

**ADAMS RIDGE COMMUNITY SERVICE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 21, 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.

ELECTION OF OFFICERS

The following were the unanimously accepted nominations for Board positions:

Jeff Sciarrino, President
Steve Celich, Vice president
Susan Koerner, Secretary
Lisa Weinzetl, Treasurer
Brandon Coneby, Member

APPROVAL OF MINUTES

A motion made by Brandon Coneby, seconded by Susan Koerner and carried unanimously to approve the minutes of the August 20, 2015 Board meeting.

TREASURER'S REPORT

Review Financial Statement - The Board was provided with the financial statement through September 2015. The financial statement was accepted as presented.

The Board reviewed the 2016 budget. The Budget will be discussed at the next Board meeting.

MANAGEMENT REPORT

The management correspondence was accepted as submitted.

OLD BUSINESS

Drainage issue- The Board unanimously agreed to have Matt Mertz Plumbing jet and camera the existing common area drain pipe near unit 638 as there seems to be a sink hole forming.

The Board discussed the current services being provided to the community. The Association is performing more service than the documents require. There are common area repairs that need to be addressed that the Association does not have the funds for. The Board will discuss limiting services at the next Board meeting.

The Board advised management to obtain additional quotes for snow removal on full service and partial service. The Board will discuss what services will be offered at the next Board meeting.

NEW BUSINESS

The Board advised management to email the landscape specifications for the Board to make updates to the specifications. Once all changes are made Steve Celich will email Kiley Shively with the updated specification to send out for proposals for the 2016 landscape season.

The Board advised management to prepare a unit leasing policy to collect an annual administrative fee of \$200 for each rental unit.

A motion was made by Lisa Weinzetl, seconded by Susan Koerner, and carried unanimously to approve the management contract with Acri Commercial Realty.

NEXT BOARD MEETING

November 24, 2015, teleconference

ADJOURNMENT - A motion was properly made, seconded and carried unanimously to adjourn the meeting at 7:23 p.m.

Respectfully submitted,

Susan Koerner, Secretary