

**RIDGEWOOD HEIGHTS HOA
SPECIAL MEETING
FEBRUARY 17, 2022 – 10:00 AM**

Location of Meeting:

Sinclair Residence
2813 Rio Grande Ct
Grand Junction CO 81501

Present at Meeting:

Karen Sinclair – President
John Sinclair – Vice President
Denise Lujan – Secretary
Tim Rotunno – Member
Frank Payne – Member
Mary Jo Hughes – Member
Claudia Flight – Member
Jim Brincefield – Member
Barbara Hoefer – Member
Dennis Hoefer – Member
Pattie Taylor – Member

The Special Meeting of RIDGEWOOD HEIGHTS HOA was called to order at 10:00 AM on February 6, 2022 at SINCLAIR RESIDENCE by Karen Sinclair – President.

I. CONSIDERATION OF OPEN ISSUES

1. Property Management Company

ALL IN ATTENDANCE

Presentation by Lighthouse Management LLC
Alicia Criswell, Owner

- a. 10 years experience - 2 years company owner
 1. 21 HOA's as customers (over 800 units)
 2. Cost Savings
 - a. Bid out service contracts
 3. Looking to hire first employee
 4. 100% Transparency
 5. Cost \$432 per month
 6. 30 day notice to cancel contract

- b. HOA Property Management includes:
 - 1. Acts as assistant to HOA Board
 - 2. Maintain Website via client's portal
 - 3. Inspections of neighborhood
 - 4. Bookkeeping with Monthly Statements
 - 5. Collect Monthly HOA Dues
 - 6. Pay Invoices
 - 7. Correspondence via Emails and Mailings
 - 8. Review Member's Requests
 - 9. Other Services

II. PROPERTY MANAGEMENT COMPANY SELECTED.

KAREN SINCLAIR – PRESIDENT

JOHN SINCLAIR – VICE-PRESIDENT

DENISE LUJAN - SECRETARY

LIGHTHOUSE MANAGEMENT LLC

Unanimous vote.

III. AGENDA AND TIME OF NEXT MEETING

KAREN SINCLAIR – PRESIDENT

JOHN SINCLAIR – VICE-PRESIDENT

DENISE LUJAN - SECRETARY

LIGHTHOUSE MANAGEMENT LLC

- A. Schedule date and Time with Alicia Criswell to review the following:
 - 1. Contract Review
 - 2. Review Budget
 - 3. Review CC&R – Covenants, Conditions and Restrictions
 - 4. Review CCIOA – Colorado Common Interest Ownership Act
 - 5. Provide list of Landscaping Companies for bids
 - 6. Provide list of Insurance Companies for quotes

IV. AGENDA AND TIME OF NEXT MEETING

Quarterly Meeting dates to be determined and scheduled.

The meeting was adjourned at 11:45 AM by Karen Sinclair – President

Minutes submitted by: Denise Lujan – Secretary

Minutes approved by: