



Homeowners' Association, Inc.

Board of Directors

*Sarah McKenzie, President
Linda Henderson, Ron Jones, Vice President
Ryan Oshlo, Medhi Rashidi, Vice President
Tom Rumph, Treasurer
Robert Klein, Secretary*

Board Meeting Minutes – January 24, 2024

The first HOA Board meeting for 2024, began at approximately 7:30 PM, and was conducted at the BridgeWater clubhouse. All seven of the Board members were present, including: Linda Henderson, Ron Jones, Sarah McKenzie, Bob Klein, Ryan Oshlo, Mehdi Rashidi and Tom Rumph.

Suggested Agenda

- Approval of Minutes from Last Meeting
- Financial Review
 - Budget Discuss
 - Insurance Update
 - Update on Late Payers (Sarah)
- Social/Pool - Proposed Schedule
 - Feb - Chili Cook-off
 - Mar - Spring cleaning and BBQ at the clubhouse
 - May - Pool opening pizza party
 - July - mid-summer pool activity and/or tournament
 - Aug - End of summer pool party
 - Oct - Halloween at clubhouse
 - Nov - HOA meeting
- General Discussion
 - LED lights on tennis courts
 - Power wash tennis courts
 - Plan for clubhouse repairs
 - Newsletter topics
- Other New Business

Approval of December 13, 2023 Meeting Minutes

Sarah asked if anyone had any comments on the December 13 meeting minutes that were distributed. No changes were suggested and all voted unanimously to approve the minutes.



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Open Action Items - from Previous Meetings.

- **Open (Sarah).** Sarah to contact Nichole Brennan about instituting a "usage fee" for visiting tennis teams that play on the BridgeWater courts to help offset tennis court maintenance expense.
 - Sarah to reach out to Nichole regarding tennis court fees by non-Bridgewater users.
- **Open (Tom).** Tom to contact our State Farm agent and make the incremental premium payment for the increased insurance coverage. Total premium increase of ~\$696. Liability raised to \$2M (from \$1M), clubhouse coverage increased to \$350K (from \$154K).
 - To be completed.
- **Open (Ryan)** - Sarah indicated that she had a new light timer for the tennis courts. Ryan volunteered to install it Saturday morning (August 12).
 - To be completed.
- **Open (Bob)** - to contact the pool fence company and obtain a quote to repair the pool gate/lock.
 - To be completed.
- **Open (Sarah)** - Sarah to add a discussion topic in the next newsletter about homeowner storing trash bins in a location that is not visible from the street.
 - To be completed, when next newsletter is published.
- **Open (Bob)** - Investigate cost of LED flood lights for the tennis courts.
 - In process. Identified, websites for LED fixtures and YouTube site for planning LED flood light sizing and installation.
- **New Suggestion (Ron and Mehdi).** Should we include tennis court scheduling on the web site calendar?
 - Sarah to contact Nichole and Craig regarding "reservemycourt.com" scheduling.



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Financial Review (Tom)

2024 Budget:

Tom provided a summary overview of the 2024 budget which was distributed prior to the Board meeting. Tom indicated that he had moved \$50K of our reserve to a higher-interest rate bearing account at Bank of America, which was yielding around 3.9%. Tom mentioned that the budget has a goal of adding another \$6K to our reserve funds by the end of 2024.

There was a brief discussion regarding the opportunity to reduce attorney fees in 2024 which has historically been 8-10% of our annual budget, understanding that most of this expense is generally recovered when overdue payments are finally made by residents.

It was suggested that we add a line item to the 2024 budget to provision for monies associated with social events in 2024. Tom indicated that he would include some monies in the budget to support 2024 HOA sponsored events.

Insurance Update:

Tom informed the group that he had moved our State Farm insurance policy to a new agent, as our previous agent could not provide timely responses to requests. Tom indicated that he was still in the process of completing the policy transfer, at which time cover limits would be increased.

Late Payer Update (Sarah):

Sarah provided the group with an update on homeowners who have been overdue in assessment payments. Sarah indicated that at the end of 2023 we had a total of four (4) homeowners that were overdue with payments. As of the beginning of 2024, Sarah was pleased to tell everyone that two of the four homeowners had paid their dues and one homeowner had agreed to a payment plan, leaving only one homeowner who is delinquent. For this final homeowner, the HOA has a summary judgment against them and an outstanding lien on their home. The amount currently owned is approximately two years of dues, or ~\$2,800 with fees and interest.

