

Oak Ridge Improvement Association
Board Meeting Agenda
Wednesday, October 29, 2025
Board Meeting: 6:30 pm
Douglas County Library – 100 S. Wilcox, Castle Rock, CO 80104
Conference Room C

Board Meeting

- | | |
|---|-------------------|
| 1. Call to Order | Eric Coronis |
| 2. Approval of Minutes – 8-5-25 Oak Ridge Board Meeting | Wendy Wells |
| 3. Financial Update | Marilyn Henderson |
| <ul style="list-style-type: none">• Budget vs. Actual as of 10-29-25• Proposed 2026 Budget Deadline of 12-1-25 | |
| 4. Pool Season Update | |
| <ul style="list-style-type: none">• Pool Status• Pool Item Purchases | Lisa Murray |
| 5. Compliance Information and Policy Update | Ed Kolb |
| 6. Nominating Committee | Wendy Wells |
| 7. Covenant and Architectural Review Update | Lisa Murray |
| 8. Other items | |

Zoom Meeting: <https://zoom.us/j/98959066392?pwd=2DwQ5lQ87qL17EelUikRXda6WikwRD.1>
Meeting ID: 989 5906 6392 *Passcode:* 822097

Oak Ridge Improvement Association
Board Meeting Minutes
Wednesday, October 29, 2025
Douglas County Library – Castle Rock and Zoom Call

Call to Order

The meeting was called to order by Lisa Murray at 6:44pm. Present were Board Members: Lisa Murray, Brian Johnston, Ed Kolb, Marilyn Henderson, and Wendy Wells. Eric Cornonis was unable to attend.

Approval of Minutes

The Preliminary Minutes from August 5, 2025, Board Meeting were reviewed. Lisa Murray noted that the previously discussed need for a storage shed was no longer necessary. A motion to approve the minutes was made by Brian Johnston and seconded by Wendy Wells. The motion passed, 5 to 0.

Financial Update

Marilyn Henderson reviewed the HOA Proposed Budget for 2025 as of October 29, 2025.

- Revenue: Actual revenue of \$32,055 exceeded the budgeted \$26,025 due to HOA member dues and one property closing.
- Funds Retained: \$10,675 from the 2024 special assessment was retained for pool improvement projects.
- Expenses: Actual Business Expenses were \$3,179 under budget. Pool maintenance and repair costs exceeded the budget by \$6,175 which prompted a more in-depth discussion.

A question was asked regarding Zoom Fees and Marilyn will review and report at the next meeting. It was also suggested the Board consider using Google Meet for future virtual access.

Summary of Accounts:

Checking Account: \$31,650

Reserve Funds: \$6,527

Savings Account: \$7,747

Total: \$45,924

Marilyn anticipates additional expenses for the remainder of the year, including the Metro Pool invoice, utilities (including a higher water bill) and miscellaneous costs totaling approximately \$3,500. Marilyn requested Board input for the 2026 budget by December 1st, noting that the proposed budget must be approved by homeowners, at a special meeting, prior to the Annual Meeting.

Compliance Information and Policy Update

Ed Kolb presented the revised Oak Ridge Improvement Association, Inc. Collection Policy and Procedures updated to comply with new Colorado legislation. The revisions address:

- Expanded notice requirements (especially regarding foreclosures brought by the HOA)
- Additional homeowner contact information
- Required wording in delinquency notices
- Pre-foreclosure filing requirements
- Bankruptcy and foreclosure remedies

- Updates to the annual registration process

Additional questions will be added to the HOA Annual Filing. Ed will finalize the revised policy for Board approval.

Ed also reported that his Financial Review Summary found no issues or omissions in transactions from May through August 2025.

Nominating Committee

Wendy Wells volunteered to chair the Nominating Committee, as Lisa Murray has taken on other responsibilities within the HOA. Two Board positions (Currently held by Eric Coronis and Wendy Wells) are expiring. Wendy will not be running for re-election, avoiding any conflicts of interest in leading the committee.

