Association Management at PROPERTY PROFESSIONALS

CASTLE VALLEY RANCH TOWNHOMES ASSOCIATION

Board of Directors Meeting Minutes

June 23rd, 2026 at 6 PM

Zoom

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1. **Call to Order & Roll Call:** The meeting was called to order at 6:00 PM by Association Manager, Laura Brown. The following Board Members were present:
    a. Renee Miller
    b. Allison Blazer
    c. Ellen Sommers
    d. Management present: Laura Brown, Association Manager – Property Professionals
    e. A quorum was verified.

2. **Approval of Previous Meeting Minutes:** The minutes from the **March 2nd, 2026** meeting were presented for approval.
    a. **Motion:** Allison moved to approve the minutes.
    b. **Second:** Renee seconded the motion.
    c. **Vote:** Approved by all present.

3. **Management Report and Community Updates:**
    a. **General Maintenance Operations & Seasonal Contract Review**:
        i. Landscape & Irrigation Update: Management provided an update regarding seasonal landscape operations.
            1. The Board discussed overall performance of the landscape contractor, including irrigation repairs, weed mitigation, communication and follow-up, and owner service requests
            2. Board members acknowledged differing homeowner experiences, with several owners reporting satisfactory response times while others expressed concerns regarding follow-up on maintenance items.
            3. Management will continue monitoring contractor performance and schedule a mid-season landscape walkthrough with the Board during July.
            4. Additional irrigation concerns at 145 Redstone, backyard weeds at 98 Redstone, and any additional work orders submitted by homeowners will be forwarded to the contractor for completion.
            5. The Board would like to include cleaning of each individual sprinkler head be included in the 2027 landscape/irrigation contract to ensure that work is performed at the beginning of the season.
        ii. **Tree Maintenance:** The Board reviewed arborist recommendations for several trees throughout the community. Following discussion, Allison approved the proposal from Lady Luck Gardenworks, and Ellen seconded. Passed unanimously.
            1. Replacement of the dead tree at **189 Redstone**, Replacement of one tree at **185 Redstone**. Estimated cost is approximately **$1,600**.

2. The Board agreed to postpone action regarding the tree at **59 Redstone** pending additional evaluation later in the season.

b. **Ongoing & Upcoming Projects:**
   i. Declarant Fence Repair / Replacement Estimates: Management reviewed contractor proposals for declarant-installed fencing and discussed long-term replacement planning. Topics included:
      1. Declarant-installed fencing versus owner-installed fencing
      2. Material options
      3. Long-term maintenance expectations
      4. Consistency throughout the community
      5. Budget considerations
      6. After discussion, Allison motioned to approve **Gemini Construction's proposal** utilizing **cedar posts** consistent with the Board's preferred material selection. Seconded by Renee. Ellen was opposed. Motion carried with majority.
      7. Management will coordinate final project details and confirm eligible fence locations with the contractor.
      8. The Board also discussed historical fencing stain requirements and agreed additional documentation regarding previously approved colors would be beneficial for future consistency.
   ii. **Reserve Study Update:** Management provided an update regarding the Association's Reserve Study. The reserve consultant continues evaluating community components to develop long-term replacement schedules and future funding recommendations. The Board discussed utilizing the completed study during upcoming budget planning.

4. **Board of Directors Education**
   a. Management provided educational resources regarding:
      i. Alternative Dispute Resolution (ADR)
      ii. Mediation within Colorado HOAs
      iii. Board Member and Owner Dispute Resolution
   b. The Board discussed continuing education as part of its fiduciary responsibilities.

5. **Financial Report:** Management reviewed the June 5, 2026 financial statements. Highlights included:
   a. Total Association Assets: $106,283.29
   b. Operating Income Year-to-Date: $87,665.14
   c. Operating Expenses Year-to-Date: $49,508.87
   d. Net Operating Income: $38,156.27
   e. The Board reviewed major operating expenses, including:
      i. Landscaping
      ii. Property insurance
      iii. Irrigation maintenance
      iv. Tree maintenance
      v. Management also reviewed delinquency activity and ongoing collection efforts.

vi. No additional Board action was required.

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

7. **New Business:**
    a. 2026 Meeting Schedule: The Board confirmed the remaining Board Meeting dates for 2026:
        i. September 10, 2026 — 6:00 PM
        ii. November 5, 2026 — 6:00 PM
    b. Owner Modification Application: The Board reviewed an Architectural Modification Application submitted by homeowners at 151 Redstone requesting approval for deck replacement, Xeriscape improvements, Permanent shed installation, and Fence extension.
        i. Deck Replacement: The Board approved replacement of the existing deck utilizing composite (Trex-type) materials, subject to compliance with applicable Garfield County Fire Code requirements.
        ii. Xeriscape Improvements: The Board approved the proposed xeriscape improvements. If the proposed fence extension is not approved, the owner will be requested to submit a more detailed landscape plan illustrating final rock placement and layout. The Association will not assume future maintenance responsibility for owner-installed xeriscape improvements.
        iii. Permanent Shed Request: The Board discussed the request for installation of a permanent shed. Discussion focused on:
            1. Covenant language regarding temporary versus permanent structures
            2. Visibility from neighboring properties
            3. Community consistency
            4. Long-term precedent
            5. Recognizing that approval could establish a community-wide standard affecting all owners, the Board deferred final action pending additional discussion and legal interpretation of the governing documents.
        iv. Fence Extension Request: The Board reviewed the request to extend fencing beyond the existing approved fence line. Following discussion regarding existing covenant restrictions and community consistency, the Board determined additional review is necessary before reaching a final decision. No action was taken.
        v. Unapproved Fence Installation – 30 Foxwood**:** Management presented information regarding an unapproved fence installation extending into Association common area.
            1. After discussion, the Board determined the installation violated the governing documents. The Board approved issuance of: Initial **$200 covenant violation fine**, thirty (30) day opportunity to cure, notice of the owner's right to request a hearing in accordance with CCIOA and Association policy. Management was directed to issue the appropriate notice.

   vi. Exterior Painting: The Association is responsible for all exterior maintenance, including painting. Management was provided a tracking spreadsheet/schedule by a previous board member. Renee has requested a copy for her records.

8. **Community Comments:** Homeowners were provided an opportunity to ask questions and provide feedback regarding:
   a. Landscape maintenance
   b. Irrigation operations
   c. Fence replacement materials
   d. Fence stain consistency
   e. Architectural approval procedures
   f. Future reserve planning
   g. The Board thanked homeowners for their participation and constructive input.

9. **Adjournment:** With no further business, a motion was made by Allison to adjourn at **7:26 PM**. Seconded by Renee. No further discussion. Passed unanimously.

Respectfully Submitted by:
Laura Brown
Association Manager
Property Professionals

Approved by the Board of Directors on 9/10/2026