

ROBIN RIDGE HOA - BOARD OF DIRECTORS MEETING MINUTES

Date: June 1, 2025

Time: 8:00 PM

Location: RR Clubhouse

Attendees:

- Megan Crouch, President
- Alex, Vice President
- Diana, Treasurer
- Jessica, Board Member
- John, Chairman of Maintenance
- Tara Smith, Secretary

Call to Order:

The meeting was called to order at 8:00 PM by President Megan Crouch.

Approval of Previous Minutes:

The minutes from the May 27, 2025 meeting were approved.

Action Item:

- Email minutes to board members:
 - dnalucero.rrhoa@gmail.com
 - Adm757@gmail.com
 - Tara.smith@hotmail.com
 - Bakieper1262@yahoo.com
 - Megan.crouch@sci-us.com

Reports:

- **President's Report:**
 - President Crouch expressed general happiness with the new board.
- **Treasurer's Report:**
 - **Financial Overview:**
 - The board affirmed the previous board's decision to no longer use a shared credit card following previous fund misuse. All expenditures will now and have been processed via reimbursement.
 - Only the Treasurer has access to the debit card.
 - Current Balance: \$41,113.34

- Average monthly operating expenses: \$7,500
 - Estimated remaining expenses for the year: Approximately \$50,000
- **Delinquent Dues:**
 - There are 234 homes in the community.
 - 22 homes are delinquent on dues from 2024 and earlier, totaling \$43,461.68.
 - **Delinquency Process Discussion:**
 - Delinquent homeowners must receive two notices. A final notice needs to be sent via mail.
 - Homeowners will have 30 days from the date of the final notice before a lien is filed.
 - Past cost to file a lien via an attorney was \$700 per household.
 - The Board discussed filing liens themselves as a "mechanical lien" to save money.
 - **Action Item:** Alex will research the process for the HOA to file liens independently.
 - **Action Item:** Tara (Secretary) will send out final delinquency notices this week, prioritizing those with serious delinquencies.
 - **Action Item:** Alex to process two lien releases.
 - **Action Item:** Board members will be given access to the HOA email account.
 - 2025 dues are due July 1st.
- **Monthly Expenses:**
 - The Board tabled a discussion to shop for new vendors for monthly expenses.
- **Wifi/Security:**
 - Cox current service cost: \$300/month (includes Wi-Fi, port, landline).
 - Cox confirmed they do not have access to the security cameras; the system was moved to Brinks, which is reportedly unsatisfactory.
 - **Action Item:** Contact Eileen or Hank (administrators on the Cox account) to cancel the Cox service. Don was also mentioned as an administrator.
 - The Board expressed a desire to switch to AT&T for services.
 - Tommy Esperaza has offered to assist with security matters.
- **Chairman of Maintenance Committee Report (John):**
 - **Potholes:** The worst potholes have been addressed; follow-up is needed for remaining ones.
 - **Pool:** Key fobs will be active tomorrow. The pool has been unlocked for the past few weeks.
 - **Pond Fountains:** One bid has been received. An electrician will be

required for installation, and voltage compatibility needs to be confirmed.

- **Action Item:** Alex to connect with John regarding an electrician contact.
- **Playground:** Discussion is needed on whether to repair or replace the playground.

New Business:

- **Community Improvements:**

- **Fountains:**
 - Turn Pro Aquatics submitted a bid to repair two fountains for \$3,000.
 - John expressed dissatisfaction with Turn Pro Aquatics' service, citing poor cleanup and dirty pond bottoms.
 - **Action Item:** Need to get dirt filled in between the ponds.
- **Playground:**
 - Three bids have been received (two for repair, one for replacement).
 - This item will be discussed at the next meeting. (See Decisions section)
- **Updates:**
 - Bids are pending for pool shades, the BBQ area, and mulch around the swings.
- **Pool:**
 - The pool needs to be replastered (it was discussed and bid for replastering in 2018).
 - **Chairs and Tables:** Insurance will cover a portion of the cost for new or repaired chairs and tables. Follow up is needed with the insurance company.
 - **Action Item:** Order strap replacements from Amazon at an estimated cost of \$150/150 feet.
 - Bryan and Sonia are testing out chair and table options.
 - **Key Fob Distribution:** Fobs will be activated tomorrow.
 - **Action Item:** Create a Google Form for key fob distribution. Fobs will be hand-delivered after a 24-hour collection period, after which residents will need to contact Sonia to schedule a pickup.
 - **Bathroom Cleaning:**
 - **Action Item:** Obtain bids for cleaning the pool bathrooms.
 - A proposal was made to clean bathrooms twice a week from May to September.
- **Clubhouse:**

