

CASTLE RIDGE HOMEOWNERS' ASSOCIATION

Annual Ownership Meeting Minutes
February 5, 2025 – 6:00 PM
New Castle Branch Library

- 1. Roll Call and Verification of Quorum:** The meeting was held in person. The Association Manager confirmed that quorum was achieved with homeowners present or represented by proxy.
- 2. Call to Order:** The meeting was called to order at **6:00 PM**.
- 3. Proof of Notice:** Proof of Notice was acknowledged in accordance with CCIOA and the Association's governing documents.
- 4. Approval of Prior Annual Ownership Meeting Minutes:** A motion was made by **Roger** to approve the February 15, 2024 Annual Ownership Meeting Minutes with amendment. Seconded by **Brian**. Motion passed unanimously.

5. Ownership Education

- a. Governing Documents 101:** Management provided an overview of the Declarations, Bylaws, and Rules, including the hierarchy of authority and the enforcement process.
- b. Covenant and Rule Enforcement:** A review of compliance procedures was provided, focusing on communication, reasonable timelines, and consistency.
- c. Member Rights and Responsibilities:** Members were reminded of their rights to attend meetings, request records, participate in elections, and volunteer for committees. Responsibilities regarding maintenance, communication, and adherence to rules were emphasized.
- d. 2024 Legislative Summary:** Management summarized impacts of 2024 state legislation, including updates on Parking and towing-carrier regulations, Collections policy requirements, Member communication expectations.

6. Management Report — Laura Brown, Association Manager

a. Financial Review:

i. 2024 Year-End Financials: Management provided an overview of the 2024 year-end financial results. Key highlights (per 2024 YE Financials) include: Total Operating Income: **\$41,880.81**, Total Operating Expense: **\$41,754.37**, Net Operating Income: **\$126.44**, Ending cash balances (Operating + Reserves): **\$54,662.08**. Major expenses included landscaping, tree maintenance, irrigation repairs, pet stations, and snow removal.

ii. 2025 Board-Approved Budget for Ratification: The proposed 2025 budget was reviewed. Notable budget details include Quarterly dues set at **\$160/unit/quarter** generating **\$42,880.00** annual income, 2025 operating expenses totaling **\$43,160.00**, Continued reserve funding at **\$2,000 annually**. Board discussed maintenance targets including irrigation, pet stations, and landscape needs for turf, weed control, and pine trees.

A motion to ratify the 2025 Board-Approved Budget was made by **Christine** and seconded by **Roger**. Motion passed unanimously.

7. Seasonal Contracts and Maintenance

Property Professionals Association Management
1430 Railroad Ave, Suite A
Rifle, CO 81650
970.625.2255

CR: Annual Ownership Meeting, 2.5.25



a. Irrigation – Water & Sprinkler System Maintenance: Management reviewed current system operations, the need for backflow enclosure upgrades, and spring start-up/winterization procedures.

b. Landscape – Turf, Trees, and Weed Control: Ongoing turf health, continued pine tree care, and weed mitigation efforts were discussed.

c. Pet Station – Weekly Maintenance & Supplies: The Association continues weekly servicing of waste stations. Additional pet signage may be added based on owner request and observed need.

d. Capital Maintenance – Entrance Sign & Street Lighting Upgrade: The Board reviewed upcoming capital items, including the entrance sign project and potential lighting upgrades.

e. Snow Removal: Snow removal thresholds and vendor performance were reviewed. Residents were reminded to report areas needing additional attention.

8. Board of Directors – Election of Three (3) Directors

a. Board Code of Conduct & Officer Descriptions: Management reviewed expectations for elected directors, officer responsibilities, and CCIOA-required obligations.

b. Candidate Review and Election: No candidate applications were received. Current Board members agreed to continue to serve, unless applications are received after this meeting.

c. 2025 Board Meeting Schedule: The Board tentatively discussed **March** as the next meeting date; final schedule to be confirmed.

9. Open Forum: Owners raised several items including Rose bush maintenance needs, pet signage and pet-related reminders, parking concerns. Management will follow up on each item with appropriate action steps.

10. Old Business: No outstanding items requiring formal action.

11. New Business: General community topics were discussed. No motions were proposed.

12. Motion to Adjourn: A motion to adjourn was made by **Christine** at **6:34 PM**, seconded by **Brian**, and approved unanimously. The meeting adjourned at **6:34 PM**.

Respectfully Submitted,

Laura K. Brown, Association Manager
Property Professionals

APPROVED: Annual Ownership Meeting 2.24.26

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