

**ADAMS RIDGE COMMUNITY SERVICE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 24, 2015**

CALL TO ORDER

The meeting was called to order by Property Manager, Kiley Shively at 6:02 p.m.

ROLL CALL

Board Members Present: Lisa Weinzetl, Brandon Coneby, Susan Koerner, Jeff Sciarrino, and Steve Celich.

Management Representative: Kiley Shively, Acri Property Manager, representing Acri Commercial Realty, Inc.

APPROVAL OF MINUTES

A motion made by Lisa Weinzetl, seconded by Susan Koener and carried unanimously to approve the minutes of the October 21, 2015 Board meeting.

TREASURER'S REPORT

The Board reviewed the financial statement through October 2015. The financial statement was accepted as presented.

The Board reviewed the 2016 budget. A motion was properly made, seconded, and carried unanimously to approve the 2016 budget with a \$3.50 increase. Lawn fertilization will not be completed in 2016. At this time the Board suggests that fertilization will be applied every other year. The Board advised management to have invoices available on the community website for any owners who choose to pay by check. Coupon books will no longer be provided.

OLD BUSINESS

Drainage issue- Matt Mertz plumbing was asked to hold off on jetting and cameraing the pipe in the common area so that the Township could be contacted for guidance. The Township suggested having an engineer look at the sink hole. The Board advised management to get quotes from Survey Tech and Hampton Technical Associates, Inc.

A motion was properly made, seconded and carried unanimously to award JML Landscape the full service 2015-2016 season snow removal contract at a per occurrence cost with the updated specifications to the contract.

The Board advised management to update the landscape specification with the revisions provided and email the updated spec to the Board to approve prior to seeking proposals.

A motion was properly made, seconded and carried unanimously to approve the leasing policy. The leasing policy states that an annual administrative fee of \$200.00 will be assessed to the unit owner of each rental unit or unit which is available for rent each January.

The owner of 133 Kaufman Run has responded to the Associations attorney letter to restore the common area that the owner dug up. The owner advised that he needed to speak to his attorney and will get back to the Associations attorney. If the Associations attorney does not hear back from the owner within a few days a second letter will be mailed to the owner.

NEW BUSINESS

JML Landscape provided a quote of \$25 per tree to trim low hanging branches to the trees in the front of each home. The Board advised management to notify owners.

The Board advised management to get a price to remove rocks that someone put inside one of the

grates in the common area near where the drainage issues are.

NEXT BOARD MEETING

The following dates are the tentative meeting dates: January 11, 2016, April 11, 2016, July 11, 2016, September 27, 2016 (annual meeting), and October 10, 2016.

ADJOURNMENT - A motion was properly made, seconded and carried unanimously to adjourn the meeting at 7:36 p.m.

Respectfully submitted,

Susan Koerner, Secretary