point, the city has not identified a timetable for completing a proposal. A copy of the letter has been posted on the Tana Ridge web site. Cost for repair is reflected in the TRHA 2011 budget.

## **Third Order of Business: Wastewater**

Chuck Nelson reviewed the current Wastewater budget. Rates increased from \$25 per month to \$37.50; a 50% increase. The increase in rates is largely due to increased monitoring costs as a result of higher levels of nitrates. The new permit is for 5 years

At Chuck's request, the Fields of St Croix added a new line item for escrowing operating expenses. A copy of the budget is posted on the TRHA web site.

A recommendation was put forth that the waste water committee or TRHA board contact the Washington County commissioner regarding the increased costs resulting from contaminates created by Washington County fair dumping for the purpose of gaining their support in handling expense. Further, a recommendation was made that if there is stability in the test results a request be made to MNPCA to reduce the testing frequency requirement.

# TRHA Member Mtg Minutes: March 23, 2011

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Fourth Order of Business: TRHA 2011 Annual Budget

A request was made to begin escrowing for future trail and landscaping expenses. The group agreed to add a separate line item for these expenditures as part of the budging process.

Fees remain as announced for 2011 with an outlook for an increase in 2012 to keep the Association solvent.

A motion to approve the 2011 budget was made by Deb Wall and seconded by Nancy Matchey. Eight households were present at the meeting and six households voted by proxy.

***Voting Results: (12) "Yes" votes and two (2) "No" votes.***

***Motion to approve the 2011 budget was passed***

## **Motion to Adjourn:**

A motion to adjourn the meeting was made by Julie Dillon and seconded by Kirk Matchey.

8 "Yes" votes, 0 "No" votes.

Motion to adjourn the minutes was passed

Submitted by: Tom Wall, TRHA Board Secretary

March 28, 2011

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## **Board President:**

- ☐ Minutes were distributed prior to the meeting & need not be read
- ☐ Are there any corrections to the minutes
- ☐ Yes: corrections presented; secretary records correction & Reads aloud
- ☐ No corrections [or No further corrections]
- ☐ Minutes for the March 23, 2011 meeting are approved



# **Tana Ridge Landscaping & Trail Management**

## **2011 Maintenance & Repair**

### **Landscape Gaps & 2012 Plans**







# TRHOA 2012 Landscape & Trail Gap Assessment

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- ☐ **Mulch required on cycle: 2" coverage every other year**
- ☐ **Restage beds: monument; north bed**
- ☐ **Tree pruning: dead branch; low growth pine branch**
- ☐ **Diseased pine: spray; remove**
- ☐ **Japanese Beetle: cherry tree leaf destruction; spray**
- ☐ **Bush pruning: thinning; sizing**
- ☐ **Trail: escrow for 7-10 year maintenance & repair cycle**
- ☐ **Prairie restoration: landscape debris disposal; burn; seeding**



