

Cornerstone Homes of Richmond Hill

Jerry Johnson – (Co-)President (Term expires – 3/2023)

[Vacant] — (Co-)President (Term expires - 3/2025)

Ryan Randall/Brett Randall – Secretary (Term expires – 3/2023)

Rich Nodorft – Treasurer (Term expires – 3/2022)

Carrie Ferguson – At Large (Term expires – 3/2023)

Scott Fenton – At Large (Term expires – 3/2024)

[Vacant] — At Large (Term expires - 3/2024)

2022 Annual Condo Association Meeting Minutes

Tuesday, March 22nd, 2022, 7:00 pm

Location: Virtual (Microsoft Teams)

1. Call to Order/Introductions
2. Proof of Quorum -Quorum was achieved.
3. Approval of 2021 Annual Meeting Minutes. -Moved and seconded, motioned carried.
4. Old Business
 - a. Lift Stations -If the alarm is going off, that means sewage could start backing up into the units served by the lift stations. If anyone hears or sees the alarm, please call Monona Plumbing immediately at (608) 273-4556. Don't assume your neighbor called. All new owners get a document detailing the lift station protocol with the welcome packet from Shandar. Shandar will also send email reminders regularly. Monona Plumbing checks/cleans them quarterly.
 - b. Trash and Recycling Bins; Large Item Disposal Procedure. Large items are no longer automatically picked up every other week by the city, owners must schedule a pickup by filling out a work order on the city website. A reminder was issued to not place bins too close to the mailboxes.
 - c. Front Door Painting. -If owners need their front door painted, contact Shandar and she will compile a list and get a quote for the board to approve.
 - d. Deck Repairs. -They will all need work at some point, but in the mean time if anyone has urgent repair issues, please contact Shandar.

5. Board of Director Reports

- a. Review Maintenance/Repair Work Performed in 2021. Small/straight section of driveway was repaved (between 6167 and 6175). Some units had flashing repaired and other general repairs.
- b. Review Proposed 2022 Projects. -The major project we will be undertaking is the repaving the U-shaped section of driveway.
- c. Review Year-End Financials.
- d. Review Proposed 2022 Budget. -The budget for 2022 and beyond was detailed and the need for an increase in monthly condo dues was explained. This is needed to make sure we're meeting our 15% reserve fund and to pay for large ticket items on the horizon, especially repaving the remainder of the driveway. Discussion about the budget ensued. Motion made to approve the new budget including the \$20 increase in monthly dues (from \$240 to \$260) effective starting April 2022. Motion carried, vote passed by majority. Shandar will email the new ACH form (for \$260 per month) to owners within a few days. Owners will need to send the signed form back to Shandar before April 15th via email or mail or in-person.

6. New Business

- a. Window/Sliding Door Flashing Repairs. -If anyone is having rain water come in their windows or doors, please contact Shandar so she can get a quote for repairs.
- b. Parking Lot Repaving/Sealing Options. -To spread out the large expense, the U-shaped section will be repaved over 2 years vs all at once. The eastern half is worse and will be done first (2022), then the western half will be done the following year (2023). Spot repairs can be arranged for the western half in the mean time.
- c. Landscape/Snow Removal Renewal Proposal. -We received a renewal quote from Prairie Pro to continue services and the board will take next steps.
- d. ADA/Accommodation Policy. -Document was developed with the help of DSI legal team, and has been posted to the website.
- e. Re-launch of Cornerstone Homes Web Site. -Some parts of site are viewable to the public, some parts are viewable by owners only (via login). Ryan is working with Shandar to migrate association documents over to the Cornerstone website from the DSI site. We need both sites to be active with their own unique functions, and they each link to the other.
 - i. Unit owners will need to create a user account if they want to access the "owners only" section of the Cornerstone site. An email will be sent to owners with a link to the site.
- f. Election of New Board Members. -The board spoke about the responsibilities of being a board member and what it involves. Jennifer Powers volunteered for the open At Large position (until 3/2024). Jessica Knihtila volunteered for

the open Co-President position (until 3/2025), Scott Fenton volunteered to switch from At Large member to the Treasurer position (until 3/2025). Kristi Doucette volunteered for Scott's vacated At Large position until 3/2024. Motion made and seconded to approve this new slate of board members. Vote passed unanimously.

7. Other Business

- a. The idea was brought up about having an outdoor get-together this summer for owners to socialize.
- b. Snow removal for next winter: we asked Shandar to ask Prairie Pro to not park their bobcat in the lot permanently, to install guide sticks for the plows to follow, and to add 4 barrels of salt around the property for owners to use as needed.
- c. Storm doors: If owners want to add, remove or change a storm door, they are free to do so without approval from the board but they should make sure it is white and matches the look of the existing exteriors.

8. Adjournment. Moved and Seconded, motion carried unanimously.

At the close of the meeting, a random drawing was held for a "free" month's condo fees and Scott Fenton won the drawing.