Association Management at PROPERTY PROFESSIONALS

**CASTLE VALLEY RANCH TOWNHOMES ASSOCIATION**

**Board of Directors Meeting Minutes (DRAFT)**

March 2nd, 2026 at 6 PM

Zoom

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1. **Call to Order & Roll Call:** The meeting was called to order at 6:03 PM by Association Manager, Laura Brown. The following Board Members were present:
    a. Jeff Vroom
    b. Renee Miller
    c. Allison Blazer
    d. Absent: Ellen Sommers.
    e. Management present: Laura Brown, Association Manager – Property Professionals
    f. A quorum was verified.

2. **Approval of Previous Meeting Minutes:** The minutes from the **October 27th, 2025** meeting were presented for approval.
    a. **Motion:** Renee moved to approve the minutes.
    b. **Second:** Jeff seconded the motion.
    c. **Vote:** Approved by all present.

3. **Management Report and Community Updates:**
    a. **General Maintenance Operations & Seasonal Contract Review**:
        i. **2026 Landscaping Contract Proposals:** The Board reviewed landscaping proposals from Daly Property Services and Moser Irrigation and Landscape.
            1. Both proposals were comparable in overall scope and pricing. However, discussion focused on vendor familiarity with the community's irrigation system and the importance of proactive landscape inspections.
            2. The Board requested additional information from Moser regarding irrigation system knowledge, Billing procedures and vendor portal usage, willingness to meet on-site with the Board, approach to seasonal walk-throughs and landscape management. Management will coordinate an on-site meeting with Moser and a board representative before landscape season starts.
            3. The Board agreed that landscape contract approval may occur via email once additional information is received, with ratification, at the next Board meeting.
        **ii.** The Board also discussed anticipated water restrictions and irrigation scheduling, noting that reduced watering may result in some seasonal browning of turf areas. Management will communicate expectations to homeowners ahead of irrigation season.
        **iii.** **Tree Maintenance:** The Board reviewed a proposal from Earthwise for tree maintenance services. Questions were raised regarding the inclusion of fall deep-root fertilization in the proposal. Renee will contact the vendor to clarify: Necessity of the treatment, long-term benefit to community trees and cost considerations. Once clarification is obtained, management will distribute the proposal to the Board for approval via email if appropriate.
    b. **Ongoing & Upcoming Projects:**
        i. Declarant Fence Repair / Replacement Estimates: Management reported that additional estimates are being gathered for fencing repairs and replacement in areas still under declarant responsibility. Vendors contacted include Logan Hutton, Gemini Construction, Additional fencing contractors. Estimates will be provided to the Board for review once received.
        **ii.** Pest Control Contract Proposal: The Board reviewed the proposal from Mountain Pest Control for vole and rodent treatment services. The contract provides ongoing treatment and monitoring services at $88 per month. Board members noted that rodent activity had declined after prior hillside treatment adjustments.
            **1.** **Motion:** Renee moved to approve the Mountain Pest Control contract at $88 per month.

**Second:** Allison
**Vote:** Unanimous approval.

iii. Exterior Repairs (Stone, Paint, Gutters): The Board discussed ongoing exterior maintenance needs, including Trim and paint damage from sun exposure, Minor stucco cracking, Stone and gutter maintenance. Allison volunteered to assist with an initial visual inspection of buildings to identify areas needing maintenance. Potential volunteers include Austin (local painter), Blake Randall (experience with stucco inspections).
   1. The Board discussed coordinating a community walk-through inspection with management to document maintenance priorities.
   2. It was noted that hairline stucco cracks under approximately ¼ inch are typically cosmetic, though monitoring is recommended.

4. **Board of Directors Update – Q1 Education**
   a. Reserve Study Funding and Future Maintenance Planning: Management presented information regarding the benefits of conducting a professional reserve study to assist with long-term financial planning and capital maintenance forecasting.
      i. A proposal was received from Association Reserves for an on-site inspection, Component inventory, long-term funding analysis and the estimated cost discussed was approximately $2850, with a projected 12-week turnaround time.
   b. The Board discussed how a reserve study can help the Association plan for major repairs, avoid large special assessments, establish appropriate reserve funding levels.
   c. Renee also suggested exploring whether the Association's attorney provides similar services; however, management recommended using a reserve study specialist. Renee will reach out to her contact for more information and scope of work.
   d. The Board agreed to continue reviewing reserve study options.

5. **Financial Report:**
   a. 2025 Year-End Financial Review: Management reviewed the 2025 year-end financial statements with the Board. According to the financial report:
      i. Total income: $174,212
      ii. Total expenses: $165,097
      iii. Net operating income: $9,114
      iv. The Association ended the year with $59,490 in reserves and approximately $11,947 in operating cash
         1. The Board noted several budget variances: irrigation repairs exceeded projections due to unexpected system repairs, snow removal costs were lower than anticipated due to a mild winter, insurance expenses increased slightly above projections.
         2. Management also reported that past-due accounts had significantly improved, including recovery of approximately $3,700 in delinquent assessments through collection efforts.
         3. Legal fees associated with collections totaled approximately $7,500, which have now been recovered through payments.
   b. Delinquency and Collections Overview: Management reported that most delinquent accounts are now current. The Board discussed continuing to maintain consistent collections enforcement to ensure financial stability.

6. **Old Business:** None Presented at this time.

7. **New Business:**
   a. Gas Appliance / Fire Pit Request: The Board discussed a homeowner request to install a gas fire pit within a backyard patio area. Board members expressed concern about potential insurance liability, fire spread between attached units, HOA responsibility in the event of damage. It was noted that gas appliances such as grills already exist within the community.

        i. Management will contact the Association's insurance agent (Lydia Allen) to determine Insurance requirements, liability implications, and recommended safety guidelines.
            1. Once information is received, the Board will revisit the matter.

b. 2026 Board Meeting Dates: The Board agreed to maintain quarterly meeting scheduling. The following tentative meeting dates were scheduled **June 11, 2026 – 6:00 PM, September 10, 2026 – 6:00 PM, and November 5, 2026 – 6:00 PM.** Management will send calendar invitations and notices to residents.

c. Certificate of Deposit (CD) Investment: The Board discussed opening a Certificate of Deposit (CD) account through Edward Jones to better utilize Association funds. The Board previously approved to move $45k from current reserve account to Edward Jones at the best interest rate for a 6–12-month CD.
    i. The Board agreed that the account should require multiple authorized signers.
        1. Approved signers: Renee (Primary signer), Laura Brown (Secondary signer).
        2. Management will coordinate with Edward Jones to complete account setup.

8. **Community Comments:** None presented at this time.

9. **Adjournment:** With no further business, a motion was made by Renee to adjourn at **7:20 PM**. Seconded by Jeff. No further discussion. Passed unanimously.

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**Respectfully Submitted by:**
Laura Brown
Association Manager
Property Professionals

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**Approved by Board of Directors on 6/23/2026**