



**Oak Ranch Estates Home Owners Association
Board Meeting Minutes
September 16, 2022
APPROVED November 7, 2022**

Attending:

Board members Pat Stone, Kevin Lynn and Kathie Kottler and one owner.

Open Discussion: see Supplemental Information

The Board meeting was called to order at 10:35 am at 603 Ridgeline Dr.

1. A motion was made, seconded and passed (MSP) to approve the Board meeting minutes of July 8. These minutes and associated supplemental information will be posted to the website.

2. Committee Reports. See Supplemental for reports.

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

1. Common and Corral Area Maintenance Issues. Kathie will contact the tree trimmer about dead and fallen oak trees and Pat will arrange for cleaning of signs and corral vinyl fencing. Carol T. will perform additional shrub trimming.

2. Reserve Items. No action was taken.

3. Update to CC&Rs and Bylaws. No action was taken.

4. Architectural Guidelines. No owners commented on the draft. A motion was MSP to approve the Guidelines; they will be posted on the website.

5. Reserve Study. A motion was MSP to approve the draft study provided by J.D. Brooks.

6. Annual Meeting and Election. Three nomination forms were submitted so no secret ballot is required this year. Pat Stone, Kathie Kottler and Tina Castro will be elected to the Board by acclamation at the meeting on November 15. A motion was MSP to authorize CCAS to mail out required documents for the Annual Meeting.

7. Budget for 2023. The Board discussed a draft budget proposal presented by Kevin. The Board will review his final proposal on September 29.

8. ADU Rules. The draft document was forwarded to our attorney on August 4; no response yet.

9. Architectural Committee Project Application form. A motion was MSP to approve the proposed revisions and send the revised form to all owners and post on the website.

10. CPA Engagement Letter. A motion was MSP to accept the proposal by Jimenez & Co. to provide reconciliation services for \$900; Kevin signed the letter.

11. CCAS Issues. All owners received forms from our new management company. The Board signed several documents and Pat updated our website and forms/documents with the new information.

12. CC&Rs and Rules Violations. One owner is making progress on cleaning up her property. Another parks her horse trailer in her driveway on days with red flag warnings in case she has to quickly evacuate.

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

1. Bank statements for July and August 2022 were reviewed, approved and signed by Pat and Kevin.

2. Financial reports for July and August 2022 were reviewed and accepted. They will be posted to the website.

The Board adjourned the meeting at 12:45pm and went into Executive Session to discuss third quarter assessment delinquency of one owner. The Board also met in Executive Session on July 26 to interview two representatives from Concord Consulting about providing management services effective September 1.

Respectfully submitted, Board of Directors

Date of the next regular Board Meeting is scheduled for Wednesday November 9 with a special meeting on Thursday September 29.