



# Mission Ridge Condominium Association

Board of Directors General Meeting Minutes  
August 22, 2024

**PRESENT:**

- o Terry Keller – President
- o Courtney Mountjoy-Reza - Secretary
- o Paul Soletto – Director
- o Sally Gibb – Vice President
- o Jane Vasquez – Treasurer
- o Tina Rozycki – Keystone Pacific Management

**I. CALL TO ORDER:**

- o President Terry Keller called the meeting to order at 6:33 p.m.

**II. APPROVAL OF MINUTES:**

- o MSCM to approve the General Meeting minutes of July 25, 2024.

**III. FINANCIAL:**

- o Treasurer’s Report given for July 2024 revenue/expenses and account balances as of August 22, 2024.
- o MSCM to approve resolution for July 2024 expenses in excess of \$10,000.
- o MSCM to proceed with investments to Treasury Securities handled by Merrill Lynch.

**IV. MEMBER DELIQUENCY:**

- o Board reviewed delinquency report.
- o MSCM to approve lien against APN #434-200-02-30.
- o Monitoring APN #434-200-02-36 with legal.
- o APN #434-200-05-04 paid in full. No action.

**V. ADMINISTRATIVE:**

- o MSCM to approve Pool Surfacing 2000, Inc. bid in the amount of \$12,831.00 to resurface spa.
- o MSCM to approve architectural request for Unit 10425 – 235 for installation of hard surface flooring in living area.
- o MSCM to approve architectural request for Unit 10250 – 40 for installation of hard surface flooring in living area.
- o MSCM to approve architectural request for Unit 10325 – 188 for installation of new windows.
- o MSCM to approve architectural request for Unit 10350 – 90 for installation of storage unit at parking spot.
- o MSCM to deny architectural request for Unit 10400 – 249 for balcony enclosure due to lack of contractor’s license documentation.
- o MSCM to approve architectural request for Unit 10325 – 177 for installation of storage unit at parking spot.
- o MSCM to deny architectural request for Unit 10325 – 198 for installation of storage unit on balcony due to lack of photograph of proposed storage unit.
- o MSCM to approve architectural request for Unit 10250 – 26 to move circuit breaker box upon submission of scope or work agreement and copy of signed off inspection from the City.

**VI. NEW BUSINESS:**

- o MSCM to approve Pool Surfacing 2000, Inc. bid in the amount of \$12,831.00 to resurface spa.
- o MSCM to approve FireWatch bid to replace fire alarm control panel in Building 10300 the amount of \$7,486.00.
- o Board discussed fire alarms not working in all units in 10300. Awaiting bid from Firewatch to inspect each unit.
- o MSCM to deny refund request of \$35 from Unit 10250-3 for return check fee since HOA incurred the expense.
- o MSCM to split the cost of plumbing expense of \$102.00 with Unit 10325-177 due to age of the invoice (2022).
- o Board awaiting bid from Warbo for cost to replace building side doors.
- o Board to notify Reliant to not tow the first 2-weeks of August to allow residents to receive and post parking permits.

**VII. HOMEOWNER’S FORUM:**

- o Tennis court resurfacing.
- o Light under carport out.
- o Resident giving private lessons at tennis courts.
- o Building 3 entrance.

**VIII. ADJOURNMENT:**

- o Adjourned the General Meeting at 7:20 p.m.
- o The next scheduled general meeting will be on Thursday, September 26, 2024.

\* MSCM – Moved, seconded, carried by majority

BOARD MEMBER SIGNATURE \_\_\_\_\_ (Terry Keller, President)

BOARD MEMBER SIGNATURE \_\_\_\_\_ (Courtney Mountjoy-Reza, Secretary)

DATE APPROVED BY THE BOARD \_\_\_\_\_