Covenant and Architectural Review Update

Some of the previous issues addressing property covenant violations in the HOA have been resolved, yet there continues to be concern about fences, trash cans, trailers, and other non-compliant items. The Board will review the covenants and determine how to enforce them in 2026 revisions.

Pool Season Update

Lisa Murray presented a Summary of the Pool Repairs and Issues from 2024 forward, explaining this summer's challenges. The pool opened later than planned due to a cracked pipe and experienced discoloration and algae issues caused by filtration problems. Adjustments were made to maintenance routines and chemical balances.

Three companies - Chavez Construction, The Pool Doctor, and Metro Pools provided assessments. All agreed that the plaster used required proper chemical maintenance during the winter. When refilled in spring, the water's mineral content reacted with dried plaster, leading to discoloration. Metro Pools was contracted to repair the chlorinator and valves. Lisa Murray adjusted chemical treatments to address algae, which required significant manual effort.

The Board developed an outstanding project list and obtained bids for multiple improvements. Metro Pools was selected to close and winterize the pool, leaving water and chemicals to preserve the plaster.

Additional bids were received for:

- Replacement of the pool heater with two smaller, energy-efficient units (\$17,000)
- Filtration system code compliance
- Tree trimming
- Pool house water heater replacement
- Safety steps for the pump house

After the pool's closure, a homeowner reported drainage from the pool area onto South Street—a recurring issue since before the 2024 repairs. The Board is investigating the source and potential impact on neighboring properties.

Marilyn Henderson reported that the Town of Castle Rock plans to install new water pipes in Spring 2026. Current plans are being redrafted by the Town. Marilyn explored the possibility of using a fire hydrant to fill the pool, though initial estimates suggest higher water costs.

Other Business

The next Board Meeting will be in December at the Douglas County Library to discuss the 2026 Budget and Annual Dues. The finalized budget will be presented to homeowners for approval in early 2026, prior to the Annual Meeting.

Adjournment

A motion to adjourn was made by Wendy Wells and seconded by Marilyn Henderson. The motion passed 5 to 0. The meeting adjourned at 7:55 pm.

Submitted by:

Wendy Wells, Secretary
Oak Ridge Improvement Association

Attendees:

Chuck Barton (24 Oak Ridge Drive), attended in person. No attendees joined via Zoom.

