

Oak Ridge Improvement Association
Board Meeting Minutes
Wednesday, January 22, 2025
Douglas County Library – 100 S. Wilcox, Castle Rock, CO 80104
Conference Room C

1. Call to Order

- The meeting was called to order by Lisa Murray, Vice President at 7:00 pm.
- Present were Board Members: Lisa Murray, Marilyn Henderson, Brian Johnston, Ed Kolb, and Wendy Wells.

2. The Preliminary Minutes from the December 11, 2024 Oak Ridge Improvement Association Board Meeting were approved with one modification regarding the Concrete Blankets.

- A motion to approve the minutes as corrected was made by Ed Kolb and seconded by Brian Johnston. The motion passed, 5 to 0.

3. Financial Update

- Marilyn Henderson, reviewed the attached Oak Ridge HOA Proposed Budget/Actual for 2024 (as of December 31, 2024) and commented on the following areas:
 - In 2024, the HOA encountered larger legal fees due to the Bylaw revisions and Pool Repair documents; Business Expense was higher than budgeted due to the additional Pool Repair meetings requiring both substantial copying and postage fees. In other areas, the expenses were less than expected such as pool repair and chemicals and some utilities.
 - Part of the additional income from 2024 will be used to purchase a new grill, two large umbrellas for shading the pool and replacement of the water fountain with a hydration station.
 - The Pool Repair Special Assessment resulted in \$122,850 collected and the actual repair work came in under budget at \$100,399 by approximately \$22,000 (even with some additions such as new stairs). There will be some additional expenses from these funds related to the pool including the need for a storage unit (winter concrete blanket storage to be used annually), the cost of 1,200 pounds of sand for the pool filtering process (removing concrete), and any additional projects related to the repairs.
 - The Board wants to thank everyone who provided support during this project to help bring it in on time and under budget.
 - As a result of these efforts and support, all homeowners who paid the \$1,950 Assessment will receive a \$175 credit toward their 2025 Annual Dues. For homes purchased during 2024, if the Seller paid the Special Assessment (not the new Homeowner), the new Homeowner will not receive the \$175 credit.
- Marilyn presented the Oak Ridge Proposed HOA budget for 2025 (attached).
 - Revenue/ Income is proposed at member dues of \$375/homeowner (who paid the \$1,950 Assessment*) and \$400 in pool rental fees. Under additional revenue, Title Company fees from homes sold, past due/late fees and other unknown amounts are not budgeted.

Expenses are budgeted from the projected and actual expenses from 2024.

- Nathan Randall volunteered to explore reduced chemical cost bids for 2025.
- Eric Keibel volunteered to provide a bid on the 1200 pounds of sand for the needed maintenance on the pool filters.

4. Pool Repair Update

- Brian Johnston reported that the pool repair, itself, is completed with the expenditures and other items discussed previously in Marilyn Henderson's report. Once the pool is filled, this spring, there is always a chance for additional repairs.
- During the recent "polar vortex," Brian Johnston checked the pool house and all seemed OK with a small heater in use. The current pool heater is original (1970's) and is running at 25% efficiency, impacting our gas bill. As long as the heater works, we will continue to use it, however the Board agreed to get a firm estimate and a return-on-investment (gas savings) as the current heater is not a long-term solution.

5. Bylaws Update

- Wendy Wells reported that the Proposed Bylaws Draft has been extensively reviewed by the HOA Board and the Bylaws Committee, composed of 7 homeowners. It was posted on the Oak Ridge HOA Website with only one comment received from a homeowner regarding an issue in the Covenants and not the Bylaws.
- A motion was made to approve the Bylaws by Marilyn Henderson and seconded by Brian Johnston. The new Bylaws were approved by a vote of 5 to 0. They will be posted on the Oak Ridge HOA Website.

6. Strategic Plan

- Ed Kolb and Marilyn Henderson discussed they are continuing to work on The Five-Year Plan, however it will now be called The Strategic Plan encompassing additional projects and plans, beyond the five years.
- Current Colorado law requires HOAs and Common Interest Communities to implement policies for fee collections and management of Reserve Funds (if any).
- A question was asked about the vision for the sports court and whether it was on a separate lot than the pool, allowing it to be sold. The sports court and pool are on a single lot. A discussion ensued regarding the surface on the sports court and making it unusable for most sport activities. No proposals or decisions have been requested by the Board.

7. Compliance Information

- Ed Kolb explained that the Oak Ridge HOA wants to be transparent and ethical in its actions as a Board and will monitor Governmental, Financial and HOA tasks in a formal manner.

- Several tracking tools (attached) have been developed and these are already in place and use. They identify documented reviews on the Treasurer's handling of transactions (in addition to the annual audit), verifying governmental reports and actions, and setting in place standard operating procedures and policies. Marilyn Henderson explained the process that she and Ed Kolb have established for checks and balances on the financial transactions. These Tracking Tools will be available on the Oak Ridge HOA website.
- Rules, Policies and Procedures will also begin to be developed under these areas. An example of a new updated policy and procedure was recently passed by the Board for Collections. These items are now posted on the HOA website for Homeowner review.

8. Other Business

- A discussion was held regarding access to the Life Guard Closet for a fire extinguisher, landline phone and possible AED, during pool hours. It was suggested that with the new pool shed, supplies and other items currently stored in the closet could be secured in it. The Board will further explore this idea to improve the safety in the pool area.
- The Oak Ridge Improvement Association (HOA) Annual Meeting will be held on April 16, 2025 in Event Hall A at the Douglas County Library at 6:30 pm. More details will be on the website and emailed/mailed to all homeowners.

There being no further business, the meeting was adjourned at 7:50 pm.

Submitted by Wendy Wells
Oak Ridge Improvement Association
Secretary

Homeowners in Attendance: Eric and Marna Kebel and Nathan Randall; there were no attendees on Zoom.

Attachments:

1-22-25 Oak Ridge HOA Agenda
Approved 12-11-24 Minutes
Oak Ridge HOA Proposed Budget/Actual for 2024 as of December 31, 2024
Oak Ridge HOA Proposed Budget for 2025 as of January 21, 2025
Compliance Task List
Oak Ridge HOA Governance Checklist
Oak Ridge HOA Financial Review Summary