

## Castle Ridge Homeowners Association

A meeting of the Board of Directors for Castle Ridge Homeowners' Association was held via ZOOM on **April 11<sup>th</sup>, 2024, at 6 PM.**

1. Call to Order - The meeting was called to order at 6:04 PM by Laura Brown.
2. Roll Call and Verification of Quorum
  - a. Roger Proffitt (Present)
  - b. Brian McLaughlin (Present)
  - c. Christine Schriock (Present)Quorum - With 3/3 board members present, a quorum was established.
3. Approval Action Items
  - a. Meeting minutes of the Board of Directors meeting held on **10.10.23** were presented to the Board via email prior to the start of the meeting for review.
    - i. A motion was made by Roger to approve the minutes as written. Seconded by Christine. No further discussion. Passed unanimously.
4. Board of Directors Update
  - a. Management provided the Board members with Q2 Board education, including 3 slideshows from the HOA Resource Center regarding Covenant and Rule Enforcement, Governing Document 101, and HOA Meetings and Elections.
  - b. Management provided Board members with a Description of Officers and Board Member Code of Conduct.
    - i. A motion was made by Roger to appoint Brian to the role as President. Seconded by Christine. Passed unanimously.
    - ii. A motion was made by Christine to appoint Roger to the role as Vice President. Seconded by Brian. Passed unanimously.
    - iii. A motion was made by Roger to appoint Christine to the role of Secretary. Seconded by Brian. Passed unanimously.
  - c. Management provided the Board with the previously approved updated policies for final review. Brian, as President, will sign electronically. Policies will be uploaded to the Property Professionals website and online owner portals and Owners will receive a mailed and emailed letter noting the new policies.
5. Maintenance/Seasonal Contracts
  - a. Management provided the Board with a proposed contract for landscape and irrigation services with Daly Property Services for this season. This contract was approved via email and ratified as follows:
    - i. A motion was made by Roger to ratify the approved contract with Daly Property Services. Seconded by Christine. No further discussion. Passed unanimously.
  - b. Management provided Board members with an estimate for tree maintenance from Earthwise to spray the Ash trees around the property. This estimate is in alignment with the current budget and automatically approved.
  - c. Management provided the Board with an estimate for repairs to the irrigation system for a backflow that was not winterized correctly by Patience Maintenance, resulting in a replacement. The estimate from Daly was for \$3377.00. Patience Maintenance was not provided with their final installment because of their failure to winterize the system properly.
    - i. A motion was made by Roger to approve the estimate for backflow replacement from Daly. Seconded by Brian. No further discussion. Passed unanimously.

### **Property Professionals HOA Management**

1430 Railroad Ave, Suite A  
Rifle, CO 81650  
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6. Management Update
  - a. Management reminded Board members and/or owners present of the new office address in Rifle.
  - b. 2024 - Q1 Financials were presented to the Board, including a balance sheet, income statement, and homeowner delinquency.
    - i. Current Account Balance - \$6,024.98 (Operating), \$1637.78 (Reserve), and \$44,625.64
    - ii. Current Delinquencies: \$157.10 (1 Owner)
  - c. Board members discussed the funds that are currently sitting in an Alpine Bank CD account with a maturity date in June. Management provided current rates for CDs with Alpine Bank and Edward Jones, along with terms.
    - i. A motion was made by Brian to move \$30k from the current CD upon maturity to a new CD with Edward Jones at the current rate for 9 months. Seconded by Roger. Passed unanimously.
  - d. The next Board meeting is tentatively scheduled for September/October. Management will confirm via email.
7. Old Business
  - a. Roger would like to discuss an upgrade to the current street lighting within the community. Management has contacted an electrician for more information and pricing. The electrician confirmed that our current lighting is considered down sky lighting and to improve glare, he could replace the current lighting fixtures. He has estimated that this project could be upwards of \$5k. No decision was made at this time.
  - b. Management provided the Board members with several sample designs and estimates for an entrance sign. No decisions were made at this time.
8. New Business
  - a. None presented at this time.
9. Owner Open Forum
  - a. Paula Bishop would like confirmation on owner vs. Association responsibility for exteriors. Management confirmed that all exteriors are to be maintained by Owners. Paula noted several units that are in need of stucco. Management will provide recommendations via email for stucco contractors.
10. Adjournment
  - a. There being no further business to come before this meeting, it was motioned by Roger Proffitt to adjourn at 6:49 PM. Brian seconded the motion. No discussion. Passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager  
Property Professionals