



Sept 4, 2023

Dear Homeowners,

As your new board president, I am grateful for the confidence that the existing board and you have in my ability to lead us at this critical time for our community. I feel entirely up to the task! I am also excited to have two additional new board members, Alyson Heyrend, and Kathy Baltz, who join long-standing board members, all of whom are working together to leverage their talents to best help address the challenges we face. As I mentioned in my candidate bio, my deepest aspiration is that we all work together in our unique ways to create and experience tremendous value in the land, buildings, AND relationships that we share and experience here at The Ridge.

Going forward, my goals are to leverage our collective talents to ensure that: 1. The market value of our properties is maintained and enhanced by ensuring thoughtful and appropriate oversight, resourcing, planning, and financing for significant investments/projects moving forward. 2. The board gains an improved understanding of homeowner demographics to align collective priorities with management and planning. 3. Leading technology is used to support and improve collaboration, coordination, communication, and transparency within and between the board, committees, and homeowner community.

I am happy to share many decisions made and intentions set, noted below, that were made apparent at the HOA annual meeting last week. Together, they provide terrific energy and momentum to address and move beyond issues we've be challenged by in the past few years:

- Approval of mutual agreement to dissolve the Mather property management contract.
- Approval to hire Sawtooth Mountain Management for accounting and administrative services (Tanja Green, who worked for us under Karl Nichols for 15+ years) effective September 1 with a 60-day transition period. (Note that homeowners don't need to change their payment method. Tanja will work behind the scenes, with Miriah to transition accounting processes and will provide notice later if anything needs to change for homeowners.)
- Approval to hire Ridge owners/on-site property manager, QBC Property Management (Mike and Amy Federko) effective September 1 with no transition/cross-over period with Mather.
- Approval of a gutter remediation project that includes adding electrical infrastructure to support heat tape in the gutters for reasons of life safety and asset protection to be completed in September/October timeframe.
- Approval of the annual budget that prioritizes engaging consultants for long-term capital planning and addressing emergent maintenance issues (water system), new secure and higher functioning website for the HOA communication (more to come on that once it is fully defined) and more (see Annual Financial Report from Treasurer Joel Klein that was sent prior to the annual meeting).
- Approval of committee charters (some had been approved on-line) for Landscaping, Architecture and Finance (copies attached)

- Acceptance of a recently completed Asset Reserve Study (emailed with the Annual Finance package) that provides the basis for long-term capital planning, of which many questions and issues still need to be researched and understood before creating a schedule and corresponding financial plan.
- Launching of committees for Communication (newly elected board member Alyson Heyrend) and CC&R/Bylaw revisions (board vice president, Lee Thorson)
- Assignment of a Board Liaison for Property Management oversight (newly elected board member Kathy Baltz)

Suffice it to say there is a lot of change underway. The current marketplace is one where quality property managers and the resources they bring are in scarce supply. This was the main reason to transition to a new type of organization—one where we take more direct and hands-on control of the maintenance, care, and long-term planning for our assets. Transitioning to this new model, one that includes on-site property management, committees, task forces, and specialist advisors in addition to the board, allows us to tap and leverage the talents of so many of our homeowners. It also allows us to divide the many tasks that need to be done in a short period of time across many groups of people. Finally, it also allows for much more transparency of the work required to manage our assets and the development of committee members who will hopefully move into board roles over time with a solid foundation of the HOA. If you would like to help and have expertise, especially in the areas of architecture, construction, water supply & drain systems, or accounting and finance – we would so appreciate you sharing your time and knowledge by involvement on a committee, task force, or as an individual advisor.

To move forward with many important concurrent changes, my top priority is to get our new organization structure in place by helping everyone understand their roles and responsibilities and make sure the structure and priorities are transparent to homeowners. To this end, you can find an updated contact list for our new accounting and administrative service, new on-site property managers and each board member with their corresponding assignments below. Following that, you'll see an outline of key priorities for the board from now through, at least, year-end.

Finally, our next meeting is expected to be scheduled in late November or early December – we'll be sure to let you know very soon when the date and time for the meeting. In the meantime, if you have questions about the committees and their responsibilities and priorities, please reach out directly to the board chair of that committee. If you're interested in getting involved to help, please reach out to me to have a conversation about how we can partner to best engage your talent and time.

