CASTLE RIDGE HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING MINUTES
January 28, 2026 | 5:30 PM | ZOOM

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1. Call to Order: The meeting was called to order at approximately 5:30 PM. Board members Roger, Brian, and Christine participated; a quorum was established. Association Manager Laura Brown attended on behalf of Property Professionals HOA Management.

2. Approval of Prior Meeting Minutes: The Board reviewed the minutes of the April 29, 2025 Board meeting. Motion to approve by Brian; second by Roger. Motion carried unanimously.

3. End-of-Year 2025 Financial Review: Management presented the December 31, 2025 financial statements on a cash basis. Operating cash totaled $20,092.63; reserve cash totaled $5,545.34; and the Association certificate of deposit (CD) balance was $31,907.59, for total assets of $57,545.56. Prepaid assessments were reported as liabilities of $5,588.00.

For 2025, operating income totaled $44,013.59 and operating expenses totaled $42,711.76, resulting in net income of $1,301.83. Notable expenses included landscaping ($13,063.49), tree and shrub maintenance ($5,583.50), irrigation repairs and maintenance ($5,166.44), and pet station maintenance ($3,750.00). The Board discussed maintenance costs and relatively limited current-season snow removal activity.

Management reported the CD was earning approximately 4.1% and may require renewal consideration within 30–60 days. The Board discussed maintaining these invested funds while retaining accessible reserve cash for immediate needs. No CD withdrawal was authorized in the materials reviewed.

4. 2026 Budget Review and Board Approval: The proposed 2026 operating budget provides for $42,880.00 in annual assessment income and $42,873.00 in expenses, producing a projected $7.00 year-end surplus. Quarterly assessments remain $160 per unit, with no increase. Budgeted expenses include $12,800 for landscaping, $5,000 for tree and shrub maintenance, $3,650 for irrigation repairs and maintenance, $3,900 for pet station maintenance, $1,438 for property insurance, and a $2,000 reserve transfer.

Following discussion of anticipated service costs, insurance and reserves, Roger made a motion to approve the proposed 2026 budget as presented, seconded by Brian. No further discussion. Passed unanimously.

5. Annual Ownership Meeting – February 2026: The Board discussed scheduling the Annual Ownership Meeting toward the end of February 2026, subject to venue availability. Management will check library availability, confirm the date and format, and prepare the owner meeting packet. Materials are to include the proposed budget and ratification information, a proxy, Board candidate information, and an invitation to volunteer for the Architectural Control Committee (ACC).

6. Seasonal Maintenance & Service Contracts: The Board reviewed the proposed 2026 landscape and irrigation services with Daly Property Services. Board members expressed satisfaction with the vendor's prior work. Brian made a motion to approve the proposed contract, seconded by Roger. No further discussion. Passed unanimously. Pet station and tree maintenance needs were also considered in the annual operating plan.

7. Goals and Expectations for 2026: The Board identified neighborhood lighting improvements and a community entrance or street sign as potential priorities. Roger expressed interest in updating existing lighting

fixtures, including exploring a dark-sky-compatible option for an existing light. The Board also discussed stone markers or other signage identifying Castle Ridge Drive and the covenant-protected neighborhood. Management will obtain updated options and pricing for Board review; no specific installation expenditure was authorized.

The Board discussed common-area maintenance concerns, including an oil cleanup requiring access to water and possible irrigation drip-line repair needs. Management reported that larger drip-line work could potentially cost approximately $5,000–$10,000, depending on scope. The Board did not approve a defined project or contract at this meeting.

8. Formal Hearing – ADR / Covenant Enforcement: The scheduled covenant enforcement hearing concerned an unapproved six-foot privacy fence installed at 121 Castle Ridge Drive. The owner did not attend the scheduled hearing. The Board reviewed the existing fence expectations, including split-rail fencing, and the history of communication with the owner. Brian reported that a July understanding contemplated a temporary metal fence followed by a two-rail split-rail fence, rather than the privacy fence ultimately installed.

The Board discussed consistent application of the Association's fence guidelines, the opportunity for an owner hearing, and continued enforcement under the Association's adopted covenant enforcement and alternative dispute resolution procedures. The discussion referenced escalating fines beginning at $200 and potentially reaching $500 for continued noncompliance. Management was directed to continue the documented notice and enforcement process in accordance with the applicable policy and required procedures. These minutes do not establish that a particular fine was imposed at this meeting or that the absent owner waived any applicable procedural rights.

The Board also agreed that clearer fence design standards and more specific architectural review timelines would assist owners and future Boards. Brian, Roger, and Christine will work toward formalizing guidelines and a timelier review process.

9. Owner Open Forum: No separate owner comments or requests were documented in the supplied meeting notes.

10. Adjournment: With no further items of discussion, a motion to adjourn at 5:59 PM was made by Roger and seconded by Brian. Passed unanimously.

Draft Prepared on 1/29 by:

Laura Brown
Property Professionals HOA Management

Approved by Board of Directors on 10/7/2026