



Oak Ranch Estates Home Owners Association

Board Executive Session May 20, 2025:

The Board discussed delinquent accounts and collections, and two separate property issues, both of which are considered resolved.

Board Meeting Minutes May 20, 2025

DRAFT
Approved 7/9/25

Attending: Board Members Jessica Oemisch, KC Collins, Akop Bayan

Open Discussion: None

The Board meeting was called to order at 7:02pm at 600 Ridgeline Drive.

1. A motion was made, seconded and passed (MMSP) to approve Minutes of the Board Meeting of April 22, 2025.

2. Committee Reports; Architectural Requests.

Common Area Committee: Chairperson Kathie K submitted a report to the Board by email: Raul and Kathie walked the trails to inspect the work done by CREW which also included the arena this year. It all looks very good and as expected. There did not seem to be anything substantial of concern. There are some shrubs growing out into the trails that Kevin L and Kathie K can work on later this month.

Website Committee: Chairperson Pat S submitted a report to the board by email: Pat shared that Google report shows there were 50 interactions on the OREHOA website in April. She also confirmed that the recorded updated CC&Rs are now posted on the website; all newly updated 2025 governing documents are now available for review and/or download on the OREHOA website and the Emmons Homeowners portal. KC also informed the Board that the Google Workspace will have a slight increase in fee, but there is a discount to pay annually instead of monthly and asked the Board to consider paying for the year. (See New Business below.)

Firewise Committee: Committee Chair Jessica O provided a summary of the May 15 evacuation planning event. Attendance was approximately 45 attendees, though only a few were from ORE. Event materials will be made available on the ORE website and the Emmons homeowners portal. Slides are available upon request for distribution via email.

Architectural Requests.

A re-roof project submitted by a homeowner was reviewed and approved by the ARC.

The Board discussed establishing a digital centralized, historical archive of ARC requests and related communications, organized by lot number, to ensure continuity and transparency for current and future Board and committee members. Action Item: KC to create files and begin to compile by creating a spreadsheet and/or scanning hard copies from previous years.

3. President's Report.

- The updated governing documents were signed, notarized, and delivered to the association's legal counsel. The attorney's invoice for a total \$759.20 has been forwarded to the Board for review and approval.
- Two individual property-related matters were addressed directly with the respective homeowners.



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

- April bank statements and financial reports by Emmons were reviewed and appear to be correct.
- Currently, only one owner with dues over 90 days in A/R.

MMSP to accept these bank statements and financial reports for April, 2025.

5. Unfinished General Business.

a. The Corral Area Upgrade Plan, status and update.

This item remains under review pending further research, quotes, and planning.

Action item: KC to reach out to various contacts in the horse community to gather more information and costs of installing updated footing in the arena, and the continued maintenance.

b. Reserve Study with Site Inspection Proposal from JD Brooks, update.

The contract has been signed and the deposit paid. JD Brooks is requesting additional financial data before scheduling the site inspection which will likely be done in early July.

Action item: Akop will follow up with and provide the information they request.

c. Nominations and formation of Welcome Committee, update.

Homeowner Greg Novak has accepted the nomination to serve as Chair and is currently seeking additional volunteer members. Greg will meet with Board members to create scope of duties and responsibilities of the Committee.

6. New General Business.

a. Insurance policies.

The Board reviewed and approved the invoice totaling \$6,232 to renew all current policies by the May 27 deadline. The broker has confirmed receipt of payment and signed documents. Updated insurance disclosures will be available soon and posted online for homeowner access.

b. Set Annual Association meeting; Elections process.

The Annual Meeting has been scheduled for **November 20, 2025** (time to be determined).

KC confirmed with Emmons that they are contracted to help provide logistical support and will provide communications to homeowners regarding the Elections. General election procedures and deadlines will be clearly outlined in the mailed notice to Homeowners from Emmons.

(Notification and nomination forms will be mailed to homeowners in early July. Nomination deadline is **August 22**. The Board must appoint an **Inspector of Elections** by August 22.)

c. Management Company; issues, if any.

- i. Approved: \$17.35 in miscellaneous costs for printing and postage.
- ii. Approved: \$759.20 invoice from HOA attorney for legal review, advising on, and recording of updated governing documents.

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

- i. Review of CREW completion of annual weed abatement services.

Kathie K reported that the work was satisfactorily completed by CREW. The invoice is pending and will be reviewed upon receipt on a later date. She also noted areas of trail erosion; the Board may consider increasing the maintenance budget to allow for repair work in addition to the fire abatement service by CREW next year. Jessica added that weed debris remains in the arena and stalls area and should be cleared to prevent reseeding as we work toward making improvements on the arena area.

e. CC&R/Rules violations. None reported at this time.

f. Legal items; if any. None reported at this time.

g. Reserve items, if any. None reported at this time.

ADDED:

- h. The Board agreed that the current Google Work Space platform continues to meet the Association's needs and approved to switch from a monthly to annual payment. The board approved payment on invoice of \$254 for the subscription period from June 1, 2025, through June 1, 2026.



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The next regular Board meeting is to be determined.

The Board adjourned the meeting at 8:32 pm and the Board went into Execution Session to discuss delinquent accounts and two property issues.

Respectfully submitted, Board of Directors