

**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.
    - Following the Board's Collection Policy and Procedures, Marilyn Henderson will continue to work with homeowners on overdue accounts.
    - The Board thanks everyone who helped support and complete this project on time and under budget. As a result of these efforts, all homeowners who paid the \$1,950 Assessment will receive a \$175 credit toward their 2025 Annual Dues.

- Marilyn Henderson 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 Kebel 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 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 operates, we will continue to use it. However, the Board will get a firm estimate and a return-on-investment (gas savings) evaluation, 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

- The progress on the Strategic Plan (previously called the Five-Year Plan) was reviewed, by Ed Kolb and Marilyn Henderson. A suggestion was adopted to re-name this as the Strategic Plan since this will encompass additional projects and long-term plans beyond the scope of 5 years.
- Under Colorado law, it is now a legal requirement for HOA's and Common Interest Communities and encompasses a policy for a Reserve Plan, fee collections and visions for future HOA assets.
- 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 as it is unusable for most sport activities. The future of the Sports Court will be part of the Strategic Planning process in planning for future common use areas.

**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 that have been developed (attached) were introduced and 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 in these areas, as required by the State of Colorado. An example of an updated policy and procedure, passed by the Board on October 9, 2024, is the Collections Policy and Procedure. These items are will be added to the website for the homeowners' use.

**8. Other Business**

- A discussion was held regarding access to the North Pool 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 and other ideas to improve 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



**Oak Ridge Improvement Association**  
**Board Meeting Agenda**  
**Wednesday, January 22, 2025**  
**Executive Session: 6:30 pm      Board Meeting: 7:00 pm**  
**Douglas County Library – 100 S. Wilcox, Castle Rock, CO 80104**  
**Conference Room C**

**Executive Session**

**Board Meeting:**

- |   |                           |
|---|---------------------------|
| 1. Call to Order  | Eric Coronis              |
| 2. Approval of Minutes – 12-11-24 Oak Ridge Board Meeting   | Wendy Wells               |
| 3. Financial Update <ul style="list-style-type: none"><li>• 2024 Budget vs. Actual</li><li>• Proposed 2025 Budget</li></ul> | Marilyn Henderson         |
| 4. Pool Repair Update   | Brian Johnston/Ed Kolb    |
| 5. Bylaws Review  | Wendy Wells               |
| 6. Strategic Plan   | Ed Kolb/Marilyn Henderson |
| 7. Compliance Information   | Ed Kolb                   |
| 8. Other items  |                           |

**Oak Ridge Improvement Association  
Board Meeting Minutes  
Wednesday, December 11, 2024  
Douglas County Library – 100 S. Wilcox, Castle Rock, CO 80104**

1. Call to Order

- The meeting was called to order by Eric Coronis at 6:11 pm.
- Present were Board Members: Eric Coronis, Marilyn Henderson, Brian Johnston, Lisa Murray, and Wendy Wells. Ed Kolb was excused due to another commitment.

2. Approval of Minutes from the October 9, 2024 Oak Ridge Improvement Association Board Meeting

- A motion was made by Marilyn Henderson and seconded by Lisa Murray to approve the Preliminary Minutes of the Oak Ridge Improvement Association Board Meeting, held on October 9, 2024. The motion passed, 5 to 0.

3. Financial Update

- Marilyn Henderson, in reviewing the Oak Ridge HOA Proposed Budget/Actual for 2024 (as of November 8, 2024) (attached), 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.
- Marilyn also presented a document comparing the utility and trash expenses from 2021 through 2024, explaining differences (attached). These amounts included carry-overs and credit balances. However, in the case of Century Link and Trash, the current Board was able to establish vacation holds over the fall/winter months.
- Marilyn presented the Oak Ridge HOA budget for 2025 (attached). For Revenue/Income, she proposed Member dues at \$550/homeowner 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 2024 budget and actual expenses.

The Board also discussed increasing the landscaping budget due to volunteer lawn mowing in 2024 and the purchase of a new grill. Additional items to explore included one to two large umbrellas' for shading the pool and replacement of the water fountain with a hydration station. After the recent pool repair, the pool contractor recommended covering the pool with concrete curing blankets and protective covers annually, as part of the winterization process. A storage shed will need to be provided for these.

4. Pool Repair Update and 2024 Pool Review

- The pool repair is completed and the HOA is waiting on the remaining invoices to finalize the complete expenditures. The pool itself, during the repair, was made more compliant with larger steps and pool depth markers incorporated into the tiles.
- Several forms of a 2024 Pool Season Survey were electronically sent to all homeowners and a total of 7 completed surveys were received. A summary of the survey is attached to the Minutes. The Board reviewed the survey results and listened to verbal comments received from homeowners. Budget recommendations were made based on these communications.
- A motion was made by Lisa Murray and seconded by Brian Johnston to change the hours of the Pool for the 2025 Pool Season to 5:00am – 11:00pm, daily. The hours of the diving board use will continue to be 9:00pm, daily.

