

Castle Valley Ranch Townhomes Association

Board of Directors Meeting Minutes

Date: May 7, 2025

Time: 6:00 PM

Location: Zoom

1. Roll Call and Verification of Quorum

Board Members Present:

- Jeff Vroom
- Renee Miller
- Myrna Candrea
- **Absent:** Karen Frye

Quorum was verified. Laura Brown from Property Professionals was also in attendance.

2. Call to Order: The meeting was called to order at **6:00 PM** by Laura Brown.

3. Approval of Previous Meeting Minutes: Motion to approve the February 19, 2025 meeting minutes made by **Myrna**, seconded by **Jeff**. No further discussion. Motion passed.

4. Approval of Management Agreement: Motion to approve the updated management agreement made by **Jeff**, seconded by **Myrna**. No further discussion. Motion passed.

5. Board Education

- Laura provided updates on the 2025 legislative tracker related to HOA governance.
- The updated collection policy was reviewed and formally adopted.
 - Motion: **Renee**
 - Second: **Jeff**

6. Financial Review – YTD through April 30, 2025

Laura presented the financials. Key highlights:

- **Operating Cash:** \$35,781.40
- **Reserves:** \$50,321.59
- **Delinquency:** \$9,792.94 outstanding across several units
- **Total Income:** \$56,985.34 (on track with budget)
- **Expenses:** \$31,675.76 (under budget)
- **Net Operating Income:** \$25,309.58

The Board noted the need to address delinquent accounts and management confirmed accounts currently in collections and agreed payment plans.

7. Seasonal Contracts

a. Landscaping and Irrigation Contract 2025

- Expectations were reviewed, including edging and berm cutting twice per season.

b. Tree Maintenance – Arborist

- No scheduled work but tree evaluation was discussed for future scope.

c. Pest Control

- Voles and bird issues noted. Safflower seed use is contributing to pest problems.

8. Capital Maintenance

a. Declarant Fence Replacement

- Gemini Construction to provide justification letter and site plan to move forward with project.
Management will follow up with the Board via email with clarification and any additional estimates by 6/30.

b. Drainage Committee: Volunteers still needed. Jeff reiterated that drainage is owner responsibility.

9. Old Business: None discussed.

10. New Business: Next board meeting scheduled for **August 13, 2025 at 6:00 PM.**

11. Community Comment

- Ongoing concerns with dog waste and toys left in common area.
- Jeff: Feeding wildlife remains a nuisance; local ordinance referenced.

12. Adjournment

- Motion to adjourn made by **Renee**, seconded by **Jeff**. Meeting adjourned at **7:02 PM.**

Respectfully Submitted,

Laura K. Brown, Association Manager
Property Professionals