

### **Castle Ridge Homeowners Association**

A meeting of the Board of Directors for Castle Ridge Homeowners' Association was held via ZOOM on **January 7<sup>th</sup>, 2025 at 6 PM.**

1. Call to Order - The meeting was called to order at 6:01 PM by Laura Brown.
2. Roll Call and Verification of Quorum
  - a. Roger Proffitt (Present)
  - b. Brian McLaughlin (Present)
  - c. Christine Schriock (Present)Quorum - With 3/3 board members present, a quorum was established.
3. Management presented Board members and Owners present with a summary of sales stats provided by Lindsay Jewell.
4. Approval Action Items
  - a. Meeting minutes of the Board of Directors meeting held on **10.2.2024** were presented to the Board via email prior to the start of the meeting for review.
    - i. A motion was made by Roger to approve the minutes as written. Seconded by Brian. No further discussion. Passed unanimously.
5. Board of Directors Update
  - a. Management provided the Board members with Q1 Board education, including a 2024 legislative summary, a synopsis of HB24-1051, which is a towing carrier bill affecting HOAs, and a slideshow from DORA regarding HOA Meetings and Elections.
6. Maintenance and Seasonal Contracts
  - a. Management provided the Board with an update on snow removal this season and some goals and expectations for landscaping and irrigation.
  - b. Management provided an estimate from Daly Property Services for the installation of two backflow cages in the amount of \$3390, which includes the installation of concrete to secure the cage.
  - c. Management provided an estimate from Daly Property Services for a centralized irrigation valve connecting the 15 units that were built in the last phase of development. These units have individual water shut offs for the drip irrigation system maintained by the HOA, which requires the hired vendor to gain access during Spring and Fall maintenance. The total estimate was \$15,250.
7. Management Update
  - a. 2024 Year-End Financials were presented to the Board, including a balance sheet, income statement, and homeowner delinquency.
    - i. Current Account Balance - \$23,022.46 (Operating), \$1639.62 (Reserve), and \$30,000 in a CD with Edward Jones.
    - ii. Current Delinquencies: \$1050.21 (6 Owners), including Q1 dues.
      1. Past due 30+days = 643.03 (1 owner)

**Property Professionals Association Management**  
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**APPROVED: 4.29.25**

**BOD Meeting: 1.7.25**



- b. Management provided the Board members with a proposed 2025 budget that includes an increase in dues from \$155/quarter to \$160/quarter and operating costs based on prior year and projected expenses, as well as an estimate for an irrigation improvement (backflow enclosures), while funding reserves, and delegating funds for office and legal expenses to move forward with collections on past due accounts.
    - i. A motion was made by Brian to approve the proposed budget as presented. Seconded by Roger. No further discussion. Passed unanimously.
- 8. Old Business
  - a. Nothing was presented at this time.
- 9. New Business
  - a. Management provided the Board with an update on the proposed management agreement to confirm the needs and expectations of management and the Board are still in alignment and the partnership is mutually beneficial. Management expressed their continued commitment to the success of the HOA and positive relationship with residents. Management will follow up with the Board with the official management proposal via email and will look for approval at the Q2 meeting.
- 10. Community Comment
  - a. Nothing was presented at this time.
- 11. Adjournment
  - a. There being no further business to come before this meeting, it was motioned by Christine to adjourn at 6:32 PM. Roger seconded the motion. No discussion. Passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager  
Property Professionals

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