

**PINE RIDGE PROPERTY OWNER'S ASSOCIATION, INC.**  
**BOARD OF DIRECTORS' SPECIAL AND EXECUTIVE/LEGAL MEETING**  
Friday November 3, 2023  
MINUTES

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Meeting convened at 9:00

1. **Roll Call** – Four Directors present for entire meeting, Sue Wassermann excused: Wayne Tuch, President; Bill Miller, Vice President; Tom Russell, Treasurer; Maggie Case, Director. Sue Wassermann present via phone for items 3-8, not present during items 1 and 9.
2. **Ratify President's Decision to Execute Paving Contract with Shields Asphalt Coating** – Chair entertained a motion to execute the paving contract with Shields Asphalt Coating. Bill Miller so moved, Tom Russell seconded. Motion passed 4/0, all in favor.
3. **Purchase and Install Emergency Phone Number Signs at 2 Entry Doors to the Community Center Building** – Chair entertained a motion to purchase and install emergency phone number signs at 2 entry doors to the Community Center building. Tom Russell so moved, Bill Miller seconded. Motion failed 1/4, Wayne Tuch in favor, Bill Miller, Sue Wassermann, Tom Russell, Maggie Case against.
4. **Approve Property Manager to Inquire and Raise the Credit Card Limit to \$20,000 or \$25,000.** Chair entertained a motion to approve the Property Manager requesting the credit card limit be raised to \$20,000 or \$25,000. Bill Miller so moved, Maggie Case seconded. Motion passed 5/0, all in favor.
5. **Discuss and Vote to Hire Full Time Employee for the Maintenance Staff.** Chair entertained a motion to discuss and vote to hire a fulltime employee for the Maintenance department. Maggie Case so moved, Tom Russell seconded. Motion passed 5/0, all in favor.
6. **Have Property Manager Send to all Committee Chairs a Letter of the Requirement and Procedure to Notice all Meetings at Least 48 Hours in Advance.** Maggie Case so moved, Bill Miller seconded. Motion passed 5/0, all in favor.
7. **Extend \$100 stipend to Harold for all full weeks worked through December 31, 2023.** Maggie Case so moved, Bill Miller seconded. Motion failed 1/4, Wayne Tuch in favor, Bill Miller, Sue Wassermann, Tom Russell, Maggie Case against.
8. **Approve Having Attorney Send Letter to Blue Stream to Honor the Contract.** Chair entertained a motion to approve having our attorney send a letter to Blue Stream to honor the contract with Pine Ridge. Bill Miller so moved, Tom Russell seconded. Motion passed 5/0, all in favor.
9. **Closed Executive Session with Board's Attorney Concerning Potential Litigation**
10. **Adjournment** – Meeting adjourned at 11:28 A.M.

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Susan Wassermann, Secretary