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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. In 2022, the State of Colorado and Federal Regulations addressed numerous requirements for HOA operations. All of these changes have been incorporated into the proposed Bylaws Draft.
- The Proposed Bylaw Draft will be placed on the Oak Ridge HOA Website before being voted upon by the Board at a future meeting. An email will alert you to these actions and ways to follow up with comments.

6. Other items

- The Collection Policy, approved at the October HOA Board Meeting will also be placed on the Oak Ridge Website for your information.

There being no further business, the meeting was adjourned at 7:00 pm.

Submitted by Wendy Wells  
Oak Ridge Improvement Association  
Secretary

*Minutes Approved at January 22, 2025 Oak Ridge Improvement Association Board Meeting*

There were no Homeowners in attendance in person or on Zoom.

## 2024 Pool Survey Results

1. How many times did you/family members visit the pool this summer? (The pool was open approximately 14 weeks ~ 100 days).

<u># of Times</u>	<u>Respondents</u>	<u># of Times</u>	<u>Respondents</u>
0	2	10	1
3	1	25	1
5	1	35	1

2. Approximately how many total guests did you take all season to the pool (outside of pool party guests)?

<u># of Guests</u>	<u>Respondents</u>	<u># of Times</u>	<u>Respondents</u>
0	3	10	1
1	1	12	1
8	1		

3. Did your household participate in any of the volunteer pre-pool opening activities?

Yes: 1                      No: 8

4. Did your household use the website for information concerning pool activities and closures?

Yes: 1                      No: 8

5. Did your household participate in any of the Social Events? Which ones:

Meet & Greet: 2                      Music Events: 2                      Doggy Splash: None noted

6. Would you use the Sports Court for tennis/pickleball if the surface was improved?

Yes: 3                      No: 4

7. What forms of communication regarding the Pool and HOA activities work best for you/family?

• Email - 6                      Texts - 4                      Other - USPS

8. Are there any improvements, changes, and suggestions to the Pool/Sports Court that you want to share with Board)

- Sports Court used for b-ball; not worth putting money into it for a couple of people who claim to use it.
- Later hours; I like to use the pool in the evening & as long as people using the pool are not loud, there is no good reason that the pool hours should be so limited
- More Shade over water. More umbrellas.
- Continue Doggie Swim.
- New Water Fountain
- Taller Fence

9. Are there any improvements, changes, and suggestions for the HOA that you want to share with Board)

- Don't need or want to bring in people outside HOA; peace as is for now.
- Don't need additional expense.
- Do not use funds for social events. Charge individuals that want to participate – Not everyone wants to participate
- Registered primary keyholder to be present with guests. No unattended guests @ pool.

## Oak Ridge HOA Proposed Budget/Actual for 2024 as of November 8, 2024

	<u>Proposed</u>		<u>Actual</u>		<u>Special Assessment</u>
<b>Revenue/Income</b>					
HOA Member Dues at \$550.00	\$36,300.00		\$36,300.00		
Special Assessment					\$117,650.00
Title Company Status Letter Processing	1,600.00		2,400.00		
Past Due			100.00		
Pool Rental	<u>400.00</u>		350.00		
Key Replacement			<u>44.00</u>		
Total Revenue Proposed 2024			<u>\$38,300.00</u>		<u>\$39,194.00</u> <u>\$117,650.00</u> <u>\$156,844.00</u>
<b>Expenses</b>					
<b>Business Expenses</b>					
IRS			\$158.66		
Lawyer	\$1,500.00		6,335.00		
Zoom Fees	600.00		172.54		
State Lisc. Fee			100.00		
P.O. Box/Postage	200.00		479.70		
Business Expense	800.00		1,221.82		
Key and Lock	1,500.00		128.40		
Banking Fee	60.00		127.00		
Insurance	5,400.00		4,904.96		
JCP Financial	<u>2,000.00</u>		<u>2,131.25</u>		
		\$12,060.00		\$15,759.33	
<b>Pool Maintenance/Repair</b>					
Pool Repair	\$3,000.00		\$693.39		
Propane	65.00		98.22		
Chemicals	<u>3,000.00</u>		<u>1,402.60</u>		
		\$6,065.00		\$2,194.21	
<b>Pool Special Assessment</b>					
<b>Lawn Mowing/Pool Cleaning/ Flowers/Tennis Court</b>					
Motion /Camera/Arlo	\$500.00		\$89.95		
Signs			286.20		
Lawn Mowing	600.00		112.50		
Pool Cleaning	850.00		1,229.75		
Flowers	<u>250.00</u>		<u>240.79</u>		
		\$2,200.00		\$1,959.19	
Century Link	\$700.00		\$696.29		
Core Electric	1,700.00		1,652.27		
HBS Trash	500.00		501.16		
Black Hills Energy	7,000.00		5,349.84		
Castle Rock Water	<u>3,900.00</u>		<u>4,075.02</u>		
		<u>\$13,800.00</u>		<u>\$12,274.58</u>	
Special Assessment					<u>\$100,181.12</u>
Total Proposed Exoenses 2024		<u>\$34,125.00</u>		<u>\$32,187.31</u>	<u>\$132,368.43</u>
<b>Postive Amount</b>					
			\$4,175.00	\$7,006.69	\$17,468.88
As of 12-31-2023					\$24,275.57
Checking Balance	\$7,741.02	\$45,638.46			
Saving Balance	\$7,656.29	\$7,668.38			
Special Assessment					
Total	<u>\$15,397.31</u>	<u>\$53,306.84</u>			



