

Rustic Ridge Association
Board Meeting Minutes
Wednesday, July 8, 2020, 6:00 P.M. EST
Teleconference

Attendance – Margie Conner, Martha Schoonover, Barbara Walker, Doug Denise, Lisa White, Bill Young, Leesa Campbell, Linda Glover, Lindsey Lack, Bob Ziegenhagen, Doug Southard, Jean Bubriski. Guests: Carol Ziegenhagen and Lucy and Phil Livingston

Personal Update – Board Members gave updates on their status and plans as we isolate ourselves due to the epidemic.

Minutes - Minutes from the April 29, 2020 Board Meeting were approved.

Financial Reserve Status – Doug Denise, Treasurer, summarized the Rustic Ridge Association's current financial status and presented initial 2020-2021 budget numbers for review and discussion. The Association's bank balance is currently \$32,847.

Highlights:

- Dues have been paid for 52 cottages (45 Active Members - 5 paid for 2 cottages, 1 paid for 3 cottages). Total received = \$7,350.
- Dues have been received for 26 Associate Members. Total received = \$1,040.
- Contributions to date are \$1610.
- The Ridge has now been granted federal tax-exempt status. It took a great deal of effort to attain this status and we do not intend to repeat the process at the moment for Massachusetts tax exempt status since the return would be minimal.
- The Board received updated committee expense projections and Doug will liaise further before submitting a revised budget for the Annual meeting.

Road Report - Lucy and Phil Livingston reviewed the road work accomplished since the April 2020 meeting as well as work planned for the balance of the year. Highlights:

- Work is planned on Willows, both the upper section (repave) and lower (pothole).
- Culverts will be cleared out on Oak Terrace and East lane, with the damaged roadway repaired on Oak Terrace.
- Saplings and brush adjacent to the roads were cut back and the roads themselves were swept.
- The root upheaval problem on West Lane continues to vex us. We cannot simply add macadam to smooth out the area as this would raise the road surface too much, creating a flooding risk to adjacent homes. Cutting the roots down to the macadam level might weaken the huge trees towering over the roads and

cottages. The Board asked Lucy and Phil to consult with a tree expert for better perspective on this tree safety aspect.

- The Board expressed frustration that heavy trucks continue to drive on and damage our roads, despite requests to refrain. Options for improving the situation were discussed.

Nominating Committee - Martha Schoonover proposed a slate of candidate for 2021 Board positions.

- Leesa Campbell, President
- Barbara Walker, Vice President, to assume Presidency in August 2022
- Margie Conner, Immediate Past President
- Doug Denise, Treasurer
- Bob Ziegenhagen, Clerk

Anne Yarnall and Bill Young from the class of 2020 will be leaving the Board of Directors this year, being replaced by the class of 2023 members, Pamela Read and Phil Livingston.

Board Members whose service will continue are:

- Doug Southard, Class of 2021
- Lisa White, Class of 2021
- Linda Glover, Class of 2022
- Lindsey Lack, Class of 2022.

The Board agreed that we do not need the position of Assistant Clerk at this time but that we should possibly strengthen ties to the Social and Road committees.

The Board approved the proposed slate and thanked the other members of the nominating committee (Margie Conner, Jean Bubriski and Leesa Campbell) as well as retiring Board members and Charlotte Martin, retired nominating committee member.

Annual Meeting Planning - As an emergency adaption to the Covid-19 crisis, the Board agreed to have a virtual as opposed to physical annual meeting in August 2020.

The Ridge Clerk will send Zoom invitations and all meeting materials to Association members in advance of the meeting. He will also assist other Board members in helping our more digitally challenged Association members hook up to the meeting. The Agenda will be similar to last years.

The meeting adjourned at 7:44 PM Eastern Time.