Oak Ridge HOA Proposed Budget for 2025 as of October 29, 2025

		Proposed	Proposed Totals	Proposed Totals	Actual	Actual Totals	Pool Assessment Actuals
Revenue/Income							
*HOA Member Dues at \$550.00		\$2,750.00			\$3,300.00		
**HOA Member Dues at \$375.00		\$22,875.00			\$21,785.00		
Title Company Status Letter Processing					\$800.00		
Past Due/Late Fees					\$150.00		
Pool Rental		\$400.00			\$300.00		
Key Replacement					\$45.00		
Pool Assessment Payment					\$5,975.00		
Total Revenue Proposed/Actual 2025				<u>\$26,025.00</u>		<u>\$32,355.00</u>	
61 HOA Credit of \$175.00 from 2024				<u>\$10,675.00</u>			\$10,675.00
				<u>\$36,700.00</u>			
Expenses							
Business Expenses							
IRS		\$250.00			\$95.00		
Lawyer		\$2,000.00					
Zoom Fees		\$500.00			\$876.52		
State Lic. Fee		\$200.00					
P.O. Box/Postage		\$400.00			\$297.93		
Business Expense		\$1,200.00			\$906.12		
Key and Lock		\$200.00					
Banking Fee		\$150.00			\$90.00		
Insurance		\$5,400.00			\$4,863.36		
JCP Financial		\$2,000.00			\$1,742.50		
			\$12,050.00			\$8,871.43	
Pool Maintenance/Repair							
Pool Repair		\$3,000.00			\$9,694.12		
Propane		\$125.00					
Chemicals		\$2,000.00			\$1,605.82		
			\$5,125.00			\$11,299.94	
Annual Dues Overpayment					\$350.00	\$350.00	
Social Events		\$600.00	\$600.00		\$219.72	\$219.72	
Lawn Mowing/Pool Cleaning/ Flowers/Tennis Court							
Motion /Camera/Arlo		\$350.00			\$226.20		
Signs		\$300.00					
Lawn Mowing		\$400.00			\$76.00		
Pool Cleaning		\$1,400.00			\$804.18		
Flowers		\$250.00			\$259.78		
			\$2,700.00			\$1,366.16	
Transfer amount to Saving/Reserve frp, Checking					\$100.00	\$100.00	
Century Link		\$700.00			\$557.93		
Core Electric		\$1,700.00			\$1,590.76		
HBS Trash		\$600.00			\$903.85		
Black Hills Energy		\$6,000.00			\$3,127.81		
Castle Rock Water		\$4,500.00			\$4,354.53		
			\$13,500.00			\$10,534.88	
Pool Repairs Expenses from Assessment							\$3,766.58
Total Proposed/Actual Expenses 2025				<u>\$33,975.00</u>		<u>\$32,742.13</u>	<u>\$6,908.42</u>
							Remaining from Pool Assessment
		Reserve Fund	\$2,000.00				
		Postive Amount		\$725.00			
As of	12/11/24	1/3/25	3/23/25	4/16/25	5/5/25	8/5/25	10/25/25
Checking Balance ***	\$50,799.23	\$37,336.33	\$46,594.53	\$49,025.29	\$47,378.23	\$39,858.26	\$1,650.59
Saving Balance	\$7,668.38	\$7,669.09	\$7,669.66	\$7,669.96	\$7,670.25	\$7,721.14	\$7,746.73
Reserve Funds				\$6,500.00	\$6,500.07	\$6,500.86	\$6,526.61
Total	<u>\$58,467.61</u>	<u>\$45,005.42</u>	\$54,264.19	\$63,195.25	\$61,548.55	\$54,080.26	45,923.93

* HOA Members Dues at \$550.00- 2 New Homeowners as of 2024 & 3 Members Received their Credit on the Pool Assessment

** HOA Members Dues at \$375.00 - 61 Homeowners recived \$175.00 credit from Pool Assessment

***\$10,686.72 of the \$49,025.29 is the Pool Assessment Balance which will be used in 2025

Oakridge HOA Board Meeting

October 29, 2025

2025 Pool Close out including completed and outstanding projects

2024 – Pool Plaster project completed.

2025 – Pool Opened and operational through season, closing on September 21

- Ongoing issues with pool filtration system, chlorinator not working correctly.
- Sediment and minerals in heater and pipes caused discoloration of plaster
- Algae issue developed in July, 2025 requiring a change to the general maintenance, cleaning and chemical maintenance of the pool.
- Water not maintained over the winter caused plaster to dry while curing according to experts.

Board members met with the Chavez company (company that did plaster repair)

Board secured meetings with to additional companies – The Pool Doctor and Metro Pools.

Pool Doctor does not perform repairs. Selected Metro Pools to perform repairs with including valve repairs, chlorinator repair and valve replacement.

Changed Chemical routine to ensure we continued to address/attack algae and stop growth.

Created list of outstanding projects and began to secure bids for completion.

- Suggested correcting close procedure & blow out of pipes in pool and pump house. Secured bids from Scott's Pool & Spa (C. Springs), Metro Pools and Murphy's Pool and Spa service.
- Secured bid for new heaters for the 2026 pool calendar year.
- Secured bids for general repairs to property including tree trimming, landscape cleanup leading to pump house and new water heater for bath house.
- Need to secure bids for step repairs leading to pump house. **May be 2027 project**
- Upon receipt of the bids for the heater we received notice the warranty would be voided if we did not also update the pipes and filtration system to comply with current building codes.

