

**RIVER EDGE HOMEOWNERS ASSOCIATION, Inc.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES**  
**03/10/2023**

**PRESENT**

Board Members: Jerry Hathaway, Anne Duggan, Peter Schifferli  
Management: Joe Urbanczyk  
Call to order: President Jerry Hathaway called the meeting to order at 2:35 p.m.

**MINUTES**

The minutes from the 02/06/2023 Board Meeting were presented to the Board. There were no changes noted. A motion to approve the minutes as amended was made by Anne, seconded by Peter. All in favor.

**FINANCIALS**

The 7<sup>th</sup> month financials as of 1/31/23 showed cash on hand of \$709,348, total assets of \$708,541, and a reserve account of \$311,976. Jerry made motion to accept financials; Anne seconded. All in favor. Various line items and the accounts receivable were discussed. Joe U. noted that the new Bank of Holland checking account will be used exclusively for the Deck Replacement project. All \$55 payments currently being made by unit owners will be transferred to the account once it is opened. Joe will track all additional project charges that will count against our contingency.

**BOARD ITEMS**

1. Deck Replacement – Our contractor foreman attended the first portion of the meeting to provide an update and answer a few questions (Joe U. will provide unit owners with corresponding Deck Update #3 week of 3/13/23). A “punch list” of outstanding items to be addressed upon project completion will be created by our contractor, in coordination with Joe U. Once a building’s work has been completed, any remaining debris will be removed by the contractor. The entire project is approximately 50% complete.

A spreadsheet will be created to track all units requiring new poles.

**ACTION ITEMS:** A spreadsheet will be created to track pole replacement needs by unit #.

**RESPONSIBILITY:** Joe

2. Landscaping – Joe U. presented the Board with the draft Landscaping/snow removal contract with Niccola. A few minor changes were suggested, and the contract will be executed. A reminder will be issued at the Annual Meeting in the Fall about salting responsibilities.

**ACTION ITEM:** finalize contract with Niccola

**RESPONSIBILITY:** Joe U

3. A unit owner with existing awning infrastructure requested that their unit not be re-poled, as they were removing the entire infrastructure. This request was not made until early February 2023. There had been several communications with the unit owners regarding the pole replacement (prior to all work commencing), stating the timing of the work and that the cost of the pole replacement would be the unit owner's responsibility. As all poles had already been ordered and manufactured in January 2023, a motion was made by Jerry to charge the unit owner \$428 to cover the cost of the materials already purchased. Anne seconded. All in favor.
4. There is a unit owner who has installed shutters on the driveway side of their unit. Per the by-laws, additions to the exterior of the units is not permitted without the submission and approval of an architectural request. The unit owner will be contacted and asked to remove the shutters.

**ACTION ITEM:** send letter re removal to unit owner

**RESPONSIBILITY:** Joe U.

5. Board Availability - Jerry will be out of town 3/12/23 – 6/1/23. Anne will be out of town 3/22/23 – 4/26/23. Arrangements will be made to accommodate affected Board meetings (Zoom), and any checks that need signatures.

**ACTION ITEM:** April 1 checks will either be cut early so that Anne and Pete can both sign, or they will be sent FedEx to Anne/Jerry for signature.

**RESPONSIBILITY:** Joe U.

6. Deck Update – see #1Deck Replacement above.
7. City Property Assessment – a general discussion as held.
8. Landscaping Cleanup – There will be a substantial need for landscape cleanup and repair after the deck project is completed. Niccola will be contacted to see if he can do the work. If Niccola, work must be completed by 5/1/23, so as not to delay any of regular landscaping work to be performed for the units. Otherwise, Other landscapers will be contacted to obtain quotes.

**ACTION ITEM:** Contact landscaper(s) regarding cleanup and repair of landscaping

**RESPONSIBILITY:** Joe U.

**COMMUNICATIONS**

None

The next Board meeting is scheduled for 04/03/2023 at 3:00 p.m., place TBD; Jerry and Anne to participate via Zoom

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There being no further business, Anne made a motion to adjourn the meeting at :45 p.m.: Peter seconded. All in favor.

Respectfully submitted,

Anne Duggan  
Board Secretary