Attachments:

- Road Report
- Nominations Report
- Treasurers Report
- 2020 Budget Update
- 2021 Budget Proposal Draft

Submitted by Bob Ziegenhagen, Clerk.
July 9, 2020

**Lucy and Phil Livingston
Road Committee Report
Rustic Ridge Board Meeting 7.8.20**

1. Roads and culverts surveyed with Seth Wiggin in June and estimates requested

- Priority projects are:
- Willows upper section repave
- Willows lower section at junction with Birnam Road repair large hole at edge of road
- West Lane root upheavals
- Culvert repair and repaving on Oak Terrace behind Denise's cottage
- Culvert cleanout East Lane near Ledge Way (in progress)

2. Roadside 3-6 foot clearing done at all locations

- Ed Shearer did the Willows and West Lane
- Wiggin did other roads with mechanical brush cutter

3. All roads swept mechanically

4. Town roads (North Lane/Woodruff Way) are in disrepair. We have discussed situation with Tom Walker of Northfield Highways and will follow-up

5. GPS routing errors to access Ridge and problems with truck traffic on our fragile private roads

- Contacted Mass DOT
- Reported errors to Google Maps
- Need assistance with Waze corrections
- Plan to add "Do Not Enter" signage at lower Willows and Birnam Road
- Possible truck weight limit sign on West Lane
- Suggest notifying homeowners about requesting small trucks for deliveries

Report of the Nominations Committee - Rustic Ridge Association

schoonoverm@gtlaw.com <schoonoverm@gtlaw.com> Tue, Jul 7, 2020 at 5:47 PM

To: Board of Directors

Hi All:

I wanted to provide a report of the Nominations Committee and the slate of officers/directors for the next year, 2020 – 2021. Those serving on the committee this year were myself, Margie Conner, Jeanne Bubriski and Leesa Campbell.

The officers nominated to serve for the upcoming year are as follows:

- Leesa Campbell, President
- Barbara Walker, Vice President
- Margie Conner, Immediate Past President
- Doug Denise, Treasurer
- Bob Ziegenhagen, Clerk

Barbara Walker has been nominated to serve as Vice President for two years then to assume the position of President in August 2022.

Two directors from the class of 2020 will be leaving the Board of Directors this year:

- Anne Yarnall
- Bill Young

We thank them for their service over many years and hope they will continue to stay active in the Association.

Nominated to serve on the Board for three years, until 2023 are:

- Pamela Read
- Phil Livingston

Board Members whose service will continue are:

- Doug Southard, Class of 2021
- Lisa White, Class of 2021
- Linda Glover, Class of 2022
- Lindsey Lack, Class of 2022.

Please feel free to discuss the slate of nominees tomorrow on our Board meeting/call.

Best,
Martha

Chair, Nominations Committee

Rustic Ridge Association

Rustic Ridge Association Board Meeting Call
Treasurer's Report
July 8, 2020

1. Expenses To-Date Compared to FY19-20 Budget (Cash Balance \$32,846.09) – Copy Provided
2. Bills, Invoices & Member Checks: Except for Town of Northfield tax notice (\$36.60) for Five Acre Property due by October 1, 2020, no other unpaid invoices have been received. Steve Severance agreed to send his trash pick-up invoices to my Atlanta address. Other invoices should be sent to this address, as well. My cousin, Alex White, has agreed to check my Northfield mailbox for other invoices, dues and/or contributions.
3. Dues and Contributions Received Year-to-Date (8/1/19 - 7/8/20):
 - Dues paid for 52 cottages (45 Active Members - 5 paid for 2 cottages, 1 paid for 3 cottages). Total received = \$7,800.
 - There are 7 (+/-) additional Active Member (cottage) payments possible - uncertain of Association participation of 2 new owners.
 - Dues received for 26 Associate Members. Total received = \$1,040.
 - Total Member dues payments received = \$8,840.
 - Contributions (for reserve fund) received = \$1,610.
 - Total revenue received = \$10,450.

4. Dues/Contributions Comparison FY19-20 vs. FY18-19:

Dues payments from members/cottages -

<u>This Year to Date</u>	<u>Last Year to Date</u>	<u>Last Year Total</u>
52 Cottages	57 Cottages	60 Cottages
26 Associates	32 Associates	38 Associates
\$8,840		\$10,520

