

## RIVER RANCH HOMEOWNERS' ASSOCIATION

### Board of Directors Meeting Minutes

Date: April 8<sup>th</sup>, 2026 at 4:00 PM

Location: ZOOM

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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, Evan, and Walt.
- **Board Members Absent:** Doug, Nina.

A quorum was verified.

### Meeting Purpose, Goals, and Expectations

Management provided a brief reminder of fiduciary responsibilities, emphasizing the Board's obligation to act in the best interest of the entire Association as the community enters the active spring and summer season.

### 2. Approval of Prior Board Meeting Minutes (March 4<sup>th</sup>, 2026)

- Motion: Walt, Second: Brad, Passed Unanimously.
- Management will post the approved minutes to the Association website and owner portal.

### 3. Financial Report:

- Management reviewed March 31, 2026 financials:
  - **Operating Cash Balance:** \$58,921.10
  - **Total Income (YTD):** \$26,019.43
  - **Total Expenses (YTD):** \$8,251.87
  - **Net Operating Income:** \$17,767.56
- Income is tracking **above budget by approximately 15%**, primarily due to strong dues collection timing. Expenses remain **well below budget**, which is consistent with the seasonal nature of the community, with the majority of expenses anticipated in Q2 and Q3.
- The Board discussed the importance of proactive reserve planning and cash management heading into peak operational months.
- **Action / Motion:** A motion was made by Brad to transfer **\$25,000** from the operating account to the reserve account to begin earning interest and support long-term financial planning.  
Motion seconded by Evan and approved unanimously.
- **Delinquency Update and Collection Process:** The delinquency report was reviewed.
  - One account previously carrying an approximate **\$2,500 balance has been paid in full** following collection efforts. One remaining account reflects a balance of approximately **\$1,000**.

- The Board acknowledged progress and reaffirmed the importance of consistent, policy-driven collection procedures in alignment with CCIOA and the Association's governing documents.

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#### 4. Near-Term Priorities, Timeline, and Coordination

- Pond Spring Clean-Up: Daly Property Services recently completed.
- Pond Water Pump Installation: Coordination between Daly (delivery), Management (scheduling), and Aqua Tech (installation). Pumps have been installed and tested; system activation is anticipated once water levels increase. Daly scheduled to return for final activation. Special thanks was given by management to Daly, who stored the pumps over the winter at no cost, Evan, who was offered to store the pumps in his garage in preparation for installation, and the coordinated efforts of Daly and AquaTec to ensure this process is completed timely and efficiently.
- Draft Amended & Restated Declarations (CCRs): Ongoing review by CCR Committee and Board. Board members to compile and submit individual comments. Emphasis placed on a collaborative, multi-step review process with legal counsel prior to owner distribution.
- CCR Comments Review with Legal Counsel (Molly): Board agreed to coordinate a working session with legal counsel. Target timing: mid-April for the purpose of reviewing consolidated comments and refine draft documents prior to broader community engagement.
  - The Board discussed potential opt-out considerations under CCIOA and agreed to gather additional input, consult legal counsel, and incorporate community feedback prior to any decisions.
  - Jaime Knowlton provided some feedback for the Board to consider regarding the attorney drafted liability waiver for use of the common areas and Brad agreed to follow up with a personal conversation about specific items of concern (paragraph 3) to ensure any edits or revisions are in place to protect the HOA.
- Draft Capital Reserves Planning & Allocation Methodology: Initial methodology under development and review with legal counsel. Board discussed the importance of long-term financial sustainability, fair allocation of capital costs, transparency with owners, and a plan to refine draft and prepare for owner presentation.
- Owner / Community Presentation – Capital Planning: Scheduled for May 6, 2026 at 4:00 PM (in-person). The objective will be to present capital planning methodology and gather owner input.
- Community Survey (Electronic): Survey to be distributed mid-May for the purpose of gathering owner feedback on CCR updates and collect input on capital planning and community priorities. Survey will be confidential and used to guide Board decision-making.
- Board Letter to Owners: Board to issue a communication outlining 2026 priorities, CCR revision timeline, capital planning approach. Target distribution: on or around **April 15, 2026.**
  - Additional Discussion Items: Liability Waivers & Indemnification Agreement

- Wagon Restoration / Replacement: Assessment indicates wagon is not viable for functional restoration/ May serve as a decorative feature.
  - Board agreed to: Explore replacement options, obtain cost estimates for rebuild vs. replacement, and present options at May meeting.
- Water System & Ditch Operations: Ditch repairs completed; system functions well.
  - Kudos given by the Board for the following volunteers who 4 hours cleaning the ditch from the headgate to the pond: Jerry Gustafson, Tom and Gayle Moore, Marcus Hollins, Mark Campisi, and Brad, along with residents from nearby properties.

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

6. **New Business:**

- Discussion by management and the Board on holding an official election to allow for additional candidates to join the Board at the next meeting to ensure transparency and proper process is followed. With several residents expressing interest in joining the Board and/or committees, it is imperative that the Board hold a community vote either in person or by electronic vote to reaffirm directors for 2026.
- An architectural improvement submittal was received from 98 Lewis Lane and uploaded to the Board member's online portal for quick review and consideration. Management provided details and a quick overview of the process to allow for transparency and efficiency in reviewing improvements by residents.
- The Board confirmed the following upcoming meeting dates: **May 6, 2026** at the pond (weather permitting). Evan offered to host as a secondary location in the event of weather.


7. **Community Comment:** None presented at this time.



8. **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 on 6/1/2026**