



Oak Ranch Estates Home Owners Association  
**Board Meeting Minutes of July 16, 2024**  
**APPROVED September 17, 2024**

Attending:

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

The Vice President called the Board meeting to order at 10:05 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 May 23, 2024.
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 Issues. Our required annual weed abatement was completed by CREW again this year in May. MMSP to approve their invoice of \$9,571.97.
2. To maintain our Website we renewed our website host WIX Core Plan for two years. MMSP to approve the invoice of \$528.
3. Reserve items. Homeowner Kevin L has continued to maintain some of our common area by cutting grass and weeds in selected areas using Association purchased equipment. MMSP to approve purchase of 2 new motors for Association string trimmers for \$79.15.
4. Legal Issues: discussion and approval of attorney's fees for completion and recordation in June of an exclusive use grant easement to Lot 40. MMSP to approve May invoice of \$6,730 and June invoice of \$449.35.
5. CPA Annual Compilation Report for 2023 was received and reviewed. MSP to approve the report as submitted and follow-up with any questions. The invoice for document preparation services of this Report has not yet been submitted.
6. Concord Consulting Issues. MMSP to approve extra charges for May of \$87.70 and June of \$12.99.
7. Review 2024 Financial Only Reserve Study prepared by JD Brooks. The Board will consider the monthly contribution recommendations when we begin further discussion of the 2025 budget. MMSP to accept this report as prepared.
8. The Annual Association meeting will be held on Tuesday, November 12 at 7 pm. Nominations for the Board of Directors who are elected at the meeting are due by August 15. A homeowner volunteered to be the Election Inspector should we hold a secret ballot election. MMSP to accept this owner to fulfill that position.
9. Preparation of a Board Operations Manual to assist future Board members regarding duties and requirements of Board positions will be undertaken in the next few months by current Board members.
10. CC&R Violations. No action taken.

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

1. Bank statements for May and June 2024 were discussed. MMSP to accept these statements.
2. The Financial reports for May and June 2024 were discussed. MMSP to accept these reports.
3. Treasurer's Report. In most areas we are under budget but significantly over in two. A report will be posted to the website. Third quarter assessment statements were sent June 25.
4. 2025 Budget: preliminary discussion regarding next year's budget and expected assessment increase.

The meeting was adjourned at 12:50 pm and the Board went into Executive Session to discuss delinquent accounts and the Management contract.

Respectfully submitted, Board of Directors

Date of the next Board Meeting is Tuesday September 17, 2024 at 10 am at 603 Ridgeline Drive.