

Castle Valley Ranch Townhomes Association

A meeting of the Board of Directors for Castle Valley Ranch Townhomes Association was held **July 27th, 2023**, at the New Castle Branch Library located on 402 W. Main Street in New Castle, CO 81647.

1. Roll Call – Board of Directors
 - a. Renee Miller (Absent)
 - b. Karen Frye (Present)
 - c. Jeff Vroom (Present)
 - d. Myrna Candreia (Present)
 - e. Laura Brown, Association Manager (Present)Owners Present: Jean Huyser, Ginger Woznicki, Sam Phelps
2. Call to Order
 - a. The meeting was called to order at 5:31 PM by Jeff Vroom.
3. Approval Action Items:
 - a. A motion was made by Karen Frye to approve the meeting minutes from the March 13th, 2023, Board of Directors meeting. Seconded by Myrna Candreia; passed unanimously.
4. Management Report
 - a. Laura Brown, Community Association Manager with Property Professionals introduced herself to the owners who were present. Quick review of expectations of owners and vendors.
 - b. Financial Review
 - i. Management provided Board members with current financials, including a balance sheet and delinquency report as of 7/15/23:
 1. Operating = \$16,867.85
 2. Reserve = \$53,342.49
 3. Delinquency = \$6,035 (6 Owners)
 - c. Seasonal Contracts and Vendor Expectations
 - i. Landscape/Irrigation
 1. Daly Property Services holds the landscape and irrigation contract for 2023. Start-up of the system was disappointing and caused several issues with sprinkler heads, backyard flooding, and several dry spots throughout the neighborhood.
 2. The drainage system within CVR Townhomes is insufficient and is causing flooding. Management will ask the former landscaper, Scott Pace, for a copy of a drainage report that he completed. Jeff Vroom discussed a landscape warranty that was offered by the declarant.
 3. The berm behind Foxwood needs trimmed in order for Mountain Pest Control to come perform vole remediation. Some owners do not feel comfortable using poison along the berm because water flow will bring the poison down to their backyards. Management will request a non-poisonous method to remove voles.
 - a. Ginger Woznicki mentioned interior pests – mice, ants, etc.
 - d. Board of Directors
 - i. Management provided owners and Board members with education regarding the recent law changes and the requirement of all HOAs in Colorado to update the 10 Responsible Governance Policies.

- e. Maintenance: The HOA is responsible for exterior maintenance of the buildings, including gutters, downspouts, concrete (walkways and driveways), and roofing.
 - i. According to the CCRs, the HOA is responsible for maintenance and repair of the declarant fence. The current paint on the fence is peeling off and several Boards need replaced. An overview of the extent of repairs is needed and should be a priority before winter. Board members discussed several options to pay for the fence – reserve funding, special assessment, and/or business loan. Several members of the HOA paid to install and maintain their own fence, so Design Guidelines are going to be necessary to ensure a cohesive aesthetic around the neighborhood. Design Guidelines should include details for cedar planks, split rail, etc. Management will follow up with the master association, Castle Valley Ranch, for additional guidance.
 - 1. Ginger Woznicki stated that her stain is high quality and natural. Owners present agreed that CABOT HONEY TEAK should be considered as one of the recommended colors for fences.
 - ii. Board members present were interested in scheduling a community day on 9/9 to give owners the opportunity to perform repairs, prep, and stain their own fence.
- 5. Owner Open Forum
 - a. Sam Phelps presented the Board with a packet regarding the drainage around his house. He states that last year, he had water intrusion in his crawl space secondary to the drainage in the landscaped area between his and the neighboring unit. He requested immediate action from the Board of Directors in order to reduce future intrusion. He is inclined to use legal remedies against several local entities, including the Town of Silt, the HOA, and the Declarant for improper drainage.
 - i. The Board does not have enough information to provide a response at this time. They are aware of the drainage issue that affects more than 50% of the units within CVR Townhomes and the solution would be a French drain, however that is costly.
- 6. Old Business
- 7. New Business
- 8. Motion to Adjourn
 - a. There being no further business to come before the Board, Karen Frye made a motion to adjourn the meeting at 6:45 PM. Seconded by Myrna Candreia; Passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager
Property Professionals