Tom indicated that in 2024 that approximately 60 of the 78 homeowners (77%) chose to pay their annual assessment in full in January.



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Social and Pool Opening

Social Activities for 2024:

A group discussion on social activities for 2024 was conducted. Ryan suggested sponsoring another chili cook off, an event that went well in 2023. Mehdi suggested an "international cooking" event, given the diversity in the BridgeWater community. Additional suggestions included: "Wines around the World", a "Spring Cleaning and BBQ", a "mid-summer family tennis or pickle ball", and our normal "annual pool opening" event.

It was suggested that future HOA sponsored events require residents to response with a RSVP (via email) so that we do not over spend on food and refreshments.

Sarah took an action to publish the proposed schedule of social events in the next subdivision newsletter.

Ryan took an action to contact Allen Pool and coordinate preparing the pool for opening this spring.

Tom suggested that perhaps we solicit homeowners who have a business to include advertisements in our newsletter (possibly for a fee?).

Bob suggested that we perhaps consider moving the annual meeting to an earlier date to avoid "colder weather", as a possible method to increase homeowner attendance.

General Discussion

LED lights on tennis courts:

Bob indicated that he had completed some preliminary research on LED flood light cost, as well as, installation considerations to achieve proper court illuminate. Bob took an action to share his information with other Board members and to continue to invest the equipment and associated costs, with future updates to the Board.



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Power wash tennis courts:

Sarah indicated that Matt and Nichole is the captain of the men's and women's tennis team. They suggested imposing a court usage fee on neighboring subdivisions, of \$20 per person. This fee would be used to offset tennis court maintenance expense.

A brief discussion regarding scheduling of tennis courts and whether a scheduling tool could be added to the BridgeWater website.

Mehdi took an action to investigate possible tennis court scheduling add-ons for our website.

It was also noted that the tennis courts are in need of power washing. Mehdi volunteered to get a quote from 5-star for power washing the tennis courts.

Plan for clubhouse repairs:

It was noted that there may be a water drainage issue associated with corner of the clubhouse where we had experienced an interior water leak (in the closet).

Mehdi took an action to contact 5-star construction to examine the drainage and downspout in the corner of the clubhouse and if necessary provide a quote for installing a French drain to route water away from the clubhouse.

Newsletter topics:

Sarah suggested the upcoming newsletter contain a 2024 budget summary, the 2024 social schedule, and some discussion on the storage of trash bins so that they are not visible directly from the street view of BridgeWater homes.

Tom took an action to provide a budget summary for the newsletter.

Bob took an action to generate a "generic" warning letter to residents regarding the storage and placement of trash bins on their property.



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Other New Business

The group reviewed and approved Mehdi's quote from 5-star construction for repairing the clubhouse window frame and the interior of the clubhouse closet that received water damage due to an exterior water leak.

Tom mentioned that he was going to ask the State Farm agent the cost for providing insurance coverage for our off-site storage unit, or find out if it was already coverage as part of the HOA insurance policy. Tom estimated the incremental coverage to cost around ~\$240 per year.

New Action Items - from January 24 Meeting.

- **Open (Sarah).** Sarah to publish (email) proposed schedule of social events for 2024 to all BridgeWater homeowners.
- **Open (Ryan).** Ryan to follow up with Allen Pool to coordinate opening date for the pool.
- **Open (Bob).** Share LED flood light information (for tennis courts) with other Board members.
- **Open (Mehdi).** Mehdi to investigate and propose a tennis court scheduling tool that could be incorporated into the BridgeWater website.
- **Open (Mehdi).** Mehdi to ask 5-star to provide a quote to power wash the tennis courts.
- **Open (Tom).** Tom to provide an abbreviated budget summary to Sarah for inclusion in the next subdivision newsletter.
- **Open (Bob).** Bob to draft a generic warning letter regarding storage of trash bins so they are not visible from the street view of the home.
- **Open (Tom).** Tom to ask our State Farm agent to quote insurance coverage for our off-site storage unit.

Meeting Close. With no additional discussion topics, the Board meeting came to a close at 8:45 PM.