



Oak Ranch Estates Home Owners Association

Board Meeting Minutes Tuesday, July 9, 2025

APPROVED August 27, 2025

Attending: Board members Akop Balayan, KC Collins, and Website Committee Chair Pat S
Board member Jessica Oesmich arrived at 8:05pm

Open Discussion started at 7:00pm:

Discussed ideas for updating and/or possible other uses for the Corral Area and understanding how it would affect the line items of the Reserve Study that is currently in process of being prepared for 2026.

A question was asked on behalf of a neighbor who is planning some architectural work to be done on their home - the project area is set back from the street, but can still be seen from the street - should they put in an application? The consensus was it was better to put in a Request Form with the Architectural Committee and they can guide the homeowner on what exactly would be required to submit based on HOA rules and guidelines.

The Board meeting was called to order at 7:33pm at 600 Ridgeline Drive.

1. A Motion was made, Seconded and Passed ("MMSP") to approve the Board Meeting Minutes of May 20, 2025.

2. Committee Reports; Architectural Requests.

Committee Reports:

Website: Chair Pat Stone reports 24 interactions with the website in May, and 19 in June. She also stated that the website is now current with all important documents posted.

Common Area: Chair Kathie K submitted a report to the Board by email: Last week Kathie worked in the corral area watering the rosemary and cutting out dead sections of acacia. She noted that a lot of weeds have grown up since CREW was there. She cut some alongside the driveway but more needs to be done. Especially noxious is the Russian thistle (that becomes tumbleweed) that is mostly in and around the empty horse stalls. The plants are small and green now and should be dug out with shovels or hoes before they get too big and dried out. Kevin continues to trim grass and shrubs as needed. Dave has not reported any trail issues. Kathie also suggested it may be time for the HOA to hire gardening/landscaping services for monthly service upkeep of corral and common area trails again. It is becoming a larger and more time-consuming task for the homeowner volunteers who have been helping over the last year or two in an effort to save cost in Owner assessments.

Corral Area: Chair Carol T submitted a report to the Board by email: Carol, along with two helpers, cleaned up a portion of weeds in the arena, but were unable to remove all. She feels they need to be treated to be killed so that they will not reseed. She also plans to have the arena measured to estimate the amount of sand needed to upgrade the footing, and can contact vendors for bids.

No other committee reports submitted.

Architectural Requests:

- Three separate Request Forms were submitted: one for replacement of landscaping and trees project; one for replacement of a driveway with updated materials; one to remove concrete step path from front yard and replace existing asphalt driveway.

The three were reviewed and approved by the Architectural Committee.



Oak Ranch Estates Home Owners Association

3. Presidents Report:

Jessica reported that she worked internally with multiple homeowners on various issues and they are resolved at this time.

4. Treasurer's Report and Acceptance of Prior Bank Statements and Financials Report by Emmons.

The May financials were reviewed. Two entries were questioned and subsequently corrected in the June financials:

1. The CREW payment was originally miscategorized and was reclassified to the proper account.
2. Akop noted that he had not approved payment of an additional insurance invoice in the amount of \$1,632, which appeared in the May financials. He requested that the management company void the check. After further discussion with the insurance company, a discount was applied, and a revised invoice in the amount of \$491 was approved and paid.

Akop and Kathie had reviewed and discussed the annual weed abatement invoice from CREW. Costs increased from \$9,500 to approximately \$14,500 due to the inclusion of arena weed abatement and an approximate 15% increase in hourly rates. Kathie successfully negotiated a 10% good-faith discount, reducing the invoice to \$12,746. The Board acknowledged that costs will likely rise again next year if the same scope of work is required and agreed to consider this for the upcoming operating budget.