In service and care,

Pamela Jones-Anderson

Contact List - Ridge Homeowners Association

September 2, 2023

Homeowner payments, accounting, administration (reports to Treasurer, Joel Klein)

Tanja Green, Sawtooth Mountain Management

Email: tanja@sawtoothmm.com phone: 208-329-4513

On-site property management (reports to Board Property Manager Liaison Kathy Baltz)

Mike and Amy Federko, QBC Property Management

Email: afederko@cox.net phone (Mike): 208-721-7006

Phone (Amy): 208-720-7381

2023/2024 Board of Directors

Pamela Jones-Anderson, President

Email: pamjonesand@gmail.com phone: 206-491-4214

Lee Thorson, Vice-president & CC&R and Bylaw Committee Chair

Email: lthorson@harlowefalk.com phone: 206-697-2065

Joel Klein, Treasurer & Finance Committee Chair

Email: joelklein@earthlink.net phone: 310-488-6333

Carla Marshall, Past President & member of Finance and Architecture Committees

Email: gwcp1lc@aol.com phone: 314-503-6428

Ed Altman, member of Architecture Committee

Email: wwwalter101@msn.com phone: 208-850-8917

Suzi Olavarria, Landscape Committee Chair

Email: suziolavarria@gmail.com phone: 208-440-5985

Chuck Carlson, Architecture Committee Chair

Email: cjc3505@gmail.com phone: 253-209-2281

Kathy Baltz, Property Manager Liaison, and Landscape Committee member

Email: klbsage@protonmail.com phone: 805-215-6474

Alyson Heyrend, Board Operations & Communications Committee Chair

Email: Alyson.heyrend@gmail.com phone: 801-232-9239

Ridge HOA Priorities (Sept 4 - through December 31, 2023)

1. **President**

- i. To ensure all Board members are clear and active with their Chair and Committee roles, responsibilities and first quarter priorities. Launch remaining committees.
- ii. Provide homeowner communication of current state, committee charters and priorities.
- iii. Ensure board meeting minutes are sent to homeowners no later than 30 days after each meeting (supported by Sawtooth Mountain Management/Tanja Green)
- iv. Define board operations function – including meeting agendas and committee summary reports sent to homeowners no later than 3 days in advance of board meetings, board education, annual schedule, and plan.
- v. Ensure all CC&R and bylaw requirements are met by the board.

2. **Multi board member/property manager/vendors**

Address and bring to closure all issues associated with ice dams and interior leaks this winter, as follows:

#	Deliverable	Responsible Parties
i	Reconcile insurance payment, pay Elite, and get homeowner condo repairs complete.	Finance Chair, Joel Klein, and HOA Attorney Heather O’Leary
ii	Repair roof damage created by ice dam/snow removal.	Property Manager, Mike Federko and MGM Roofing
iii	Repair and adjust gutters per recent board approved gutter/heat tape proposal	Ed Altman, Suzi Olavarria, MGM Roofing (Cory)
iv	Install heat tape as needed throughout the complex per gutter/heat tape proposal	Property Manager, Mike Federko and C&R Electric Matt Wilding
v	Settle final insurance payment to HOA from AOI and determine if any legal action will be taken	Finance Chair, Joel Klein, and HOA Attorney Heather O’Leary

3. **Finance Committee (see attached charter - in partnership with new accounting and administrative service)**

- i. Ensure successful transition and onboarding with new HOA accounting and administrative services company Sawtooth Mountain Management (Tanja Green)
- ii. Provide quarterly financial updates (including results of financial audit)
- iii. Engage insurance brokers to solicit bids from insurance companies to assess options for insurance renewal effective 1/1/2024.

4. **CC&R/Bylaw Committee**

- i. Draft Committee Charter & form committee
- ii. Research, assess and propose to board clear ownership and responsibility of the extended decks.
- iii. Define approach for revising HOA Bylaws and CC&Rs

5. Property Management Liaison (in partnership with on-site Property Managers)

- i. Ensure a successful transition and onboarding of new on-site property management company QBC Property Management (Mike & Amy Federko) to ensure consistent oversight & maintenance.
- ii. Support major remediation projects noted in #1 above.
- iii. Identify and remedy deferred maintenance items.
- iv. Follow up to summer water leak issues in condo crawlspaces to identify any required next steps.
- v. Enforcing HOA rules (especially parking prior to winter conditions).
- vi. Partnering with snow removal contractors to set property standards and practices.

6. Communications Committee

- i. Draft Committee Charter, form committee & define annual priorities.
- ii. Distribute board meeting agenda and materials no later than 3 days in advance of scheduled meeting.
- iii. Send out a homeowner survey and quarterly update no later than Dec 15, 2023
- iv. Identify communication needs and best practices to identify the best technology solution for HOA community needs.

7. Landscape Committee (see attached charter)

- i. Negotiation, selection, and onboarding of vendor(s) for landscape maintenance, snow removal and trash for Nov 1 effective date.
- ii. Partner with property manager to ensure vendor contracts are implemented by vendors as expected and adjust where needed.

8. Architecture Committee (see attached charter)

- i. Review and discuss of the asset reserve study—identify follow-up items for research.
- ii. Define scope of work for consultant(s) to help with evaluation of property with Reserve Study as a background.
- iii. Research market for potential best fit consultants.
- iv. Define and implement education, rules, and processes for homeowners to interact with the committee on matters related to modifying/renovating their condos.