- I requested a meeting with Metro Pools to discuss further repairs and updated Colorado pool codes. Eric and Lisa met with Metro Pool owner Gary and his assistant Danielle. It was explained that the current filtration system does not circulate water in the correct amount of time to meet standards. Our system – about 18 hours. Current code – complete water circulation in 6 hours. Gary also explained that the pool should have water year-round to correctly cure the plaster and keep the plaster from drying out. This would extend the life of the plaster and help correct the marbling and discoloration at the pool bottom over the next year.
- Requested bids for the filtration system upgrade.
- Metro Pools was selected to close the pool for the year. Pool was filled to suggested level for winterization. Pool was closed for season in early October.
- Two weeks ago, mid-October 2025, we realized the water level had decreased and began to monitor this.
- Board began reviewing closing procedures, checking all work and had Metro Pools back out to validate the pool closing procedures. All work deemed to be completed successfully.
- We are now exploring additional options to understand and correct the decreasing water levels.

THE OAK RIDGE IMPROVEMENT ASSOCIATION, INC.
COLLECTION POLICY AND PROCEDURES

Effective Date: xx/xx/2025

Document ID: OAK-POL-05-01

For compliance with current Colorado law, including, but not limited to the Colorado Common Interest Ownership Act (C.R.S. §38-33.3-401), and to promote responsible governance of The Oak Ridge Improvement Association (Association) in accordance with the governing documents, the Board of Directors does hereby adopt the following policy and procedures for the collection of delinquent assessments.

- 1) **Due Date:** The Annual Assessment as defined by the Declaration **is due by March 31st of each year.** Any other assessments shall be paid to the Association on the due date established by the Board of Directors, the Manager, or committee acting on behalf of the Board of Directors. Assessments shall be considered past due and delinquent thirty (30) days after the due date and shall incur a \$50 late charge and bear interest at eight percent per annum. Assessments include annual, special assessments and any associated fees or charges, late charges, attorney fees and costs, fines, and interest charged by the Association.
- 2) **Compliance:** Prior to taking any enforcement action(s), the Association must ensure it is in strict compliance with all applicable state laws and its own governing documents.
- 3) **Procedure:** If the assessments are not paid on the date when due, the Association shall:

(I) First contact the Owner to alert the unit owner of the delinquency before taking action in relation to the delinquency pursuant to subsection (II) of this section and shall maintain a record of any contacts, including information regarding the type of communication used to contact the Owner and the date and time that the contact was made. An Owner may identify another person to serve as a designated contact for the unit owner to be contacted on the Owner's behalf for purposes of this subsection. An Owner may also notify the Association if the Owner prefers that correspondence and notices from the Association be made in a language other than English. If a preference is not indicated, the Association shall send the correspondence and notices in English. The Owner and the Owner's designated contact must receive the same correspondence and notices anytime communications are sent out; except that the Owner must receive the correspondence and notices in the language for which the Owner has indicated a preference, if any. In contacting the Owner or a designated contact, the Association shall send the same type of notice of delinquency required to be sent pursuant to C.R.S. §38-33.3-209.5 (5)(a)(V), including sending it by certified mail, return receipt requested, and physically post a copy of the notice of delinquency at the unit owner's unit. The Association must periodically request updated contact information from Owners, including email addresses, and phone numbers for texts and calls. In addition, the Association shall contact the unit owner by one of the following means:

- (A) First-class mail;
- (B) Text message to a cellular number that the association has on file because the unit owner has provided the cellular number to the association; or

(C) E-mail to an e-mail address that the association has on file because the unit owner has provided the e-mail address to the association.

