

Oak Ridge Improvement Association
Annual Meeting Minutes
Wednesday, April 16, 2025
Douglas County Library – 100 S. Wilcox, Castle Rock, CO 80104
Annex A and Zoom

Call to Order

The meeting was called to order by Lisa Murray, Vice President, at 6:32 pm.

The following Board Members were in attendance: Lisa Murray, Marilyn Henderson, Wendy Wells, Brian Johnston, Ed Kolb and Eric Coronis. A listing of the homeowners in attendance is attached.

Financial Report

Marilyn Henderson presented the HOA Proposed Budget/Actual for 2024 as of December 31, 2024 (attached).

Expenses exceeded the budget due to attorney fees related to the new Bylaws, the special assessment, and the construction contracts. Postage and office expenses increased due to the additional printing and postage required for the special assessment.

Insurance costs decreased as did the pool maintenance repair (due to our capable volunteers), chemicals, lawn mowing/pool cleaning, and utilities. Revenue exceeded expenses by +\$7,162.

A separate Reserve Account was established with the assistance of the HOA Accounting firm and Marilyn Henderson placed \$6,500 into this account. For 2024, this resulted in a positive amount of \$662 in the HOA Revenue over Expenses.

The information regarding the Pool Special Assessment Projected to Actual as of April 16, 2025 (attached) was discussed.

The HOA collected \$122,850 from the Special Assessment. Expenses included ongoing utilities during construction (e.g., water, electricity, additional trash pick-up) and payments to the construction companies. Total expenses were \$100,399, leaving a remaining balance of \$22,451. Of this, \$175 in HOA dues was credited to 61 homeowners and 2 prior owners who had paid the assessment, along with the purchase of filtration sand.

The remaining balance of \$10,687 will be used to purchase new railings and ladders for the new steps, storage for cement blankets (to be used in winter), repairs to steps from the pump house, and a hydration station for filling water bottles.

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Marilyn presented the HOA Proposed Budget for 2025 (as of April 16, 2025). She explained revenue details, including variations in dues payments (further explanation at bottom of report) and projected \$400 in pool rental fees. Total projected revenue is \$26,025. Expenses to date include IRS payments, accounting services (JCP Financial), annual fees (Zoom, PO Box rental), business expenses, and utilities.

The 2025 budget includes placing \$2,000 into the Reserve Account and projects a surplus of \$725. Marilyn reviewed the balances of the checking, savings, and reserve accounts. As of April 16, 2025, the checking account included \$10,687 of the Pool Assessment Balance to be used for 2025. She also noted that 18 homeowners had not yet paid their annual dues, with the grace period ending April 30, 2025.

Compliance Information and Reserve Plan

Ed Kolb explained the HOA Governance Checklist; state HOA requirements and the different areas being monitored. The Board began reviewing essential elements including plat maps, Articles of Incorporation, and Covenants (filed with Douglas County). The Bylaws were reviewed by a homeowner committee, the Board, and the HOA attorney aligned with HOA needs and legal requirements. The approved Bylaws are posted online.

Policies & Procedures are also under review. The Collection Policy was updated to include payment plans and is available on the website. Other updates include meeting conduct guidelines, authority references, and quarterly financial reviews. Other items under current review include a Conflict-of-Interest Policy and a Reserve Fund Policy, with investment guidelines. A spread sheet outlining these items for transparency and future updates is attached.

The 2025 – 2029 Reserve Plan/Strategic Plan, while not required by law, is being developed by the Board to prepare for future major future expenses and continue to support property values. Proposals for discussion include:

- Replacement of an aging split-rail fence on Oak Ridge Drive near the Sports Court (safety concern).
- Replacement of the pool fence with a taller, more secure alternative. Brian Johnston is obtaining bids from companies with hotel and apartment building pool fencing experience.
- An electrical review for safety, efficiency, and future needs, coordinated by Lisa Murray.

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- Replacement of the pool gas heater which is currently operating at 25% efficiency. This heater continues to work and its estimated replacement cost is \$30,000. Brian Johnston will develop return-on-investment and provide oversight of this project.
- Resurfacing of the Sports Court, which is currently suitable only for basketball, volleyball, and badminton. Several homeowners have expressed interest in a new surface for pickleball and tennis. The Community will be included in future discussions of this area.