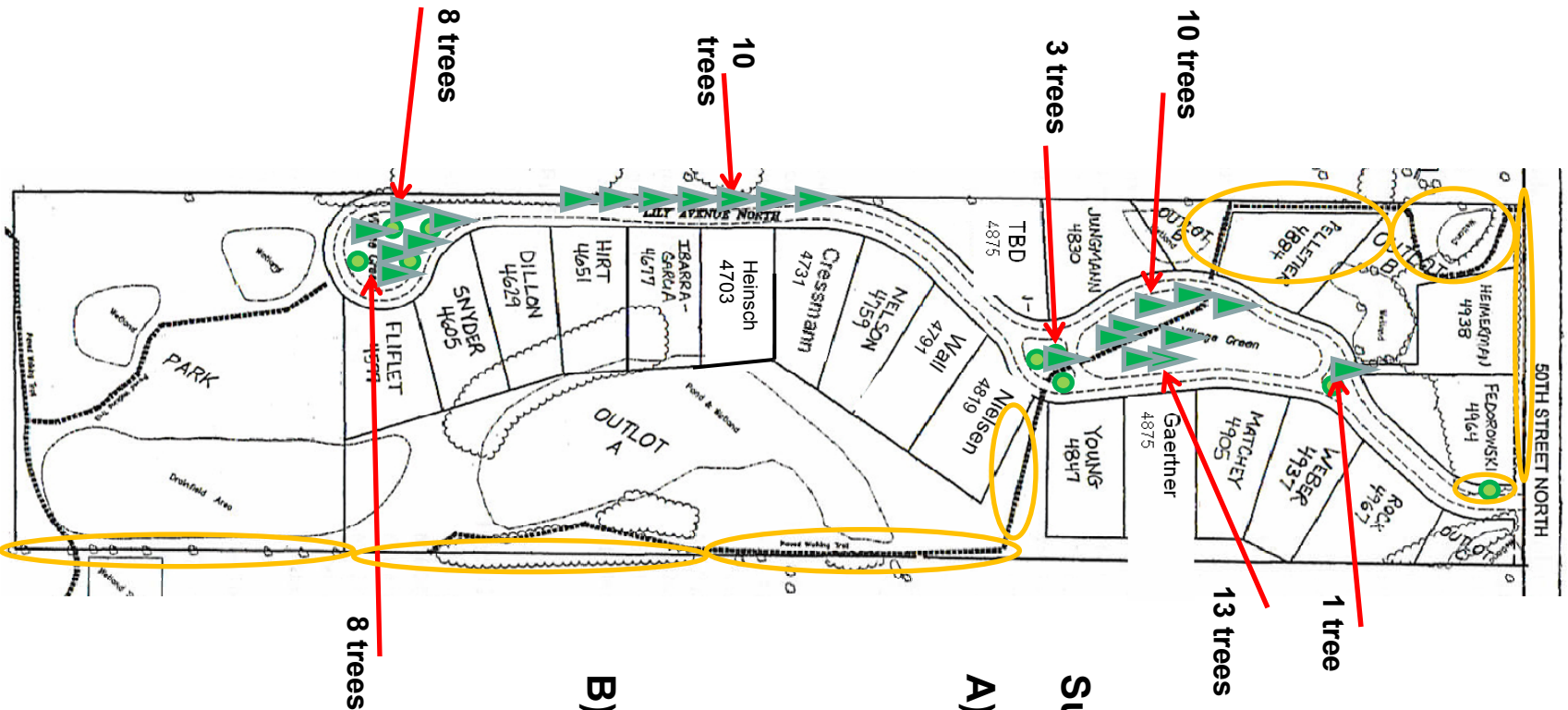
## Basic Landscape Maintenance

	Current Supplier	Benchmark
Service (May 1 – Oct 31)		
Spring & Fall Clean-up		
Mowing, Trimming (24)	* 	
Edging	extra	Curbs & sidewalks weekly, knife edge 1/yr
Tree & Shrub Care	Pick up tree branches Shrub trim 1/yr Pruning Trim basal sprout	Tree trim for clearance 1/yr Shrub trim 2/yr. Trim basal sprouts every two weeks
Fertilization	3 granular	3 granular 1 liquid
Weed Management	Lawn: 1 pre-emergent crab-grass 2 broad leaf herbicide Beds: herbicide & manual cultivation	Lawn: Post-emergent crab-grass herbicide as needed , 2+ post-emergent broadleaf herbicide for dandelions, Round-up as needed, hand weeding every 2 weeks Beds: hand weeding and spot spraying every 2 weeks
Proactive consult	Walk-thru on request	Walk-thru data collected and reported
2012 Fee	\$ 7,386.	\$ 9,610

## Additional Landscape Maintenance

	2011	2012 proposed	2013
Resurfaced trails			
Dead tree & bush removal			
Planted maple tree			
Fixed bench			
Monument repair			
Sport fields update			
Mulch material& labor		\$ 2,030 	
Bed natural edging		\$ 250 	
Tree repair		\$ 500 	
Pest control (trees)		\$ 300 	
Pond beautification			
Stones replaced (pond)			
Prairie Restoration (2013+)			
<b>Additional Landscape 2012 Fee</b>		<b>\$ 3,080</b>	