(II) Refer a delinquent account to an attorney only if a majority of the Board votes to refer the matter in a recorded vote at a meeting conducted pursuant to C.R.S. § 38-33.3-308 (4)(e). If the assessment is not paid within thirty (30) days after the delinquent date, the assessment shall bear interest from the date of delinquency at the rate of eight percent (8%) per annum, and the Association may bring an action at law against the owner personally obligated to pay the same or to foreclose the lien against the property and there shall be added to the amount of such assessment the costs of preparing and filing the complaint in such action, and in the event a judgment is obtained, such judgment shall include interest on the assessment as above provided and a reasonable attorney's fee to be fixed by the Court, together with the costs of the action

- 4) **Late Charge:** A late charge in the amount of \$50.00 shall accrue on any past due and delinquent assessment.
- 5) **Acceleration and Deceleration of Assessments:** The Board of Directors reserves the right to accelerate the entire unpaid annual assessment on any account that becomes more than sixty (60) days delinquent. Such acceleration shall result in the entire unpaid annual assessment being due and payable to the Association immediately. The Board of Directors also reserves the right to decelerate any accelerated assessment.
- 6) **Returned Check Charges:** The Association shall assess the Owner for any bank fees actually charged for returned checks or for ACH/electronic payments reversed due to insufficient funds plus the Association's returned check charge. If two or more payments are returned unpaid by the bank, the Association may require the Owner to make all future payments, for a period of one (1) year, by certified check or money order.
- 7) **Attorney Fees on Delinquent Accounts:** As an additional expense permitted under the Declaration and by Colorado law, the Association shall be entitled to recover its reasonable attorney fees and collection costs incurred in the collection of assessments or other charges due the Association from a delinquent Owner which shall be due and payable immediately when incurred, upon demand.
- 8) **Application of Payment:** All payments received shall be credited first to any legal fees, lien fees or costs and expenses related to enforcement or collection; second to damages, fines, late charges and interest; third to returned check charges or other costs incurred by the Association and allowed by the governing documents; and finally to any assessments due or to become due with respect to each Owner. The Association, or its Manager, has the discretion to return any Owner payment containing a restrictive endorsement or directing application of payments contrary to this provision.
- 9) **Courtesy Reminder:** Before sending the Delinquency Notice in paragraph (8), the Association, or its Manager, shall send the Owner one (1) courtesy reminder regarding

nonpayment or late payment of assessments. The courtesy reminder shall be sent to the Owner thirty (30) days after the initial due date.

- 10) **Delinquency Notice:** Sixty (60) days after the initial due date for any assessment past due and owing, and before the Association refers a delinquent account for collection, the Association, or its Manager, shall send the Owner a **Notice of Delinquency** utilizing the form attached hereto and incorporated by this reference. The Association shall offer the Owner, who is eligible, a one-time opportunity to pay off the deficiency in monthly installments over a period of at eighteen months in an amount of at least twenty-five dollars, utilizing the **Installment Payment Agreement** form attached hereto and incorporated by this reference. The Notice must advise the Owner that they can request a copy of the ledger verifying the amount owed, which the Association must provide within seven business days. The Notice must also warn that failure to pay could result in a lien, foreclosure, and potential loss of home equity, and must provide information and a link to free online resources through the HOA Information and Resource Center, including information on credit counseling.
- 11) **Referral of Delinquent Accounts to Collection:** Within thirty days after the Association has provided the Owner with a written offer to enter into a repayment plan, and if the Owner declined the repayment plan or, after accepting the payment plan failed to pay at least three of the monthly installments within fifteen days after the monthly instalments were due, and only if a majority of the Board votes to refer the matter in a recorded vote at a meeting conducted pursuant to C.R.S. § 38-33.3-308 (4)(e), the Association may refer the delinquent account to the Association's attorney for collection and filing of a lien. Thereafter, the Association and its Manager shall direct the Owner to contact the Association's attorney to discuss the delinquent account. When a delinquent account is in collection, all payments shall be remitted directly to and monitored by the Association's attorney until the account is brought current.
- 12) **Judicial Foreclosure:** Before the Association's lien may be foreclosed, the balance of the assessments and charges secured by the lien must equal or exceed six (6) months of common expense assessments based on a periodic budget adopted by the Association and the Board of Directors must formally resolve, by a recorded vote, to authorize the filing of a foreclosure action against the specific Lot, utilizing the **Board Resolution** form attached hereto and incorporated by this reference. (C.R.S. §38-33.3-316) At least 30 days before filing a foreclosure lawsuit, the Association must send the Owner a notice confirming the availability of credit counseling and a clear statement that foreclosure could result in a loss of home equity, including information from the HOA information and Resource Center on the Association's ability to foreclose, and information on how to get help with credit counseling and foreclosure prevention. Within five days of initiating a foreclosure lawsuit, the Association must notify the Owner of their right to cure the deficiency and their right to request a court-ordered delay of the action.
- 13) **Legal Remedies Available to the Owner:** The Owner may file a motion with the court handling the foreclosure case to delay the foreclosure sale for up to nine months, during which time the Owner may sell the property themselves at market value to pay off the debt. The court may extend this stay for good cause.

