

## RIVER RANCH HOMEOWNERS' ASSOCIATION

### Board of Directors Meeting Minutes

**Date:** October 10, 2025, 4:00 PM

**Location:** ZOOM (continued session from September 29, 2025)

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**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.

- **Board Members Present:** Brad, Nina, Evan, and Walt.
- **Absent:** Doug.  
A quorum was verified.

This meeting was held as a continuation of the September 29th Board session to review updated financials, finalize the 2026 budget, and continue progress on governing document revisions and operational planning.

### 2. Review of September 29th Discussion and Action Items

The Board reviewed the minutes and summary from the September 29th budget and operations meeting, confirming completion or ongoing progress of the following items.

#### Ditch Repair Coordination Plan

- The Board previously discussed necessary ditch repairs after identifying deferred maintenance and coordination needs with the Ditch Company.
- Brad to follow up with Ken Smith and Jerry Gustafson regarding the plan and potential cost-sharing.
- Evan will contact Justin to confirm interest and availability for excavation work.
- The group noted this remains a high priority for early spring 2026 and will explore cooperative arrangements with local water users.

#### HOA Budget and Fee Review

- Evan presented the preliminary 2026 draft budget with adjustments to separate non-recurring items and strengthen reserve funding for future capital projects.
- Walt expressed support for evaluating an assessment methodology tied to tax-assessed property values rather than equal division; the Board agreed to seek attorney input from Molly before implementation.

#### Legislative and Document Updates

- Laura provided an overview of new CCIOA legislation, emphasizing updated collection procedures and reserve study funding recommendations.

## Community Projects and Maintenance

- The Board discussed entrance improvements, including:
  - New metal entry signage estimated at \$3,000
  - Replacement of the decorative wagon at the entrance, estimated at \$5,000
  - Landscape and irrigation design for the common areas to enhance curb appeal.
- These were carried forward into the October 10th budget deliberations.

## Emergency Response Plan

- Brad will coordinate with Brooke from the Fire Department to initiate the HOA's Emergency Response Plan development, with Evan to draft after initial consultation.

## Administrative and Follow-Up Tasks

- Laura to investigate a \$2,000 accounts receivable discrepancy and confirm allocation with Kim (Bookkeeper).
- Evan to prepare the annual meeting PowerPoint presentation and circulate a list of board action items.
- The **Annual Meeting** was rescheduled to **October 23, 2025, at 6:00 PM via ZOOM** for broader participation.

## 3. Review of Financial Reports and Year-End Projections

### A. 2024 Year-End Financials

- **Total Assets:** \$57,663.92
- **Cash Balance:** \$51,559.06
- **Accounts Receivable:** \$6,104.86

### B. 2025 Mid-Year Financials (As of June 30, 2025)

- **Total Assets:** \$53,817.30
- **Cash Balance:** \$44,994.19
- **Accounts Receivable:** \$8,823.11
- **Net Income:** \$5,014.62 (aligned with planned reserve usage for one-project costs such as fencing and insurance adjustments)

### C. 2025 Year-End Projection

- **Expected Overbudget:** ~\$3,500
- **Projected Cash Reserves:** ~\$17,700
- **Delinquencies:** ~\$8,800

## 4. 2026 Budget Review and Approval



The Board reviewed the updated 2025–2026 Budget Model presented by Evan reflecting both operating and capital components.

### Approved 2026 Budget Highlights

- **Total Budget:** \$90,460
- **Assessments:** Approximately **\$837** per lot (quarterly) with reserve funding for capital projects of **\$168 (quarterly) = \$1005**
- **Operating Focus:** Professional management, insurance, and landscaping contracts.
- **Reserve Allocation:** \$5,000 transfer to reserves for long-term capital projects.

### Capital Projects Funded for 2026

The Board voted unanimously to approve the 2026 Budget with a minor revision of moving \$22k for capital projects back into the Operating Budget.

**Motion:** Evan moved to approve; **Second:** Walt. Motion carried unanimously.

River Ranch - Reserves and Capital Project Schedule				
As of October 24, 2025				
\$ USD				
Project	Discretionary vs. Non-Discretionary	ion Year	2025	2026
Water Supply Ditch Repairs	<i>Non-Discretionary - Board Approved</i>	2025	\$ 12,000.00	
Emergency Response Plan (ERP)	<i>Non-Discretionary - Board Approved</i>	2025	\$ 1,000.00	
Common Area / Pond Landscape Master Design	<i>Non-Discretionary - Board Approved</i>	2026		\$ 2,000.00
Street Sign Post Repaint	<i>Non-Discretionary - Board Approved</i>	2026		\$ 200.00
Bylaw and Declaration - Update (remaining 66%)	<i>Non-Discretionary - Board Approved</i>	2026		\$ 10,000.00
Irrigation Engineering / Design	<i>Non-Discretionary - Board Approved</i>	2026		\$ 5,000.00
Wagon Replacement / Delivery	<i>Discretionary - Owner Vote</i>	2026		\$ 5,000.00
River Ranch Entrance Signage (metal)	<i>Discretionary - Owner Vote</i>	2026		\$ 3,000.00
Common Area / Pond Landscaping Installation	Future Approvals	27-2028		
Wagon Area River Ranch Entry Monument	Future Approvals	2027		
Irrigation Pipes and Pump System Upgrade	Future Approvals	2029		
Wood Fence - Willits Lane - Replacement	Future Approvals	2030		
<b>Total</b>			<b>\$ 13,000.00</b>	<b>\$ 25,200.00</b>

**Legend:**  
Indicates capital reserve funding for project  
Indicates project execution and implementation year

### 5. Governance and Legal Updates

- The Declaration updates are under attorney review.
- Board comments due October 15, with an extension to early November requested to ensure comprehensive review.

### 6. Board and Management Assignments

Task	Responsible	Due Date
Finalize revised budget spreadsheet by lot/year/quarter	Evan	Oct 13



<b>Task</b>	<b>Responsible</b>	<b>Due Date</b>
Prepare PowerPoint for Annual Meeting	Evan	Oct 22
Send Annual Meeting notices and packet	Laura	Oct 13
Provide delinquency report with collection categories	Laura	Oct 18
Request attorney extension for CCRs	Laura	Oct 15
Repaint street signposts	Brad & Evan	Oct 31
Sign Alpine Bank account documents	Nina	ASAP
Review declarations and provide comments	All Board Members	Nov 1

## **7. Annual Meeting Preparation**

The **Annual Ownership Meeting** will be held **October 23, 2025, at 6:00 PM via ZOOM.**

## **8. Adjournment**

With no further business, the meeting adjourned at **5:36 PM.**

**Motion:** Brad moved; **Second:** Evan. Motion passed unanimously.

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### **Prepared by:**

Laura Brown

Property Professionals Association Management

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**APPROVED: Board of Directors Meeting 3.4.26**