# 2012 Landscaping Owner Responsibility



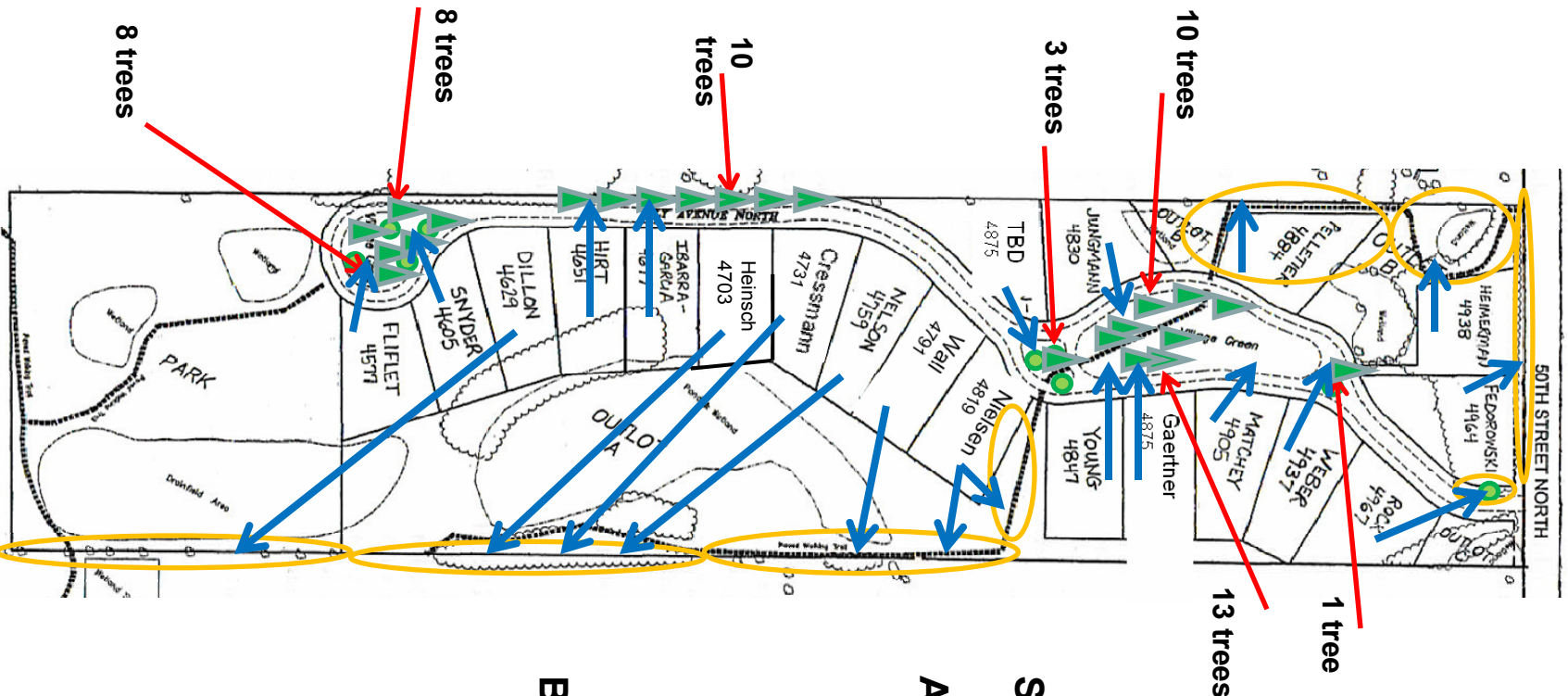
## Support Needs:

### A) Maintenance of trail areas

- ☐ Trim trees & bushes
- ☐ Clear large debris
- ☐ Communicate large efforts to VP for contracting services

### B) Water Trees during dry weather

# 2012 Landscaping Owner Responsibility



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### A) Maintenance of trail areas

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### B) Water Trees during dry weather



# **Tana Ridge Homeowners Association Finance**

## **2011 Financial Performance Report**

### **2012 Budget & Fee Proposal**

# TRHOA 2011 Financial Performance Report

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	PLAN	ACTUAL	VARIANCE
<b>Revenue:</b>			
Dues	\$13,650.00	\$14,000.00	\$350.00
Late fees & past due	\$00.00	\$250.00	\$250.00
<b>Total Revenue</b>	<b>\$13,650.00</b>	<b>\$14,250.00</b>	<b>\$600.00</b>
<b>Expenses:</b>			
Storm Water Fee	\$57.12	\$57.12	.00
Waste Water System	\$9,000.00	\$7,500.00	\$1,500.00
Landscape: Common Area	\$5,401.37	\$5,784.78	(\$383.41)
Extra Landscaping	\$800.00	487.98	\$312.02
Trail Resurface	\$10,690.00	\$10,155.50	\$534.50
Bank Service	.00	.00	.00
Misc Expense	\$80.00	\$40.54	\$39.46
Insurance	\$340.00	\$363.00	(\$23.00)
<b>Total Expense</b>	<b>\$26,368.49</b>	<b>\$24,388.92</b>	<b>\$1,979.57</b>
Net Escrow for Year	(\$12,718.49)	(\$10,138.92)	\$2,579.57
Bgn Escrow Balance	\$14,466.38	\$14,466.38	
<b>Ending Escrow Balance</b>	<b>\$1,747.89</b>	<b>\$4,327.46</b>	<b>\$2,579.47</b>

