

TOWNHOMES AT NORTHEAST ASSOCIATION, INC

Minutes of the Board Meeting, July 23, 2025

On Wednesday, July 23, 2025, at 7:02 pm the Townhomes at Northeast Association, Inc. (the Association) held a Board meeting with virtual attendance offered to all members.

BOARD MEETINGS ARE OPEN TO ALL HOMEOWNERS, ATTENDANCE IS NOT REQUIRED.

AGENDA

- 1. CALL TO ORDER:** Erica Rintoul, Secretary, called the meeting to order at 7:02 pm. Lynda Ruckman, Treasurer 2nd the motion.
- 2. CERTIFY QUORUM**
 - In attendance were all directors: Lynda Ruckman, Erica Rintoul, and Cole Connor thereby establishing a quorum. Also in attendance were members Chris Russick, Rob Newton, Dan Piparo, and Ernie Salazar.
 - Corey Palmer was in attendance, representing Ameri-Tech.
 - Notice of the Meeting was delivered to all Association members by email and posted on the community bulletin board. Notice of the meeting met the 48-hour requirement.
- 3. APPROVAL OF PREVIOUS MEETING MINUTES:** Lynda motioned to approve the meeting minutes from July 9, 2025. Cole second the motion. The motion carried.
- 4. TREASURERS REPORT**
 - Lynda noted that with 5 roofs almost complete, reducing the reserve funds substantially. HOA fees will be increasing to \$470 starting September 1, 2025, to help replenish funds. Extra funds will go directly to the reserve funds.
- 5. MANAGEMENT UPDATE**
 - Fire extinguisher boxes and signs have been replaced. Fire extinguishers have been inspected. Extras are in maintenance room.
 - Shutters – Additional shutters are being ordered to replace on Building 4 and others as needed.
 - Maintenance room and pool keys have been adjusted. Corey will get spare keys to restrooms.
 - Wind mitigation report - Cole and Nicole is coordinating date/time with Corey and homeowners.
 - There will not be a board meeting in August do to travel schedules.
 - Homeowners should utilize the [Sunketch website](#) to access meeting minutes, financial reports, documents, submit work orders, and view a calendar of events.
- 6. NEW BUSINESS**
 - Roof Update: Building 4 is done. Building 5 is underway. All 5 to be completed before wind mitigation report can be completed
 - Board member vacancy: President and Vice President roles are open.
- 7. HOMEOWNER COMMENTS**
 - Dan Piparo - Asked if a special assessment had been discussed instead of raising the HOA fees. Lynda explained yes, a special assessment was discussed but the board

agreed that the best path forward was to raise the fees instead as we are building reserves for the future instead of trying to cover the current cost.

- Chris Russick - Is there a target number for our reserves? Lynda stated that the goal is to rebuild the reserves to \$500k in 10 years.
- Corey confirmed that most homeowners have submitted insurance documents. There are a few outstanding that they are still trying to get.

ADJOURNMENT: Lynda motioned to adjourn the meeting at 7:42pm. Erica second the motion. All in favor and the motion carried.

Prepared by: Erica Rintoul, Secretary

Meeting Recording – Expires in 90 days from date of meeting.

<https://us02web.zoom.us/rec/share/c6zKXZN5qmo5bZCFZBSgHkxUpLsBn4S36Reakcl5XwVdZ2EdMFe73jlepkiASO88.RuZznRyqY5PeFpVf?startTime=1753311184000>

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