



**Oak Ranch Estates Home Owners Association
Supplemental Information from Board Meeting of
September 16, 2022
APPROVED November 7, 2022**

Open Discussion

Pat reported Saddle Mountain has posted a "Property of Saddle Mountain POA/No Trespassing" sign on their gate at the end of Ridgeline and that the County has repaired the fallen fencing and safety signs at the end of that cul-de-sac, improving the appearance of the neighborhood. She reported that she signed up for Leak Alert for her own property and requested Kathie provide all owners with a link so they can sign up. Owners will get an email if water runs for more than 24 hours, signaling a leak. Owners should contact <https://eyeonwater.com/> and enter their Ventura River Water District account number.

2. Committee Reports:

Architectural: No new applications have been submitted, although one owner continues to do work without prior approval.

Common Area: See Maintenance below.

Corral Area: We are now down to one horse. The dumpster that was used for horse manure has been removed. The remaining owner has been taking some manure home to dispose of in her barrels. The Board agreed she could put manure in the HOA's barrels for trash and green waste. The green waste barrel will also be used for shrub trimmings in the corral area. Kevin explained Carol and Amber will be getting a refund of manure charges they pre-paid for the third quarter. Carol will ask Amber if she can stop future deliveries of fly predators and get a refund of the pre-paid charges for the rest of the year. Predators will not be ordered for 2023.

Website: Pat reported she has made all changes deleting ASV and adding CCAS as our management company, including putting their name and address on documents under Resources. The Board made a final decision not to restore a Facebook page.

General Business:

1. Common and Corral Area Maintenance Items: Leak Alert notified Kathie of two separate corral area leaks in August that were subsequently identified: a failed shut off valve and float at one auto waterer and a loose hose valve. Both issues have been resolved and Leak Alert confirmed the leaks had stopped. Recently a branch from an oak tree growing on the slope down from Sunset snapped and fell across the sidewalk. Kevin cut up those branches and put them to the side. Kathie will contact our tree service to cut up and chip that material as well as the fallen dead tree alongside the corral area driveway. There is one more dead tree in the barranca near Almond that will be taken care of at the same time. Carol T. has done considerable shrub trimming alongside the corral area drive and will do more. The Board thanks her for these efforts. Pat will apply decals with the CCAS P.O. Box number on our signs.

3. Update/Revise CC&Rs and Bylaws: The Board met on August 4 and September 1 to review the CC&Rs and made several changes. Another meeting is scheduled for September 29. In the interim Pat and Kathie are fine-tuning the formatting.

4. Architectural Guidelines: Kathie reported no owners commented on the draft. The document is approved as is and takes effect immediately.

5. Reserve Study: Kathie met with J.D. Brooks on August 23 and walked the corral area with him while they discussed the condition of capital improvements and he took photos to document the assets. He listed the weed whacker and blower as Equipment and deleted the line item pertaining to extending the concrete driveway up to the arena. His report shows we will be 75% funded by the end of this year. He recommends for 2023 a minimum monthly contribution of \$270, less than the minimum we pay now. The State recommends HOA Reserves be funded at 70% or greater so there is no need to increase our monthly contribution. His final report, including photos, will be included in the Annual Report and posted to the website.

6. Annual Meeting and Election: The three nominees, Pat Stone, Kathie Kottler and Tina Castro will be elected by acclamation to the Board on November 15. Those in attendance will vote on rolling over excess income into the following year to avoid taxes. Although CCAS will not need to send out secret ballots they will likely still send out the Agenda and proxy forms; Kathie will confirm this.
7. Budget for 2023: Kevin presented preliminary figures assuming expenses for some line items will stay the same, while others will increase up to 5% (except for management services which will increase by 50%). In order to keep our assessments from increasing by 20%, the Board agreed to reduce the budget in some areas to less than that budgeted for this year. For example, we will have substantial legal fees next year for revising our Bylaws and CC&Rs but will not budget for the full amount we expect to pay. Our reasoning is that our Operating fund is healthy, and we can absorb exceeding the budget to some degree. Because our Reserve fund is healthy we can reduce our monthly contribution from the Operating fund to well below that recommended by J.D. Brooks. Kevin will fine tune the numbers and present a final budget at the September 29 meeting. At this point we are trying to keep the assessment increase to no more than 10%, which would result in an assessment of roughly \$202 per quarter, up from the current \$186 per quarter.
8. ADU Rules: Awaiting response back from our attorney. We hope to discuss this again on September 29.
9. Architectural Committee Project Form: Kathie presented a revised draft for review. During the CC&R review it was discovered that owners are required to notify the Committee when their approved project is complete so the Committee can confirm the work was installed as approved. The revised form will have this instruction plus a few clarifying changes; the finalized form will be sent to all owners and posted on the website. It was decided that another form titled Architectural Committee Project Inspection needs to be created so the Committee can comment on their inspection and sign off if completed work is approved. This form will be discussed at a future meeting.
10. CPA Engagement Letter: Jimenez & Co. will provide the same financial review of 2022 finances as they have in previous years. Cost has gone up \$100 from previous years.
11. CCAS Issues: Our contract for management services provided by ASV ended on August 31. Documents were sent over to our new company, Concord Consulting and Association Services (CCAS), for a charge of \$350. The Board has signed various forms. Pat brought another form to sign which will close out our existing bank accounts with Pacific Western once the last two checks have cleared. Our new accounts will be with Pacific Western. Kevin will contact CCAS requesting they immediately provide banking information to all owners for payment of fourth quarter assessments. Owners were sent forms to complete and return to CCAS providing their name, address, phone number and email. It is hoped we can get 100% compliance, especially with email addresses, to cut down on expense of having documents mailed to owners who may have email but have previously requested documents be sent via U.S. Mail.
12. CC&R Violations: Owners with tree branches hanging low over Almond had them trimmed. Work is progressing on clean up of one lot: fallen dead tree, two horse trailers and one RV have been removed and small section of damaged fence has been repaired. One remaining RV is for sale although piles of dirt are still there. One owner occasionally keeps her horse trailer in her driveway for days at a time. She explained that on red flag warning days she keeps her trailer in the driveway hitched to her vehicle to be ready for a quick evacuation should it be necessary. With the increasing temperatures and water conservation efforts it is apparent that some trees and shrubs in the neighborhood are dying and are now a fire hazard. Owners are requested to remove the dead materials, and if possible replace them with drought-tolerant plants. They are also asked to remove dead weeds and fallen leaves from their sidewalks and street gutters.

Financial Business:

1. Account balances for July 31, 2022: Operating checking - \$26,810.03; Reserve checking - \$30,808.11.
Account balances for August 31, 2022: Operating checking - \$24,017.15 ; Reserve checking - \$31,110.63.
There are no issues with either of the statements. Two checks to set up new bank accounts have not cleared. (After the meeting Kevin reported they have now cleared.)
2. Financial Reports. Kevin reported horse security deposit for two horses was returned to one owner. In the August report the line item for insurance appears more over budget than actual because there was some confusion about the D&O insurance payment with a lost check, reissued check, one unaccounted for, etc. that has now been cleared up.

Respectfully submitted, Board of Directors