

RIVER RANCH HOMEOWNERS' ASSOCIATION

Board of Directors Meeting Minutes

Date: March 4th, 2026 4:00 PM

Location: ZOOM

1. **Call to Order and Verification of Quorum:** The meeting was called to order at 4:00 PM by Laura Brown, Association Manager from Property Professionals.
 - a. **Board Members Present:** Brad, Nina, Evan, and Walt.
 - b. **Absent:** Doug.

A quorum was verified.

Laura Brown, Property Professionals Association Management

Meeting Purpose, Goals, and Expectations

Management reviewed the purpose of the meeting, emphasizing the Board's commitment to responsible governance, financial oversight, proactive maintenance planning, and continued progress on governing document updates for the Association.

2. **Approval of Prior Board Meeting Minutes (September 29, 2025 and October 10, 2025)**
 - a. Motion: Walt, Second: Evan, Passed Unanimously.
 - b. Management will post the approved minutes to the Association website and owner portal.
3. **Review of Current Policies and Procedures:** The Board reviewed current Association policies and procedures and discussed the importance of maintaining policies that comply with current legislation and best practices. It was noted that the Association is currently missing a Policy for the Protection of Personal Identifying Information, which is required under Colorado HOA legislation. Management will work with legal counsel to ensure this policy is incorporated into the Association's governance framework as part of the broader document review process.
4. **Governing Document Revision Update**
 - a. Liability Waiver – Final Review and Approval: The Board reviewed the final draft of the liability waiver related to use of the Association pond and surrounding common areas, prepared by legal counsel. The waiver will be distributed to owners using a multi-faceted approach, including physical mailing to owners, digital copy available through the website, QR code access for convenience, electronic signature capability via DocuSign where appropriate.
 - i. Motion: Brad, Second: Nina. No further discussion. Passed unanimously. Management will prepare a letter to owners explaining the waiver and its purpose prior to distribution.

- b. Attorney Draft Highlights + Updated Collection Policy: Management summarized recent updates provided by the Association’s attorney regarding several governing documents and policies, including updates to the Collection Policy to align with recent legislative changes. Board members discussed the ongoing document revision process and the importance of gathering final comments prior to attorney drafting.
 - i. Final comments on attorney-drafted documents are requested no later than **March 18**. After final Board review, revised documents will be prepared for owner review and comment prior to adoption.
- c. Proposed Allocation Methodology Overview and Discussion: The Board discussed a tax value–based allocation methodology that would apply to capital improvement assessments through approximately 2030, while maintaining the current base dues structure. This concept is intended to more fairly allocate large capital costs without changing annual operating assessments. Evan previously provided a presentation to the Association’s attorney for review. Management will follow up with legal counsel regarding feedback. The Board agreed that further discussion will occur before any implementation and that owner education and transparency will be critical prior to adoption.

5. Financial Report

- a. 2025 Year-End Financials: Management presented the 2025 year-end financial report. Highlights included: Operating account balance of approximately \$44,000.
 - i. Several additional maintenance and operational expenses during the year. Overall financial performance finishes close to budget.
 - ii. The Board discussed ongoing cost pressures affecting HOAs across Colorado, including Increased insurance premiums, legal compliance costs, trash service expenses. Management noted that the current neighborhood-wide trash service remains more economical than individual owner contracts.
- b. 2026 Year-to-Date Financials: Management presented the 2026 YTD financials and delinquency report. Key discussion items included: Two properties currently delinquent, continued monitoring of owner accounts., ongoing transparency through the owner portal.
 - i. Evan offered to provide a budget versus actual report to Ken for additional financial clarity.
- c. Delinquency Report: The Board reviewed the delinquency status of two accounts and confirmed management will continue standard collection procedures.
- d. Capital Improvement Budget Billing Schedule: The Board discussed billing methodology for upcoming capital projects.
 - i. After discussion, the Board agreed to delay issuing capital improvement invoices until additional feedback is received regarding the allocation methodology and the Board finalizes priorities for 2026 capital projects.
 - ii. The Board will revisit this topic during upcoming meetings.

6. Seasonal Maintenance & Contract Review:

- a. Trash Contract: The Board approved via email the current trash service contract, recognizing that the existing service structure continues to provide cost savings compared to individual owner arrangements.
- b. Insurance Renewal (Approved – Ratification): The Board ratified the Association’s insurance renewal, noting significant market-wide increases in premiums affecting community associations. The proposal was a decrease from the prior year.
- c. Pest Control Contract (Mosquito Control 2024–2027): The mosquito control contract is in place, which covers multiple seasons to help manage pest activity around the pond and open space areas. The Board confirmed that no changes were necessary for the current service year, and the Association will continue services under the existing agreement.
- d. Irrigation and Equipment Maintenance (AquaTec): The Board reviewed irrigation maintenance services provided by AquaTec, which includes maintenance of the Association irrigation infrastructure and pumps. The Board confirmed that no changes were necessary for the current service year, and the Association will continue services under the existing agreement.
- e. Landscape and Irrigation Contract – Daly (Review and Approval): The Board reviewed the proposed landscape maintenance contract from Daly Property Services, including routine maintenance and tree trimming services estimated at approximately \$1,500.
 - i. Motion: Brad, Second: Nina. Brad will sign the contract on behalf of the Association.

7. Reserves and Capital Maintenance Projects for 2026


- a. Ditch Repair Coordination Plan: The Board discussed necessary ditch repair work. Jerry reported that the contractors are actively working toward completing repairs.
 - i. The Board agreed that if a commitment and estimate are not received by March 11, the Association will move forward with Daly’s proposal for ditch maintenance.
 1. Motion: Walt, Second: Evan. No further discussion. Passed unanimously.
 - ii. Jerry and Brad will walk the ditch with the current contractors to review the scope of repairs.
- b. Emergency Response Plan: The Board discussed the need for a formal Emergency Response Plan for the community. Further development of this plan will continue during 2026 planning discussions.
- c. Common Area / Pond Landscape Master Design: The Board discussed long-term improvements to the pond and common area landscape. This project will remain under consideration as part of future capital planning.
- d. Entrance Sign Update: The Board reviewed the need to evaluate and prioritize entrance signage improvements, potentially coordinating with Eagle County signage standards.



- e. Wagon Repair / Replacement: The Board discussed the wagon located on common area, which presents potential liability concerns.
 - i. Options discussed included: Removal (approximately \$700), replacement (approximately \$3,000), structural repair or stabilization.
 - ii. The Board agreed to: install a temporary safety sign, seek insurance guidance regarding liability, and conduct a resident poll regarding preferred outcome.
 - f. Street Signpost Maintenance: The Board reviewed the need for ongoing street sign maintenance and replacement. This item will remain part of the 2026 capital maintenance planning.
 - g. Irrigation Engineering / Design: The Board discussed the possibility of future irrigation engineering and design improvements to improve efficiency and long-term infrastructure planning. This topic will be revisited as part of capital planning discussions.
8. Old Business: None presented at this time.
9. New Business: The Board confirmed the following upcoming meeting dates: **April 8, 2026 and May 6, 2026**
10. Community Comment: None presented at this time.
11. Adjournment: With no further business to come before the Board, Brad made a motion to adjourn the meeting at 5 PM. Nina seconded. Passed unanimously.

Prepared by:

Laura Brown

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APPROVED BY BOARD OF DIRECTORS: 4.8.2026