

CASTLE VALLEY RANCH TOWNHOMES ASSOCIATION

Board of Directors Meeting Minutes (DRAFT)

October 27th, 2026 at 4:00 PM

Zoom

1. Call to Order & Roll Call: The meeting was called to order at 4:02 PM by Association Manager, Laura Brown. The following Board Members were present:

- **Jeff Vroom**
- **Renee Miller**
- **Myrna Candreia**
- **Laura Brown**, Association Manager, Property Professionals

Absent: Karen Frye

A quorum was verified.

2. Approval of Previous Meeting Minutes: The minutes from the August 13th, 2025 meeting were presented for approval.

- **Motion:** Renee moved to approve the minutes.
- **Second:** Myrna seconded the motion.
- **Vote:** Approved by all present.

3. Management Report and Community Updates:

- **General Maintenance Operations & Seasonal Contract Review:** Management provided an overview of current operations and seasonal transitions.
 - 2025–2026 Snow Removal Contract: The proposed snow removal contract from Daly Property Services for the upcoming season was presented.
 - Motion made by Jeff to approve the 2025–2026 Snow Removal Contract. Seconded by Myrna. Vote: Approved, with one abstention (Renee). Motion carried.
 - 2026 Landscaping Contract: The Board reviewed the 2026 landscaping proposal, focusing on clarity of scope and service frequency. The Board would like to see additional vendor proposals at the next meeting for discussion and comparison.
- **Ongoing & Upcoming Projects:** The Board discussed the following maintenance and capital planning items:
 - Berm maintenance on Foxwood to be addressed approximately twice per year to reduce fire risk, along with the native area outside of the declarant fence in the “open space.”
 - Proactive exterior maintenance, including windowsills, stone, and gutter downspout maintenance should be reviewed on an annual basis.
 - Paint scheduling for 2026; Renee to assist with coordination and Jeff would like to see this added to a reoccurring schedule per the property spreadsheet.

- Request for expert evaluation and estimate regarding stucco versus trim repair options.
- Long-term roofing target discussed with a projected 2033 goal.
- The operating budget should continue to reflect declarant fence repairs and replacement. Reminder that any potential fence-related CCR modification would require proper legal review and owner approval process.

4. Board of Directors Update – Q4 Education

- Collection Policy Update: The Board reviewed the Association’s Collection Policy in light of best practices and statutory requirements. Motion made by Myrna to approve the updated Collection Policy. Seconded by Jeff. Vote: Unanimous approval. Motion carried.

5. Financial Report: Laura presented the Year-to-Date Financials through September 30th, 2025,

- Operating Acct Balance: \$22,953.84
- Reserve Acct Balance: \$ 50,359.02
- Delinquencies: \$4,873.07 (Only 3 owners behind more than 30 days = \$3625.16)
- Total Operating Income (YTD): \$132,556.52
- Total Operating Expenses (YTD): \$123,267.43
- Net Operating Income (YTD): \$9,289.09

Income is slightly ahead of budget (3.36% positive variance), while total expenses are below budget overall by approximately 5.17%, resulting in a favorable year-to-date net position.

- Reserve Funding: The Board would like to consider investing reserve funds (\$40-\$45k) into an interest-bearing CD Investment Account for 6 months – 1 year. Management will gather documents from Edward Jones and present during 2026 Q1 Meeting for final rates and signatures.
 - Motion made by Renee. Seconded by Myrna. Vote: Unanimous approval. Motion carried.
- 2026 Draft Budget Review – Presentation, Discussion & Approval: Management presented the 2026 Draft Budget with emphasis on insurance trend projections, Irrigation repair trends, landscaping contract alignment, long-term roofing reserve planning.
 - After discussion: Motion made by Myrna to approve the 2026 Draft Budget for distribution to homeowners and ratification at the Annual Meeting. Seconded by Jeff. Vote: Unanimous approval. Motion carried.

6. Old Business: None Presented at this time.

7. New Business:

- Street Parking Enforcement: The Board would like to reach out to the local Fire Department to perform an assessment and gather feedback regarding street width and

safety. The Board will continue discussions to ensure compliance and safety for emergency access.

- Annual Ownership Meeting: The Annual Ownership Meeting was scheduled for **November 18, 2025** at 6:00 PM via ZOOM.
- Board Meeting Frequency & Q1 Meeting: The Board discussed meeting cadence and will confirm the Q1 2026 meeting date at the Annual Meeting.

8. Community Comments: Homeowners were provided the opportunity to ask questions and provide feedback. Discussion from Blake Randall included exterior paint hairline cracking (noted as normal wear), budget planning transparency, and fence repair considerations.

9. Adjournment: With no further business, a motion was made by Jeff to adjourn at **5:55 PM**. Seconded by Myrna. No further discussion. Passed unanimously.

Respectfully Submitted by:

Laura Brown
Association Manager
Property Professionals

APPROVED: Board of Directors Meeting 3.2.26