- 14) **Legal Remedies Available to the Association:** The Association may initiate legal action against the Owner who is personally obligated to pay the assessment, may file and foreclose the assessment lien against the property, may accelerate the assessments due for the remainder of the calendar year, may request appointment of a receiver, and such other remedies as specifically stated in the Declaration and as provided by Colorado law. Regardless of whether a legal action is filed, the Association may recover attorney's fees, court filing fees, and service costs.
- 15) **Bankruptcy and Foreclosure:** Upon receipt of any notice of a bankruptcy filing by an Owner, or upon receipt of a notice of a foreclosure by any holder of an encumbrance against any Lot within the Association, the Manager shall notify the Association's attorney of the same and turn the account over to the Association's attorney, if appropriate. If a property is sold at a sheriff's auction, the Association must place a minimum bid of at least 80% of the property's fair market value, as determined by an independent appraiser.
- 16) **Board of Directors Discretion:** Nothing in this policy shall require the Board of Directors to take specific actions at specific times, but the Board of Directors shall not take action earlier than the time stated herein for a particular action. The Board of Directors has the option to evaluate each past due and delinquent account on a case-by-case basis and deviate from this collection policy if in its sole discretion such deviation is reasonable under the circumstances.
- 17) **Registration Renewal:**
- (I) Annual registration renewal of the Association requires providing the legal name of the Association as shown with the Colorado Secretary of State's records; Association address; Colorado Secretary of State ID number, Date of Incorporation, and type of entity for the Association; type of community; number of units within the community; whether the Association is self-managed or professionally managed; a Designated Agent name address, telephone number, and email address; and, whether annual revenue collected by the Association is more or less than \$50,000.00.
- (II) In addition, the following information is required for annual registration renewal (effective October 1, 2025):
1. In the 12 months immediately preceding the registration or renewal, the number of unit owners that were, at any time during the 12-month period, 6 or more calendar months delinquent in the payment of assessments or special assessments.
 2. For the 12-month period immediately preceding the registration or renewal, for unpaid annual assessments or special assessments or related fees or attorney fees, the number of unit owners against whom the association or its designee obtained a judgment.
 3. For the 12-month period immediately preceding the registration or renewal, for unpaid annual assessments or special assessments or related fees or attorney fees, the number of payment plans entered into between the association and a unit owner pursuant to C.R.S. § 38-33.3-316.3.

4. For the 12-month period immediately preceding the registration or renewal, for unpaid annual assessments or special assessments or related fees or attorney fees, the number of foreclosure actions filed against unit owners pursuant to section C.R.S. § 38-33.3-316.
5. The number of board positions identified in the Association's governing documents.
6. The number of vacant board positions on the date of the registration.
7. The current average assessments in our community.
8. The frequency by which assessments are due in our community (e.g., monthly, quarterly, semi-annually, annually, etc.).
9. For the 12-month period immediately preceding the renewal, the percentage change in assessments.
10. For the 12-month period immediately preceding the renewal, identify the number of payment plans offered by the Association.
11. For the 12-month period immediately preceding renewal, identify the number of unit owners on payment plans who satisfied the terms and/or conditions of their payment plan.
12. For the 12-month period immediately preceding the renewal, identify the total amount of late fees and interest collected as a percentage of total revenue.
13. For the 12-month period immediately preceding the renewal, identify the total amount of late fees and interest assessed and waived as a result of a payment plan.