## Oak Ridge HOA Proposed Budget for 2025

Revenue/Income	<u>Proposed</u>	
HOA Member Dues at \$550.00	\$36,300.00	
*Carry over Dues from Pool Repair		
Title Company Status Letter Processing		
Past Due/Late Fees		
Pool Rental	\$400.00	
Key Replacement		
<b>Total Revenue Proposed 2025</b>	<b>\$36,700.00</b>	

Expenses		
<b>Business Expenses</b>		
IRS	\$250.00	
Lawyer	2,000.00	
Zoom Fees	500.00	
State Lisc. Fee	200.00	
P.O. Box/Postage	400.00	
Business Expense	1,200.00	
Key and Lock	200.00	
Banking Fee	150.00	
Insurance	5,400.00	
JCP Financial	2,000.00	
		\$12,050.00
<b>Pool Maintenance/Repair</b>		
Pool Repair	\$3,000.00	
Propane	125.00	
Chemicals	2,000.00	
		\$5,125.00
<b>Social Events</b>	<b>\$600.00</b>	\$600.00
<b>Lawn Mowing/Pool Cleaning/ Flowers/Tennis Court</b>		
Motion /Camera/Arlo	\$350.00	
Signs	300.00	
Lawn Mowing	400.00	
Pool Cleaning	1,400.00	
Flowers	250.00	
		\$2,700.00
<b>Century Link</b>	\$700.00	
<b>Core Electric</b>	1,700.00	
<b>HBS Trash</b>	600.00	
<b>Black Hills Energy</b>	6,000.00	
<b>Castle Rock Water</b>	4,500.00	
		\$13,500.00
<b>Total Proposed Expenses 2025</b>		<b>\$33,975.00</b>
	<b>Postive Amount</b>	<b>\$2,725.00</b>

As of 12-11-202	
Checking Balance	\$50,799.23 **
Saving Balance	\$7,668.38
Special Assessment	
Total	<b>\$58,467.61</b>

\*As of December 11, 2024 Estimate amount 12,743.00

\*\*Current Balance includes the Pool Repair money to be used on remaining Bills

OAK RIDGE HOA COMPLIANCE TASK LIST

Item	Requirements/tasks	Status	Comments	Action Item(s)
Annual Water Inspection	Castle Rock requires annual inspection	In Place	Occurs annually	Add to appropriate "safety" document; record retention?
Treasury Dept Filing	Add to annual financial task list	In Place	Marilyn manages annual filing	Confirm included in Financial Procedures
Chavez Contract	Get finalized contract w/signs for record retention	Need	Nathan has doc to update, contract unsigned by HOA but performed	Ed - Ask Nathan for final version or get doc and update
Documents - Amended	Facilitate member doc review with annotated copies?	Need	Doug Lundin request - helpful to show edits/track changes for revisions	Ed - Include in Procedures policy
Documents - Storage	Permanent repository for final & draft docs on website	Need	Define 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	Unclear what is/shopuld be saved there, who has access (if anyone)	Discuss with Board, add to Record Retention policy
Fire Extinguisher	Fire extinguisher is locked up	TBD	Not helpful if needed - locked up; safety protocols? Insurance requirements?	Discuss with Board, review insurance info/safety info
Telephone	Land line phone is locked up	TBD	Not helpful if need but locked up; safety protocols? Insurance requirements?	Discuss with Board, review insurance info/safety info
Annual Calendar	Post 2025 calendar for meetings, events, etc	TBD	Not required, but beneficial for members and planning	Discuss with Board

