



**Oak Ranch Estates Home Owners Association
Board Meeting Minutes
November 7, 2022
DRAFT**

Attending:

Board members Pat Stone, Kevin Lynn and Kathie Kottler.

Open Discussion: see Supplemental Information

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

1. A motion was made, seconded and passed (MSP) to approve the Board meeting minutes of September 16. 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. Corona Tree Service has removed dead and fallen oak trees and branches. A motion was MSP to hire CREW to remove overgrowth in the barranca down from Sunset and re-align the creek bed.

2. Reserve Items. No action was taken.

3. Update to CC&Rs and Bylaws. The Board's work to revise the governing documents is complete and ready for legal review. A motion was MSP to hire attorney Robert Long to conduct this preliminary review for \$1,000. Additional required work will be billed at Mr. Long's hourly rate.

4. Annual Meeting and Election. At the owners meeting on November 15 the three Director nominees will be elected to the Board by acclamation. We will discuss and may need to vote on the IRS ruling 70-604 (excess income resolution) to roll over excess funds into next year.

5. Budget for 2023. The Board finalized this document on September 29. The monthly Reserve contribution will be \$120, which is less than the minimum recommended by J.D. Brooks. Quarterly owner assessments for 2023 will increase to \$204, quarterly corral shed fees will remain at \$42 and quarterly corral stall fees will decrease to \$108.

6. ADU Rules. The draft document was forwarded to our attorney on August 4; review comments anticipated by November 11.

7. Architectural Committee Project Application and Review forms. A motion was MSP to approve the revised forms and post on the website.

8. Annual Year-End Disclosures Report. Awaiting this document from Concord.

9. CCAS Issues. Awaiting responses from Concord to several questions.

10. CC&Rs and Rules Violations. No action was taken.

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

1. Bank statements for September 2022 were reviewed but not approved as there were several discrepancies pending resolution. Statements for October 2022 were reviewed. They will be approved once the September discrepancies are resolved. A motion was MSP to direct Concord to transfer an additional \$302 from the Operating to Reserve account in November if needed to make up for the transfer not made in September.

2. Financial reports for September and October 2022 were not provided by Concord.

The Board adjourned the meeting at 11:45pm and went into Executive Session to discuss fourth quarter assessment delinquency of four owners.

Respectfully submitted, Board of Directors

Date of the next Board Meeting is scheduled for Tuesday November 15.