The bank statements were reviewed. It was noted that, due to multiple invoices coming due simultaneously and seven homeowners being past due on their second-quarter assessments at that time, the checking account balance was insufficient to cover several bills on schedule. To avoid borrowing from reserves, the Board and management company coordinated with vendors to stagger payments without penalty. The Board emphasized that homeowner delinquency has a significant negative impact on the HOA's ability to pay operating expenses in a timely manner and to maintain positive standing with community vendors. As of the meeting date, four homeowners remain delinquent on their last quarter's Owner assessments. Two of these homeowners are in contact with the Board, and resolution is anticipated shortly.

MMSP to approve the bank statements, and to approve the May financials, acknowledging that the necessary corrections were completed and reflected in the June financials.

5. Unfinished General Business.

- a. Common Area and Corral Area Upgrade Plan, status and update.

The Board has discussed many ideas and issues for the arena and corral area, but feel that more research and budget forecasting needs to be done before action is taken. The Board is also in agreement that feedback is necessary from homeowners before it should make decisions on such a large investment and use of Reserves cash affecting the entire community. The Board would like to develop and send out a survey to homeowners for their necessary input.

Action Items: Akop will create a short survey to send out to Homeowners. Jessica will get two quotes for the arena update project, specifically for the tilling and packing of base, and adding sand. The Board will also request the Corral Committee to meet and provide recommendations for efficient use and necessary ongoing maintenance of the Arena/Corral Area.

- b. Reserve Study with Site Inspection, update.

JD Brooks & Associates' site inspection was performed on Tuesday July 1. KC met with JD and walked the property and discussed various upgrade items. A first round draft of the Reserve Study was provided; the Board considered revisions on several line items and asked for an updated draft.



Oak Ranch Estates Home Owners Association

6. New General Business

- a. Insurance policies. Review coverage renewals and approve additional invoices for additional premium for Excess Liability \$491 and Workers Comp \$367.

These additional invoices were an unpleasant surprise. We originally received a bill for \$1637 for an "additional amount" to the premium for the Excess Liability policy; Akop questioned the insurance agent and was informed it was an oversight by the carrier in the way they wrote the policy, but after review they were able to reduce the premium significantly for us. And the required Workers Comp policy was, in fact, *not* included in the list of policies on the original invoice and so must be paid. The total for all Insurance for this policy year is \$7090, an increase of 15% from last year. The Board will assume an increase in cost for the same policies necessary for next year as it plans for drafting next year's operating budget.

Board approved both invoices to be paid; Excess Liability \$491 and Workers Comp \$367.

- b. Board Members Elections Update.

Notice of Elections and Nomination forms will be prepared and sent out by Emmons via USPS Mail and email on July 10. Nomination forms are due August 23, 2025. The Board must appoint an Inspector of Elections by that date as well. The Board discussed board member workload and the potential benefits of a full management contract, including whether off-site management of day-to-day duties might encourage homeowners to volunteer as a board member. The Board requested a proposal from Emmons for "Full Management". The cost would be \$1850 per month versus the current "Financial Only" contract for \$850 per month. This would result in an approximate increase of \$300 per year per homeowner in annual Owner assessments. The Board will take this under advisement while proceeding through the Elections process and further discussed steps to be taken if nominations are not received.

- c. Management Company; issues, if any.

Akop reiterated to the management company that all payments require Treasurer approval prior to issuance.

- d. Common and Corral Areas; issues, general maintenance.

Board member KC Collins walked the corral area with JD Brooks during the onsite inspection for the Reserve Study and documented items that are in good working order and those that may need repair, refurbish, upgrade and/or general maintenance. The Board would like to consider hiring monthly maintenance for all HOA common areas and will meet with the Corral and Common Area committees to discuss further actions.

Action item: KC will research local companies and obtain landscape/gardening maintenance quotes.

- e. CC&R/Rules violations. None discussed.
- f. Legal items; if any. None discussed.
- g. Reserve items, if any. No specific items discussed.

The next meeting was set for August 20, 2025 at 6:30pm

The meeting was adjourned at 10:08pm and the Board went into Executive Session to discuss delinquent accounts and two property issues.