Item	Statute/Reference	Requirements/Tests	Status	Comments	Action Item(s)
Policy - Conduct of Meetings	CRS § 38-33.3-209.5	Applicable provisions of non-profit code	In Place	Addressed in Bylaws, Article VII	None - (A separate policy could be added in future if more detail preferred)
Maintain accurate & complete accounting records	CRS § 38-33.3-209.5	Monthly (at least) Budget vs actual; present at mtgs	In Place	Presented at meetings; external review (CPT Financial); budget posted on website	None - (Annual Audit not required since <\$50k annual revenue)
Maintain accurate & complete accounting records	CRS § 38-33.3-209.5	Quarterly review of expenses/receipts	In Place	Quarterly internal audit of expenses/receipts, results saved in spreadsheet	Post the Compliance Tracker sheet on HOA website
Policy - Strategic Plan & Reserve Fund Investment/Mgmt	CRS § 38-33.3-209.5	Cash flow schedule; procedures/rules; strat plan	In Prog	Physical assessment then financial assessment; Funding sources, funding plans	Ed/Marilyn developing reserve fund requirements per 5 year plan
Policy - Collection of Unpaid Assessments	CRS § 38-33.3-209.5	Policy defining collection procedures, notice, etc.	In Prog	Draft policy created 1/18/25	Board to review draft policy
Policy - Conflicts of Interest - Board Members	CRS § 38-33.3-209.5	Define, set forth procedures, w/ periodic review	Need	Not covered in by-laws; need separate document.	Ed to create draft for Board/Member review
Procedure - Adopt/amend policies/procedures/rules	CRS § 38-33.3-209.5	Need written process w/review steps; periodic review	Need	Not covered in by-laws; need separate document.	Ed to create draft for Board/Member review
Procedure - Disputes between HOA & unit owners	CRS § 38-33.3-209.5	Written process needed	Need	Develop policy w/mediation, also procedures for member copying	Ed to create draft for Board/Member review
Policy - Record Retention & Insp/Copying of Records	CRS § 38-33.3-209.5	Written process/retention periods needed	Need	Review and update as needed by Board	Ed to review, share initial draft for review
Covenants	CRS § 38-33.3-209.5	Review/revise as needed, unchanged since 1972	Need		

(Note: CO Rev Stat 38-33.3-209.5 (effective 8/7/2024) requires responsible governance policies, including due process for imposition of fines, procedure for collection of delinquent accounts, enforcement through small claims court, definitions, etc.)

Key References:

- CO Common Interest Ownership Act
- CO Revised Non-Profit Corporation Act
- CO HOA Governing Bodies
- CO Self-Managed HOAs
- Duties of Non-Profit Directors
- CO HOA Board Member Education
- HB 246-337
- CCIOA
- CRNCA
- Governance summary
- Info for self-managed HOAs
- Board Member duties
- Useful modules for Board Member review
- House Bill - Preliminary info

### OAK RIDGE HOA FINANCIAL REVIEW SUMMARY

Content		Period			Comments		(Budgets, expense tracking, internal & external review)	
Content	Period	Comments	Followup	Initials	Date			
Q1 2024 Summary, Invoices, etc.	2024Q1	No issues or omissions noted; confirmation email sent	n/a	££	05/27/24			
Q2 2024 Summary, Invoices, etc.	2024Q2	No issues or omissions noted; confirmed in person w/MH	n/a	££	08/27/24			
Q3 2024 Summary, invoices, etc.	2024Q3	No issues or omissions noted; confirmation email sent	n/a	££	12/08/24			
Oct 2024 Summary, invoices, etc.	202410	Missing receipt - W. Wells (\$10.67), otherwise complete	n/a (Marilyn confirmed receipt was provided)	££	12/08/24			
Nov 2024 Summary, invoices, etc.	202411	Confirm chargebacks (\$3,800, 2) & 10/28 RDEP (\$1,950)	n/a (Marilyn confirmed details)	££	12/08/24			
Dec 2024 Summary, invoices, etc.	202412	To be reviewed, final month for 2024	To be reviewed, final month for 2024	££	TBD			
Final 2024 Budget	2024FY	Full yr 2024 budget posted on website, emailed to members	n/a	££	01/09/25			
JCP Financial Review	2024FY	2024 outside financial review to ensure integrity, transparency	(Marilyn to confirm date)		TBD			
Proposed 2025 Budget	2025FY	Proposed budget shared with Board & members	4/16 - To be reviewed at annual meeting		04/16/25			

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