## TRHOA 2011 Financial Highlights

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- ❑ Full year fee & penalties received from holding bank for vacant home
- ❑ Waste Water billing for previous 6 months positive impact on 2011 expenses
- ❑ Trail repair investment funded by escrow; final repair spring 2012
- ❑ Additional landscape cost: 2 trees removed & 1 new tree planted
- ❑ Fertilizing & weed control investment restarted after 2 years
- ❑ Do-it-yourself: perennial dividing; bench repair; tree cutting
- ❑ No mulch investment made

## 2011 Financial Performance Questions?

# TRHOA 2012 Budget & Fee Proposal

	2011 Actual	2012 Budget	Household/Mo	2013 Forecast
<b>Revenue:</b>		Fee: \$250/Qtr		
Dues	\$14,000.00	\$20,000	\$83.33	\$20,000
Late fees & past due	\$250.00			
<b>Total Revenue</b>	<b>\$14,250.00</b>	<b>\$20,000</b>		
<b>Expenses:</b>				
Storm Water Fee	\$57.12	\$57.12	\$0.24	\$57.12
Waste Water System	\$7,500.00	\$9,000	\$37.50	\$9,000
Landscape: Common Area	\$5,784.78	\$7,386	\$30.78	\$7,500
Extra Landscaping	487.98	\$1,050	\$4.38	\$1,000
Trail Resurface	\$10,155.50	\$534.50	\$2.32	
Mulch	.00	\$2,030	\$8.46	
Misc Expense	\$40.54	\$40	\$0.17	\$45.00
Insurance	\$363.00	\$363	\$1.51	\$385
<b>Total Expense</b>	<b>\$24,388.92</b>	<b>\$20,460.62</b>	<b>\$85.25</b>	<b>\$17,987.12</b>
Net Escrow for Year	(\$10,138.92)	(\$460.62)	(\$1.92)	\$2,012
Bgn Escrow Balance	\$14,466.38	\$4327.46		\$3,866.84
<b>Ending Escrow Balance</b>	<b>\$4,327.46</b>	<b>\$3,866.84</b>		<b>\$5,878.84</b>



## TRHOA 2012 Budget Highlights

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- ❑ \$83.33 monthly investment per household supporting 2012 budget
- ❑ Waste waters system MPCA permit drives costs; actions being taken
- ❑ Extra landscape: bed redevelopment; tree maintenance
- ❑ Trail resurface completion from 2011; approved use of escrow funds
- ❑ Tree watering & trail edge only membership required activity
- ❑ Mulch investment 2012 and 2014
- ❑ Building escrow for unexpected & future trail resurfacing in 10 years

# TRHA 2011 Budget & Fee Vote

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**Parliamentary procedure to lend fairness to the process:**

**Call for Motion to Approve the TRHA 2012 Budget & Membership Fee**

**Discuss: two minutes to speak in favor & against**

- ❖ Those in favor who would like to speak raise your hand – one called on
- ❖ Those opposed who would like to speak raise your hand – once called on
- ❖ Those in favor who would like to speak and have something new to add raise your hand – one called on
- ❖ Those opposed who would like to speak and have something new to add raise your hand – once called on

**Call for a 2nd to the Motion**

**Call for Vote: secretary distributes ballots ( one per owner of record in good standing)**

- ❖ Cast ballots
- ❖ Secretary counts cast ballots & proxy votes
- ❖ Call for results: (secretary reports results)
  - votes: # cast ballot; # proxy ballot
  - results: # in favor; # opposed

**Motion results:** TRHA 2012 Budget & Fee is - Passed (2/3 of votes); Not Passed < 2/3

### Vice-President & Secretary Position Candidates

❖ Vice-President: Nancy Matchey

❖ Secretary: Deb Wall

### Election Vote