



**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 – March 6, 2024***

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The second HOA Board meeting for 2024, began at approximately 7:30 PM, and was conducted at the BridgeWater clubhouse. Six of the Board members were present, including: Linda Henderson, Ron Jones, Sarah McKenzie, Bob Klein, Mehdi Rashidi and Tom Rumph. Ryan Oshlo was absent due to a last minute commitment.

Suggested Agenda

- Approval of Minutes from Last Meeting
- Financial Review
  - Budget Discuss
- Spring Planting
- Social Activities & Pool Opening
- Covenants Updates
  - Potential Amendments to the Covenants
    - Holiday lighting
    - 2-year term for Board members
    - Authority to issue fines for non-compliance
- Other New Business

Approval of January 24, 2024 Meeting Minutes

Sarah asked if anyone had any comments on the January 24 meeting minutes that were distributed by Bob. 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.
- **Closed (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).
  - Changes to insurance policy completed and storage unit included in coverage.
- **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. Websites for LED fixtures and YouTube site for planning LED flood light sizing and installation distributed to Board members for review. Bob to get cost estimates by next meeting.
- **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.
- **Open (Sarah).** Sarah to publish (email) proposed schedule of social events for 2024 to all BridgeWater homeowners.



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- **Open (Ryan).** Ryan to follow up with Allen Pool to coordinate opening date for the pool.
- **Open (Mehdi).** Mehdi to investigate and propose a tennis court scheduling tool that could be incorporated into the BridgeWater website.
- **Open (Tom).** Tom to provide an abbreviated budget summary to Sarah for inclusion in the next subdivision newsletter.
- **Closed (Tom).** Tom to ask our State Farm agent to quote insurance coverage for our off-site storage unit.
  - [Quote obtained and coverage now included with our clubhouse insurance.](#)

Financial Review (Tom)

*2024 Budget:*

Tom provided an updated financial report via email to all Board members on March 3, prior to the Board meeting, containing expense and receivables detail through February 2024.

None of the Board members had any additional questions or comments regarding the current financials for the subdivision.

*Late Payer Update (Sarah):*

Sarah indicated that every homeowner was up to date or making agreed upon payments for overdue assessments except for one homeowner for which the HOA has a summary judgment against them and an outstanding lien on their home. The judgment amount currently owned is approximately two years of dues, or ~\$2,800 with fees and interest.



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Spring Planting (Sarah and Linda)

Linda suggested some incremental landscaping improvements to improve the front entrance/exit of the subdivision and suggested some extra monies be provided for additional plants and flowers. The incremental planting expense was estimated to be around \$900. The Board members agreed and Linda took an action to get a formal quote from National Landcare for the proposed improvements.

Social Activities and Pool Opening

*Social Activities for 2024:*

No additional discussion on social activities for 2024 was conducted.

*Pool Opening - Update (Ryan)*

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

Covenants Discussion

Sarah had some brief comments suggesting possible additions and updates to our HOA Covenants document. Specifically having some restrictions on holiday lighting displays, having Board members elected to 2-year terms, and having the authority to issue fines to homeowners for non-compliance with Covenants. The group agreed that we should strive to update the Covenants this year along with a proxy vote for approval by homeowners.

Relative to the issue and enforcement of trash bin storage by homeowners, Sarah suggested a multi-step approach whereby the homeowner would first be provided an "informal note" requesting that the trash bins be stored out of sight, with a formal letter and deadline date to follow if there is no compliance. Bob took the action to generate the formal warning letter for trash can storage.



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Other New Business

*International Night - Social Event*

An update on the "International Night" social event was provided by Sarah indicating that about 25 individuals participated and that the event was viewed as a success.

*Scheduling of the Next Board Meeting*

Sarah indicated that she would not be available on April 17 for the next Board meeting due to travel. Everyone agreed to postpone the next Board meeting to April 24.

**New Action Items - from March 6 Meeting.**

- **Open (Linda).** Linda to get a quote from National Landcare for planting additional flowers at the subdivision entrance/exit.
- **Open (Bob).** Bob to generate a generic warning letter requesting that homeowners store their trash bins in a location that is not visible from the street view of the home.
  - **Closed** - Bob provided Sarah with a warning letter template for trash bin storage on March 17.

**Meeting Close.** With no additional discussion topics, the Board meeting came to a close at 8:15 PM.