



Oak Ranch Estates Homeowners Association
Board Meeting Executive Session

The Board discussed delinquent accounts and the management contract on September 17 in executive session

Board Meeting Minutes of November 7, 2024

DRAFTAPPROVED January 25, 2025

Attending:

Board members C Howard, Pat Stone, and Kathie Kottler.

The President called the Board meeting to order at 10:10 am at 603 Ridgeline Drive.

Open Discussion: See Supplemental.

1. A motion was made, moved, seconded and passed (MMSP) to approve the Minutes of the Board meeting of September 17, 2024, as corrected. The correct Reserve Item amount for the irrigation replacement parts was \$76.47.
2. Committee Reports. See Supplemental for information on committee reports and below for action taken on several Committee items.

General Business (see Supplemental Information for further notes on items below):

1. Common and Corral Area Maintenance. See Supplemental. No invoices
2. Reserve items. No expenses this month.
3. Legal Issues: Discussion and approval of September attorney invoice of \$684 for review of CC&Rs and Bylaws prior to mailing to homeowners. MMSP to pay this invoice for this important review.
4. CC&Rs, Bylaws and Articles of Incorporation (AOI) Review. CC&Rs and Bylaws were mailed to homeowners on October 13; several comments were received today just prior to the meeting. The final date for submission is November 12. Kathie will revise the outdated AOI. The Board discussed but did not finalize secret ballot voting to approve these documents.
5. Insurance. Our new management company requires that we purchase a no employee/no payroll workers compensation insurance policy. Approve \$211 premium for no employee/no payroll insurance policy effective December 1, 2024 through June, 2025 (so all policies will renew on the same date).
6. Concord Consulting. MMSP to approve extra charges for September of \$35.82; October was not yet submitted. The Board reviewed the draft 2025 Annual Report, and several corrections were needed and will be sent to Concord to finalize. The final report will be emailed/mailed before November 30. MMSP to terminate the management agreement with Concord Consulting and Associates on November 30, 2024.
7. New management agreement. After careful review of proposals from two companies the Board selected Emmons of Powerhouse Property Management as our new company to replace Concord Consulting and Associates, effective December 1. We are currently transitioning records and bank accounts. Owners will receive information from the new company, including instructions on how to pay assessments and fees for 2025. The new management contract with Powerstone was signed by OREHOA President C Howard.
8. The Annual Association meeting is November 12, 2024. The new Board, homeowners Akop Balayan, Jessica Oemisch and KC Collins, will be elected by acclamation. Responses from homeowners to the CC&Rs and Bylaws will be reviewed, and time will be available for additional questions at the meeting. The agenda for the Annual Meeting and the meeting of the new Board will be emailed and posted tomorrow, November 8.

9. The Board discussed updates to preparation of a Board Operations Manual to assist future Directors in carrying out the duties and requirements of the Board President, Vice President/Secretary and Treasurer. An orientation meeting with the new Board is scheduled for November 9. The Board thanked Kathie Kottler for taking the lead on preparing this Manual.
10. CC&Rs/Rules violations. No violations were discussed.

Financial Business (see Supplemental Information for further notes on items below):

1. Bank statements: Balances for September 30, 2024 - Operating \$9,284.73; Reserve \$26,240.95. Operating income of \$2,966.12; expenses of \$1,914.56. Reserve income of \$137.21, no expenses. No discrepancies. Balances for October 31, 2024 - Operating \$11,499.35; Reserve \$26,223.17. Operating income of \$4,794.13; expenses of \$2,579.51. Expenses include a refund to one owner who overpaid assessments by \$894.80. Reserve income of \$137.84, expenses of \$155.62. MMSP to accept reports.
2. Financial reports: September and October 2024 reports were provided by Concord on November 5. No discrepancies in either report. MMSP to accept reports.
3. Treasurer's report: Kathie had prepared a budget versus actual report through September 30 which shows operating expenses compared to budget and reserve expenses. This has been posted on the website. A review of her budget versus actual expense spread sheet as of October 31 shows an operating expenditure of \$49,463 which significantly exceeds our annual budget of just over \$36,000.
5. Budget for 2025: Kathie presented a final draft of the proposed operating budget of \$43,200, which is \$6,720 more than the 2024 budget. To cover these costs the quarterly assessments would increase by about 18%: from \$228/quarter to \$270 or \$90/month. Rental of one horse stall and one shed would also increase from \$150 to \$174 per quarter, although the anticipated income is not shown on the budget. Reserve contribution would also be increased, though not to the level recommended by J.D. Brooks. MMSP to accept the 2025 Budget.

The meeting was adjourned at 12:18 pm and the Board went into Executive Session to discuss delinquent accounts.

Respectfully submitted, Board of Directors