

**Castle Valley Ranch Townhomes Association**

A meeting of the Board of Directors for Castle Valley Ranch Townhomes Association was held on **February 13<sup>th</sup>, 2024 at 6 PM via ZOOM.**

1. Roll Call – Board of Directors
  - a. Renee Miller (Present)
  - b. Karen Frye (Absent)
  - c. Jeff Vroom (Present)
  - d. Myrna Candreia (Present)
  - e. Laura Brown, Association Manager (Present)
2. Call to Order
  - a. The meeting was called to order at 6:06 PM by Laura Brown.
3. Approval Action Items:
  - a. A motion was made by Myrna Candreia to approve the meeting minutes from the January 19, 2024 Board of Directors meeting. Seconded by Jeff Vroom; No discussion; passed unanimously.
4. Board of Directors Update
  - a. Management provided via email, the Board members with the Code of Conduct for Board Members and Description of Offices. Jeff Vroom stated that positions on the Board is necessary, although all Board members participate in the same capacity. Renee Miller does not want the Board to assign positions and would like to take the position as Board member.
    - i. A motion was made by Myrna to appoint Jeff to the position of President. Seconded by Renee Miller. No discussion; passed unanimously.
    - ii. A motion was made by Jeff to appoint Myrna to the position of Vice President. Seconded by Renee. No discussion; passed unanimously.
    - iii. A motion was made by Jeff to appoint Karen to the position of Treasurer. Myrna seconded. No discussion; passed unanimously.
    - iv. A motion was made by Jeff to appoint Renee Miller to the position of Board member. Seconded by Myrna. No discussion; passed unanimously.
  - b. Management provided the Board members with the previously approved policies and procedures for signature. Renee Miller reviewed the policies and did not feel comfortable signing electronically, until she confirmed that all Board members are aware of what the HOA is signing up for. Jeff stated that there is some latitude in the documents, including language to include “at the Board’s discretion.” Jeff has agreed to sign electronically as Board President.
5. Management Report
  - a. Maintenance: The HOA is responsible for exterior maintenance of buildings, including gutters, downspouts, concrete (walkways and driveways), and roofing.
    - i. Fence Repair/Replacement: According to the CCRs, the HOA is responsible for maintenance and repair of the declarant fence.
    - ii. Drainage and Landscape: Renee Miller spoke with several civil engineers and requested the original documentation of the signed drainage report by the Town of New Castle. Jeff agrees that the drainage issue is the builder/owner responsibility, but the HOA should perform their due diligence to ensure we have gathered as much information and shared that with owners. Renee would like confirmation during Spring start-up of the irrigation system that any issues are not related to overwatering. Myrna would like the irrigation system along

Foxwood to be watered minimally and to break up zones and evaluate each clock and system to ensure the system is running efficiently, without overwatering. Renee will move forward with requesting documentation from the Town of New Castle regarding the original builders, permit issues, and any additional records they have in their system.

6. Owner Open Forum
  - a. None presented.
7. Old Business
  - a. None presented.
8. New Business
  - a. The next Board meeting is tentatively scheduled for **March 11<sup>th</sup> at 6 PM** via ZOOM.
  - b. An additional Board meeting is tentatively scheduled for **April 16, 2024 at 6 PM** via ZOOM.
9. Motion to Adjourn
  - a. There being no further business to come before the Board, Renee Miller made a motion to adjourn the meeting at 7:10 PM. Seconded by Myrna; No discussion; passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager  
Property Professionals