

Castle Valley Ranch Townhomes Association

A meeting of the Board of Directors for Castle Valley Ranch Townhomes Association was held on **January 19th, 2024 at 5 PM.**

1. Roll Call – Board of Directors
 - a. Renee Miller (Present)
 - b. Karen Frye (Absent)
 - c. Jeff Vroom (Present)
 - d. Myrna Candreia (Present)
 - e. Laura Brown, Association Manager (Present)
2. Call to Order
 - a. The meeting was called to order at 5:32 PM by Laura Brown.
3. Approval Action Items:
 - a. A motion was made by Renee Miller to approve the meeting minutes from the October 17, 2023, Board of Directors meeting. Seconded by Myrna Candreia; passed unanimously.
4. Board of Directors Update
 - a. Management provided via email, the Board members with Q1 education, to include a Code of Conduct/Description of Officers, Due Diligence for Board members, and Board Responsibilities after HB22-1137.
 - b. Management provided via email, the Board members with the attorney-drafted policies and procedures as required by the State of Colorado.
 - i. A motion was made by Jeff Vroom to approve the updated Policies and Procedures as written. Seconded by Myrna. Unanimously passed.
 - ii. Board Members present agreed to serve as “Board Members,” and did not appoint positions. Renee Miller agreed to sign the policies electronically on behalf of the Board.
5. Management Report
 - a. Financial Review
 - i. Management provided Board members with year-end financials, including a balance sheet and delinquency report as of 12.31.23
 1. Operating = \$17,843.04
 2. Reserve = \$53,362.44
 3. Delinquency = \$6,785.00 (9 Owners)
 - b. Maintenance: The HOA is responsible for exterior maintenance of buildings, including gutters, downspouts, concrete (walkways and driveways), and roofing.
 - i. Fence Repair/Replacement: According to the CCRs, the HOA is responsible for maintenance and repair of the declarant fence. The Board has agreed to a metered approach for repairs.
 - ii. Myrna provided Board members and management with documentation related to the original drainage design from Debbie Sanderson (previous manager and current manager of Master Association – Castle Valley Ranch HOA. Myrna stated that Castle Valley Ranch Townhomes has the right to ask the Master Association for funds to assist in the current drainage issues, however a representative would need to specify how much money is needed and attend a Board meeting of the Master Association. One of the current members of the Master Association is Aaron Atkinson, former developer for Castle Valley Ranch Townhomes and will be expected to recuse himself. Jeff would like confirmation

from the County records to understand the transfer to right and responsibilities of the declarant and/or Developer. Renee Miller would like to hire a company to follow up on the SGM report from original development regarding drainage. Jeff stated that he has previously worked with SGM and is willing to follow up with them directly to ensure we have the most up-to-date and accurate report before we hire a third party to assess the current state of the drainage. Renee stated that there is grant money available from the State of Colorado to help municipalities convert to xeriscape.

- iii. Board members instructed management to identify irrigation zones/clocks and to reduce irrigation water to homes along Foxwood Lane to proactively limit standing water.
6. Seasonal Maintenance
 - a. Management requested feedback regarding snow removal. The Board would like management to send out a notice to owners regarding expectations to ensure that owners are informed of the 3” threshold that must be reached prior to snow removal being performed on the sidewalks and driveways within the community.
 7. Owner Open Forum
 8. Old Business
 9. New Business
 - a. The next Board meeting is tentatively scheduled for **February 13th, 2024 at 6 PM** via ZOOM or in-person, depending on Library availability.
 - b. An additional Board meeting is tentatively scheduled for **April 16, 2024 at 6 PM.**
 10. Motion to Adjourn
 - a. There being no further business to come before the Board, Jeff Vroom made a motion to adjourn the meeting at 7:51 PM. Seconded by Karen Frye; Passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager
Property Professionals