CERTIFICATION

The undersigned, duly elected President and Secretary of The Oak Ridge Improvement Association, Inc., a Colorado nonprofit corporation, do hereby certify that the foregoing **COLLECTION POLICY AND PROCEDURES** was approved and adopted by the Board of Directors at a regular board meeting on _____, 2025.

BY: _____
President

Attest: _____
Secretary

Revision Number	Date and Reason(s) for Revision
00	05/05/2025 - Original
01	10/27/2025 – Revisions to HOA collection and foreclosure processes to comply with HB25-1043

SUMMARY OF KEY PROVISIONS
THE OAK RIDGE IMPROVEMENT ASSOCIATION, INC.
COLLECTION POLICY AND PROCEDURES

Amounts: Late Fee: \$50.00

Collection Process/Time Frames:

Annual Assessment Due Date	March 31 each year
Courtesy Reminder	30 days after due date
Delinquency Notice	60 days after due date/another installment due

OAK RIDGE HOA FINANCIAL REVIEW SUMMARY

(Budgets, expense tracking, internal & external review)

Content	Period	Comments	Followup	Initials	Date
Jan 2025 Summary, invoices, etc.	202501	Confirmed receipt for print cartridge, confirmation email sent	HOA signature for Paramount contract	EE	02/18/25
JCP Financial Review	2024FY	2024 outside financial review to ensure integrity, transparency	(Marilyn to confirm date)	MYG	04/02/25
Feb 2025 Summary, invoices, etc.	202502	No issues or omissions noted; confirmation text sent	n/a	EE	04/05/25
Mar 2025 Summary, invoices, etc.	202503	Missing receipt - Office Depot, (\$15.89), otherwise complete	Receipt provided	EE	04/05/25
Proposed 2025 Budget	2025FY	Proposed budget shared with Board & members	4/16 - To be reviewed at annual meeting	MYG	04/16/25
Apr 2025 Summary, invoices, etc.	202504	No issues or omissions noted; confirmation text sent	n/a	EE	05/03/25
May 2025 Summary, invoices, etc.	202505	No issues or omissions noted; confirmation email sent	n/a	EE	10/26/25
Jun 2025 Summary, invoices, etc.	202506	No issues or omissions noted; confirmation email sent	n/a	EE	10/26/25
Jul 2025 Summary, invoices, etc.	202507	No issues or omissions noted; confirmation email sent	n/a	EE	10/26/25
Aug 2025 Summary, invoices, etc.	202508	No issues or omissions noted; confirmation email sent	n/a	EE	10/26/25

[Note: Tracking to confirm compliance with CO Rev Stat 38-33.3-209.5 (effective 8/7/2024)]

OAK RIDGE HOA

COMPLIANCE TASK LIST

Item	Requirements/Tasks	Status	Comments	
Annual Water Inspection	Castle Rock requires annual inspection	In Place	Occurs annually	Add to "safety" document; record retention
Treasury Dept Filing	Add to annual financial task list	In Place	Marilyn manages annual filing	Confirm if included in Financial Procedures
Documents - Amended	Facilitate member doc review with annotated copies	Need	Helps to show edits/track changes	Add to Procedures Policy
Documents - Storage	Permanent repository for final & draft docs on website	Need	How to store, edit, manage docs, contracts, bids - online or otherwise	Discuss with Board, add to Record Retention policy
Protected Area	Gain access to "Protected Area" on website	Need	Clarify what is/should be saved there, who has access (if anyone)	Discuss with Board, add to Record Retention policy
Telephone	Land line phone is locked up	Need	Not helpful locked up; safety protocols? Insurance requirements?	Marilyn confirming w/insurance co
Annual Calendar	Post 2025 calendar for meetings, events, etc	TBD	Not required, but beneficial for members and planning	To be created/posted
Fire Extinguisher	Fire extinguisher is locked up	TBD	Not helpful if locked up; safety protocols? Insurance requirements?	Marilyn confirming w/insurance co