Reserve Contributions Received -

<u>This Year to Date</u>	<u>Last Year Total</u>
\$1,610	\$2,315

Total Dues/Contributions Received -

This Year to Date
\$10,450

Last Year Total
\$12,835

5. Federal Tax Exempt Status Update. We received a determination letter from the IRS, dated June 11, 2020, stating that our tax exempt status as a 501(c)(4) organization has been reinstated. A copy of that letter and the application (Form 1024-A) submitted to the IRS is available to Board members upon request.
6. Our Federal Tax Return Form 990-N for FY18-19 was filed June 24, 2020. I called the IRS that same day to find out if un-filed returns for FY15-16, FY16-17 and FY17-18 also needed to be filed. The IRS representative indicated it is NOT required to do so. Also, she said while it is NOT possible to file prior year returns electronically, it is possible to engage a 3rd party to do so. Unless I learn differently or am instructed to do so, I have no plans to file these un-filed returns.
7. Financial Records Online. As a stop-gap measure to protect key Rustic Ridge Association financial records, these records are now online in my personal Dropbox account.
8. First Draft of Proposed FY20-21 Budget – Copy Provided

did: 7/7/20

**Rustic Ridge Association
2019-2020 Budget Update (7.7.20)**

2019 - 2020

Date 07/07/2020	2018-2019 Final	2019-2020 Actual to date	2019-2020 Budget
Starting Cash Balance -August 1	\$21,582	\$27,428	\$27,428
Revenues	\$12,843	\$10,458	\$12,608
Dues - Members	\$9,000	\$7,800	\$9,000
Dues - Associates	\$1,520	\$1,040	\$1,600
Interest	\$8	\$8	\$8
Donations - 5 Acre		\$0	
Donations	\$2,315	\$1,610	\$2,000
Expenses	\$6,997	\$5,039	\$12,648
Brush Removal (annual)	\$0	\$445	\$400
Community Contribution	\$900	\$1,000	\$900
Five Acre Property	\$73	\$71	\$400
Flower Garden	\$286	\$0	\$250
Insurance	\$943	\$943	\$943
Meetings	\$125	\$0	\$200
Misc - memorium Books	\$65	\$600	\$100
Postage and Printing	\$0	\$0	\$35
Road (Maintenance)	\$2,500	\$1,200	\$6,000
Road(Trimming and Cleaning)	\$0	\$0	\$700
Security	\$200	\$0	\$200
Signs	\$0	\$0	\$50
Social Events	\$190	\$180	\$450
State Corporation Tax	\$15	\$0	\$20
Trash	\$1,600	\$600	\$1,600
Town Ridge/Laison	\$100	\$0	\$100
Youth Activities	\$0	\$0	\$200
Web Site	\$0	\$0	\$100
Ending Cash	\$27,428	\$32,847	\$27,388

**Rustic Ridge Association
2020-21 Proposed Budget - Draft 1 (7.7.20)**

	<u>2018-2019</u> <u>Final</u>	<u>2019-2020</u> <u>Budget</u>	<u>2020-2021</u> <u>Proposed</u>
Starting Cash Balance-August 1	\$21,582	\$27,428	\$27,388
Revenues	\$12,843	\$12,608	\$11,078
Dues - Members	\$9,000	\$9,000	\$8,250
Dues - Associates	\$1,520	\$1,600	\$1,120
Interest	\$8	\$8	\$8
Donations - 5 Acre	\$0	\$0	\$0
Donations	\$2,315	\$2,000	\$1,700
Expenses	\$6,997	\$12,648	\$12,648
Brush Removal	\$0	\$400	\$400
Community Contribution	\$900	\$900	\$900
Five Acre Property	\$73	\$400	\$400
Flower Garden	\$286	\$250	\$250
Insurance	\$943	\$943	\$943
Meetings	\$125	\$200	\$200
Misc - Memorium Books	\$65	\$100	\$100
Postage & Printing	\$0	\$35	\$35
Road (Maintenance)	\$2,500	\$6,000	\$6,000
Road (Trimming & Cleaning)	\$0	\$700	\$700
Security	\$200	\$200	\$200
Signs	\$0	\$50	\$50
Social Events	\$190	\$450	\$450
State Corporation Tax	\$15	\$20	\$20
Trash	\$1,600	\$1,600	\$1,600
Town/Ridge Liaison	\$100	\$100	\$100
Youth Activities	\$0	\$200	\$200
Web Site	\$0	\$100	\$100
Ending Cash	\$27,428	\$27,388	\$25,818
Beginning Bal + Rev - Exp	27,428	27,388	25,818

To check: Ending cash must equal beg balance + revenues - expenses
Any difference is due to rounding