- Wild Oak Construction is providing a bid for updates and repairs and should be sent to us this coming week.
 - Renovations include paint, floors, can lights, blinds, and reinforcing bathroom stalls.
- **Administrative Duties:**
 - **Website:**
 - The website was noted as a daunting task this year but is expected to be easier next year due to homeowners already paying dues.
 - **Action Item:** Board members need to set aside time to collaborate on the website.
 - **Action Item:** Set up email forwarding to board members' accounts.
 - **Marquee:**
 - Teri Peters will update the physical marquee.
 - Quotes for a digital marquee have been received.
 - **Community Participation:**
 - Ways to increase community participation were discussed.

Decisions:

- **Playground:** The Board decided to discuss the playground repair/replacement at the next meeting. It was determined not to be a liability at this point. Repair would cost \$9,000 and would provide 10 years of use. This item will be prioritized on the next meeting's agenda.

Disgruntled Homeowner Matters:

- **Complaint 1 (Board Member Appointments):**
 - Complaint regarding not following bylaws by not voting Teri onto the board and removing Sheilah at the special meeting.
 - It was decided that Sheilah stepping down and Teri being voted in her place would be postponed until the next board meeting. Sheila agreed to step down 5/27 at the first board meeting, following the special meeting.
 - **Action Item:** Respond to the homeowner within 24 hours.
- **Complaint 2 (Clubhouse Financials):**
 - A homeowner submitted a 10-day demand on May 16th for a detailed list of clubhouse receipts.
 - The Board acknowledged the requirement to provide financial information but is not bound by the homeowner's specified timeline.
 - The information and receipts have been compiled.
 - **Action Item:** The compiled financial information will be posted to the

HOA website. It will also be made available for review at the next board meeting for 10 minutes. For transparency, it will also be posted to the new Facebook group.

Annual Meeting:

- Bylaws state the annual meeting be held in November or December of each succeeding year OR as set by the Board of Directors.
- Diana was voted in September 2021, Megan in October 2022.
- **Action Item:** Put Megan and Diana back on the agenda for re-election.
- **Action Item:** Consider holding a special meeting in September.

Motion:

- A motion was made and approved to vote Teri Peters onto the board.

Board To-Do List / Action Items Summary:

- **Alex:**
 - Research process for filing liens.
 - Research process for releasing liens.
 - Research internet and security options.
 - Call contact to facilitate dirt filling by the ponds.
 - Obtain a bid for clubhouse repairs.
 - Follow up on fountain matters.
- **Tara:**
 - Send final delinquency notices to delinquent households.
 - Assist with website CSV.
 - Conduct website/email research.
- **Megan / Diana:**
 - Provide new board members access to the HOA email.
 - Forward quotes to John.
- **Megan:**
 - Provide John with TurnPro Aquatic contact (Jerry) to discuss pond issues.
 - Draft response to homeowner email (Complaint 1).
 - Make post about financials on website/Facebook.
 - Text Teri Peters to inform her she is now on the board.
 - Make all board members administrators of relevant accounts/groups.
- **John:**
 - Contact TurnPro Aquatic to discuss pond issues.
 - Obtain new quotes for pond maintenance and fountains.
- **Jessica:**

- Create Google Form for key fob distribution.
- Develop a newsletter with QR code for information updates.
- Conduct website/email research.
- Research Bit.ly for marquee updates.
- Research clubhouse cleaning options and bids.
- Make a post about new board members.
- **Jessica / Tara / Diana / Megan:**
 - Set a time to get together to work on website/administrative tasks.

Next Meeting Agenda:

- Review Bids for:
 - Fountains
 - Clubhouse Cleaning
 - Dirt for the ponds
 - Clubhouse renovations/repairs
 - Internet/security
- Discussion: Assessment/Increasing Dues
- Discussion: Special Meeting in the Fall
- Planning: Next Planned Community Event
- Discussion: Committee Formation/Engagement
- Discussion: Storage Unit

Future Agenda Items:

- Clubhouse Rentals
- Bylaw Discussion

Adjournment:

The meeting was adjourned at 10:34 PM.