OAK RIDGE HOA GOVERNANCE CHECKLIST

[CC&Rs (Covenants, Conditions, Restrictions), Articles, Bylaws, Policies]

Item	Document #	Statute/Reference	Type	Requirements/tasks	Status	Comments	Action Item(s)
Declaration/Pilot Map	OAK-PLAT-001	CRS § 38-33.3-205	Declaration	IDs community, unit boundaries, common areas	In Place	Recorded w/County Clerk & Recorder	
Articles of Incorporation	OAK-ART-001	CRS § 7-122-102	Articles	Legal entity, name, purpose, initial structure	In Place	Articles posted on website	
Covenants	OAK-COV-001	CRS § 38-33.3-205	Covenants	Rights & obligations of homeowners & HOA	In Place	Revise/review as needed	Under review
Bylaws	OAK-BYL-001	CRS § 38-33.3-306	Bylaws	Rules govern the day-to-day HOA operations	In Place	Amended bylaws effective 1/22/25	
Collection Policy and Procedures	OAK-POL-005	CRS § 38-33.3-209.5	Policy	Policy defining collection procedures, notice, etc.	In Prog	New requirements, draft policy in review	Under review
Conduct of Meetings	OAK-POL-007	CRS § 38-33.3-209.5	Policy	Applicable provisions of CRNCA	In Place	Addressed in Bylaws, Article VIII	
Accurate/complete acctg records	OAK-SOP-002	CRS § 38-33.3-209.5	Procedure	Bal sh, budget vs actual, presented at mtgs	In Place	Also annual review by JCP Financial	Will add brief SOP
Accurate/complete acctg records	OAK-SOP-002	CRS § 38-33.3-209.5	Procedure	Quarterly review of expenses/receipts	In Place	Qtrly internal audit of expenses/receipts	Will add brief SOP
Compliance Tracker	n/a	n/a	Tracker	Compliance-related activities w/status	In Place	Updated monthly/periodically	Post on website
Conflict of Interest (Board Members)	OAK-POL-006	CRS § 38-33.3-209.5	Policy	Define conflict of interest, disclosures	In Place	Draft policy created/reviewed 5/5/25	
Investment of Reserve Funds	OAK-POL-010	CRS § 38-33.3-209.5	Policy	Manage funds targeted for future repairs/needs	In Place	Draft policy created/reviewed 5/5/25	
Reserve Fund Policy	OAK-POL-011	CRS § 38-33.3-209.5	Policy	Policy for building Reserve Fund	In Place	Draft policy created/reviewed 5/5/25	
Record Retention & Insp/Copying	OAK-POL-009	CRS § 38-33.3-209.5	Policy	Written process, retention periods, member insp	In Prog	Not covered in by-laws, add policy	
Strategic/5 Year Plan	OAK-POL-013	CRS § 38-33.3-209.5	Policy	Physical & financial assessment, funds	In Prog	Not required but best practice	Initial 5 year list created
Enforcement of Covenants/Rules	OAK-POL-008	CRS § 38-33.3-209.5	Policy	Notice, hearing procedures, schedule of fines	Need	Not covered in by-laws, add policy	Create draft policy
Disputes Between HOA & Unit Owners	OAK-POL-012	CRS § 38-33.3-209.5	Policy	Dispute resolution policy	Need	Not covered in by-laws, add policy	Create draft policy
Adopt/amend Policies/Procedures	OAK-SOP-001	CRS § 38-33.3-209.5	Procedure	Written process w/periodic review	Need	Not covered in by-laws, add procedures	Will add brief SOP
(Note: CO Rev Stat 38-33.3-209.5 (eff 8/7/2024) requires responsible governance policies, including due process for imposition of fines, procedure for collections, enforcement through small claims court, definitions, etc.)							
Key References:	Content:						
	CCIOA - Key guidance for HOAs						
	CRNCA						
	Governance summary						
	Info for self-managed HOAs						
	Board Member duties						
	Useful modules for Board Member review						
	HOA pilot map						
	Updated collections requirements						