

## DEERFIELD PARK HOMEOWNERS ASSOCIATION

### Board of Directors Meeting Minutes (Draft)

**Date:** October 21<sup>st</sup>, 2026 at 6 PM

**Location:** ZOOM

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**1. Call to Order and Verification of Quorum:** The meeting was called to order at 6 PM by Laura Brown, Association Manager from Property Professionals.

- **Board Members Present:** Tanner Gianinetti and Ken Headrick
- **Management Present:** Laura Brown, Association Manager from Property Professionals  
A quorum of the Board was established.

**2. Approval of Previous Minutes:** The minutes of the previous Board meeting held on 4.22.2025, were reviewed.

- **Motion:** Tanner made a motion to approve the minutes as presented.
- **Second:** Ken
- **Motion carried unanimously.**

### 3. Management Report and Community Updates

A. Seasonal Contracts & Maintenance Planning: The Board reviewed upcoming seasonal service contracts and community maintenance priorities:

- **Snow Removal (2025–2026):** Management shared updates from discussions with the City of Rifle regarding alleyway maintenance responsibilities. While the City retains responsibility, it does not provide snow removal services. The Board discussed the importance of maintaining consistent snow removal for safety and accessibility and agreed to proceed with contracting services.
- **Landscaping (2026 Contract):** The Board reviewed vendor performance and overall satisfaction, noting strong communication and responsiveness. However, concerns were raised regarding elevated irrigation repair costs, prompting a decision to table final contract approval pending further financial review.

B. Ongoing & Future Projects

- **Edging Repairs:** Estimates ranging from approximately \$2,600 to \$7,800 were reviewed. The Board emphasized the importance of evaluating cost-effective, long-term solutions.
- **Common Area Enhancements:** Discussion focused on potential installation of a pavilion/gazebo structure to enhance community use of common areas. The Board supported gathering homeowner input prior to moving forward.

### 4. Board Education and Policy Update

A. Collection Policy Implementation (Effective October 1, 2025): The Board reviewed the newly adopted collection policy, with emphasis on compliance with CCIOA requirements, structured timelines and due process, availability of payment plans and owner support options, clear escalation procedures prior to legal action. The discussion reinforced the Board's commitment to balancing financial responsibility with homeowner support and education.

## 5. Financial Review & Transparency

The Board reviewed financial statements as of September 30, 2025 , with the following key highlights:

### A. Overall Financial Position

- Total Assets: \$20,012.48
- Reserve Balance: \$6,194.52
- Year-to-Date Net Income: \$6,577.56

The Association remains financially stable and operates near budget expectations.

### B. Income & Expense Overview

- Total Income: \$31,445.92
- Total Expenses: \$24,868.36
- Net Operating Income: ~21% margin

### C. Key Variances & Educational Discussion

- Irrigation Repairs: Significantly over budget
  - \$3,742 vs. \$500 budget
  - Identified as a primary driver for increased expenses
  - Board agreed to further review invoices and identify root causes
- Irrigation Water: Also trending over budget
- Reserve Contributions: Currently underfunded compared to budget
  - Highlighted as an important future planning consideration

### D. Delinquency Overview

- Total outstanding receivables: \$6,813.38
- Majority of balances fall within standard collection ranges

The Board discussed proactive collection efforts aligned with the new policy, including owner communication and structured payment options.

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



## 7. New Business:

A. Community Engagement & Survey: The Board discussed creating a community survey to gather homeowner feedback on:

- Pavilion/gazebo design preferences (materials, layout, amenities)
- Future common area improvements

This initiative reflects a commitment to collaborative, community-driven decision making.

B. Annual Meeting Timing: The Board discussed the timing of the Annual Meeting and agreed to focus on improving participation and engagement, rather than immediate changes to governing documents.

C. Next Board Meeting: The next Board Meeting is tentatively scheduled for:  
**March 11, 2026 at 6:00 PM (Zoom)**

**8. Owner Forum:** Owners were invited to share comments and questions. None presented at this time.

**9. Adjournment:** With no further business, Ken made a motion to adjourn the meeting at **6:38 PM**. Seconded by Tanner. Unanimously passed. Meeting was adjourned.

Respectfully Submitted,

Laura K. Brown, Association Manager  
Property Professionals

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**APPROVED BY BOARD OF DIRECTORS ON 3.25.26**