

Castle Valley Ranch Townhomes Association

A meeting of the Board of Directors for Castle Valley Ranch Townhomes Association was held on **March 11th at 6 PM via ZOOM.**

1. Roll Call – Board of Directors
 - a. Renee Miller (Absent)
 - b. Karen Frye (Present)
 - 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 6:07 PM by Laura Brown.
3. Approval Action Items:
 - a. A motion was made by Myrna Candreia to approve the meeting minutes from the February 13th, 2024 Board of Directors meeting with the revision within the Management Report from the **Town of Silt** to the **Town of New Castle**. Seconded by Jeff Vroom; No discussion; passed unanimously.
4. Financial Update
 - a. Management provided a copy of the Balance Sheet, Income Statement, and Delinquency Report (as of 2/29/2024).
 - i. Current Balances - \$30,050.68 in Operating and \$53,362.44 in Reserve.
 - ii. Current Delinquencies - \$6,960.00. One Unit has entered into a payment plan and the others are currently going through the collection process.
5. Management Report
 - a. Maintenance: The HOA is responsible for exterior maintenance of buildings, including gutters, downspouts, and roofing.
 - i. Seasonal Contracts: Management provided the Board of Directors with the proposal from Daly Property Services for landscaping and irrigation services for the upcoming season. Management has requested proposals from 6 additional vendors. Two declined, two did not respond, and two are currently working on proposals, but they were not provided prior to this meeting for consideration.
 1. Jeff requested the previous year’s contract pricing and management confirmed the pricing is the same as last year’s. Jeff stated that the irrigation system requires someone to regularly tune the system and a regular presence to ensure the system is running efficiently. Myrna would like her irrigation heads looked at to see if we can reduce the size and limit overwatering. Management is expected to meet with the irrigation tech during Spring Start-Up to set expectations and identify if zones to joint units are set separately. Myrna would also like to see a more natural approach to weed control. Management has been instructed to communicate the scheduled weed spray dates with owners to give them advance opportunity to display “no spray” signs.
 - a. A motion was made by Karen to approve the proposed contract with Daly. Seconded by Myrna. No further discussion. Passed unanimously. Jeff, as President will sign electronically.
 - ii. Fence Repair/Replacement: According to the CCRs, the HOA is responsible for maintenance and repair of the declarant fence. The Board has previously discussed a metered approach to the Declarant Fence(s) and the need for triage

for specific units and repair and replacement of a few units, beginning with the first set at the entrance. Management will send out Request for Proposals to 3 vendors for price comparison.

1. The importance of the longevity of the materials used was discussed (pressure treated, kiln dried, etc.) An assessment of the fences is needed to determine which units need triage and estimates should be received and finalized by the following Board meeting.
 - iii. Drainage and Landscape: Documentation from the original plans for development were received from the Town of New Castle. Jeff is still working on gathering information on deed transfers. The Board needs additional time to review. Management reiterated the previous discussion on Association vs. Owner responsibility regarding drainage.
 - iv. Karen stated that her front yard tree is not doing well and now her neighboring tree is also looking sick. She would like to have an arborist take a look and ensure whatever is infecting the maple and/or Ash trees is contained in an effort to keep the trees around the complex healthy. Jeff stated that a regular assessment of the trees has value in trying to catch “contagious” issues. Myrna previously worked with Earthwise to diagnose her tree and Karen has reached out to Aspen Tree Service. The Board instructed management to reach out to several tree companies to see about pricing for an assessment.
 - v. Karen had a question regarding Association vs. Owner responsibility for concrete maintenance on curbing, sidewalk, and driveways. Myrna would also like management to review Association responsibility for patios.
6. Owner Open Forum
 - a. None presented.
 7. Old Business
 - a. None presented.
 8. New Business
 - a. The next Board meeting is tentatively for **April 16, 2024 at 6 PM** via ZOOM.
 9. Motion to Adjourn
 - a. There being no further business to come before the Board, Karen Frye made a motion to adjourn the meeting at 7:16 PM. Seconded by Myrna; No discussion; passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager
Property Professionals