

CASTLE VALLEY RANCH TOWNHOMES ASSOCIATION
Board of Directors Meeting Minutes

Date: August 13, 2025

Time: 6:00 PM

Location: Zoom Virtual Meeting

1. Call to Order & Roll Call: The meeting was called to order at 6:08 PM by Association Manager, Laura Brown. The following Board Members were present:

- **Jeff Vroom**, Board Member
- **Renee Miller**, Board Member
- **Karen Frye**, Board Member
- **Myrna Candrea**, Board Member
- **Laura Brown**, Association Manager, Property Professionals

A quorum was verified.

Owners in attendance: Judy Kohl, Blake Randall

2. Approval of Previous Meeting Minutes: The minutes from the May 7, 2025 meeting were presented for approval.

- **Motion:** Myrna moved to approve the minutes.
- **Second:** Renee seconded the motion.
- **Vote:** Approved by all present; Karen abstained due to absence at that meeting.

3. Board Education & Policy Updates

Collection Policy: Laura provided an overview of the updated collection policy, which includes state-required notices on financial hardship resources and fair housing compliance. The policy must be formally adopted before October 2025.

- **Action:** Jeff will make the motion to adopt at the next meeting once reviewed.

4. Financial Report: Laura presented the **Year-to-Date Financials through July 31, 2025:**

- **Operating Income:** \$100,609.43
- **Operating Expenses:** \$81,792.73
- **Net Operating Income:** \$18,816.70
- **Delinquencies:** \$10,494.11, with two homeowners significantly overdue (including one over \$7,000).

The Association is operating within budget, though some categories like **irrigation repairs** and **legal fees** have exceeded their allocations.

5. Seasonal Contracts & Maintenance

Daly Property Services - The board reviewed performance and discussed the proposed \$2,850 mainline filter installation to reduce silt clogging in sprinkler systems. Renee clarified that individual sprinkler heads can still be cleaned by homeowners. Board agreed that the system is likely to pay for itself by reducing service calls.

- **Motion:** Karen moved to approve the filter installation by Daly Property Services.
- **Second:** by Renee
- **Vote:** Motion passed unanimously.

Laura will coordinate with Daly on installation and confirm location easements with the Town of New Castle.

6. Landscaping & Tree Maintenance: Laura to contact **Ryan at Lady Luck** for an assessment of struggling trees (including Karen's, Renee's, and the evergreens). Tree injections and removals will be reviewed for spring 2026.

- **Action:** Add Earthwise to the Spring treatment schedule. Lady Luck to perform assessment and prepare estimate for removal and replacement of trees that are not salvageable.

7. Watering Schedule & Conservation

Due to New Castle's watering guidelines and system constraints:

- The board agreed to continue with the **4-day schedule** as advised by Daly to prevent landscape decline. Item to be added to the agenda and discussed with ownership at the annual meeting later this year.
- Drought-tolerant alternatives and tree-specific drip systems will be explored.

8. Declarant Fence Replacement: Fence replacement of 6 units is in progress and under budget. The vendor has also submitted an estimate to include 51 and 55 in this year's contract for an additional \$3600.

- **Motion:** Karen moved to approve the additional estimate.
- **Second:** Renee seconded.
- **Vote:** Approved unanimously without further discussion.

9. Owner Reminders & Policy Discussions

Swallow/Bird Issues: Management confirmed that the HOA cannot remove active bird nests.

- Karen shared details on timing nest removal legally.
- Laura to send spring/fall reminders to homeowners regarding deterrents and cleaning.

Parking Enforcement: Discussion around ongoing parking complaints, including fire lane obstruction and mailbox crowding. Renee will collect homeowner input for presentation to the Town of New Castle. Jeff to check with local fire officials about access concerns. Board discussed implementing a vehicle registration system with resident tags and temporary visitor passes.

- **Action:** Laura to draft a parking enforcement policy for board review and add agenda item for discussion at the ownership meeting.

10. Capital Maintenance & Infrastructure

- No further updates on the leak by Vix Park —this will not impact HOA financially.
- Daly will clean all sprinkler filters during fall winterization.

11. Landscaping & Owner Modifications: The board agreed to improve tracking of owner-installed landscaping with a formal system to be included in property disclosures. Laura to start adding this info to resale status letters.

12. Annual Meeting & Board Recruitment

- Annual meeting is tentatively scheduled for early November. Laura to check with the **library** and **Rec Center** for venue availability.
- Board discussed the need for new volunteers. Candidate applications will be included in the annual meeting packet.

13. Community Comments: None at this time.

14. Next Board Meeting: The next Board of Directors Meeting is scheduled for **October 8, 2025 at 6 PM**. Key agenda items will include:

- Approval of 2026 Budget
- Finalizing snow removal contract
- Annual meeting planning

15. Adjournment: With no further business, a motion was made by Jeff to adjourn at **7:33 PM**. Seconded by Karen. No further discussion. Passed unanimously.

Prepared by:

Laura Brown
Association Manager
Property Professionals