Pool Update & 2025 Season

Wendy Wells discussed that 2025 Pool Rules are being revised by the Board with attention to safety issues such as an accessible fire extinguisher in the pavilion and availability of a 911 dedicated land line. The 2025 Pool Rules will be sent to each homeowner when completed.

For the 2025 Pool Season, homeowners will continue using existing pool keys and a 2025 Pool Waiver will need to be signed. Reusing the keys saves the HOA approximately \$2,000 annually. Any key issues can be resolved by contacting a Board member.

The new Bylaws require a vote at the HOA Annual Meeting as to whether Associate Memberships will be offered for the upcoming pool season. A vote was held on Associate Memberships and Wendy Wells moved not to offer them for 2025, seconded by Chuck Barton. The motion passed 18–0.

The Board thanked all the HOA Homeowners who drove the investigation into obtaining the best solution to extending the life of the pool. The homeowners' questions and scrutiny and the continued labor and support have provided for an excellent outcome.

The Pool Repair Project is complete except for new railings and ladders, and potential line pressure issues to be assessed after filling the pool. As discussed earlier, remaining assessment funds (\$10,687) will be used for:

- Improved lighting to deter after-hours and unauthorized swimming without drawing attention to the pool's presence.
- An additional entrance camera.
- Resurfacing the baby pool.
- Storage for concrete blankets (currently in use around the pool) which will be used for winterizing the pool.
- A water bottle hydration station.
- Any other issues that occur after the pool is filled.

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Suggestions from the 2024 Pool Questionnaires requested pool hours be changed from 5:00 am – 11:00 pm daily. It was discussed and it was agreed to keep current hours:

- Sunday – Thursday: 5:00 am – 10:00 pm
- Friday – Saturday: 5:00 am – 11:00 pm

Diving board hours will remain at 9:00 am – 9:00 pm and these hours will be painted on the diving board.

Lisa Murray shared the proposed 2025 Pool Social Committee plans (attached), including a \$600 budget for events. Volunteers are encouraged to participate with the intent to provide fun activities and encourage the Community to get together. Lisa will provide additional information regarding pool preparation events occurring in May.

Bylaws

Wendy Wells confirmed the Bylaws were revised and approved in January 2025 and are available on the HOA website. The Board now consists of six members serving staggered three-year terms:

- 2026: Wendy Wells and Eric Coronis
- 2027: Lisa Murray and Ed Kolb
- 2028: Marilyn Henderson and Brian Johnston

Eric Coronis invited homeowners who have an interest in participating on the Board to let any of the current Board members know. All Board Meetings are open, with information posted online.

Covenant and Architectural Review Committee

Lisa Murray discussed the Architectural Review Board's 2024 activities and a few areas were identified that need attention through the Covenants and/or other means. The Covenants will be reviewed and possible revisions made in 2025.

The Board also plans to increase awareness of Covenant requirements, particularly among new homeowners. Common concerns, raised during the meeting, included:

- Trash cans left out too long or not stored properly
- Campers, trailers, and unused vehicles improperly parked or stored
- Fence installations not in compliance with the Covenants.

We are fortunate to live in such an attractive and unique neighborhood. By maintaining our properties, each of us contributes to preserving the character and beauty of our community.

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Additionally, homeowners suggested organizing a Spring Spruce-Up Campaign, and encouraging HOA participation to help enhance our neighborhood's appearance.

A homeowner inquired about setting up a Facebook page or alert system to share updates on pool activities. It was suggested that a group messaging app be created to improve communication. The Board will consider this further.

The meeting was adjourned by Eric Coronis, President, at 7:56 pm.

Wendy Wells
Secretary
Oak Ridge Improvement Association

Oak Ridge Improvement Association – Homeowners Attendance

Homeowner	Street Address
Kitty Armstrong	470 Burgess Drive
Chuck Barton	24 Oak Ridge Drive
Eric Coronis*	35 Oak Ridge Drive
Joe Evans	48 Oak Ridge Drive
Craig Foster	144 Dawson Drive
Shawn Gavin	39 Oak Ridge Drive
Katherine & Josh Gasser	100 Dawson Drive
Marilyn Henderson*	46 Oak Ridge Drive
Brian Johnston*	11 Oak Ridge Drive
Marna & Eric Kebel	418 Burgess Drive
Judy Matarese and Ed Kolb*	47 Taylor Court
Lisa Murray*	40 Oak Ridge Drive
Melissa & Nathan Randall	17 Oak Ridge Drive
Wendy Wells*	34 Oak Ridge Drive

*Board Member