RPOA BOARD MEETING MINUTES
June 17, 2025 6:30 p.m.

Members Present	**Additional Owners/ Outgoing Board Members**
Jay Eagen, President	George Widmeyer
Cathy Eagen, Treasurer.	Mimi Frenette
Karen Waterman, Secretary	Bill Kahn
Michael Jeppesen, Member at Large	Dot Wehrly
Tina Oldknow (Via Zoom)	

1. Call to Order: 6:38 p.m.

2.. Approval of Minutes for BOD Meeting, May 26, 2026
Jay motioned, Michael seconded, May meeting minutes approved unanimously by BOD

3. Report of Officers and Standing Committees:
President

Treasurer: Following up on Whitney Rosenfield's recommendations to streamline our accounting system, Jay and David Bowen subdivided RPOA expenditures into three areas (Contract, Discretionary, and Routine). Under each area, they identified current practices that could be changed to provide for a more efficient accounts payable system. **Action Item - Jay to present accounts payable revision / replacement guidelines to the board at the July mtg.**

AppFolio System - There is a need for board members and chairs to have a protected area on the RPOA website. The SAS AppFolio system provides this type of access. Most of David Bowen's other HOAs have switched from QuickBooks to AppFolio. The AppFolio system costs $20 more a month than QuickBooks but includes both financial management software and a dedicated, protected space for HOA board documents and activities. The Board is interested in exploring this option. **Action Item - David to present a tutorial at the July board meeting.**

2025 Tax Return - This year's tax return is due on July 15. David has been in contact with Gary Porter, CPA, responsible for filing.

Secretary: Karen reported that a quorum to conduct business was achieved at the annual meeting. There were 36 Lots represented and 38 proxies. Last year there were 47 Lots represented and 28 Proxies.

Architecture: A written report was emailed to the Board prior to today's meeting. Applications and Approvals since May 26, 2026 Board Meeting.
Lot 78 - Landscaping in front yard
Lot 39 - Roof replacement
Lot 38 - Roof replacement
Lot 94 - Install outdoor curtains above deck shade (not visible from the street)

Wording prefacing the Architecture Procedures guidelines on the RPOA website was recently changed, without review from the architecture committee. The architecture committee finds the revision confusing and would like to remove the revision or amend it to make it more user-friendly. There was disagreement on the interpretation of existing architectural rules. The Board was in general agreement with the proposed revision, but there was concern about the inclusion of the tree committee as that might not match our DCCRs. Those in disagreement over the interpretation of the Architecture rules agreed to discuss this matter at a later date. **Action Item - Jay or Ken will remove the recent revision to Architecture guidelines on the website.**

Lot 6 has had trees cut down without an application / approval from the architecture committee. Dot has sent several emails to the responsible party but has not received a reply. **Action Item - Dot will send a certified letter with return receipt to the responsible party.**

Maintenance - Bill and Tom met with Sam regarding the tree and Firewise committees. Bill also met with Katherine Holt, chair of the Garden Committee, and Maureen Tara, chair of Sustainable Landscaping. These committees, and other board-created committees, lack formal documentation regarding their authority, operational procedures, and membership. Bill proposed that the board develop a simple template for each committee to use. Secondary to time constraints and limited board member availability to complete this project, no action was made. Katherine obtained a $2,000.00 grant from CSU to plant drought-resistant grass in several areas. The administrative requirements of the grant exceed our current volunteer manpower. The sustainable landscape committee is meeting tomorrow and will discuss proceeding, deferring, or declining the award.

4. <u>RPOA Calendar Review</u> - Retreat for RPOA board members and the Maintenance and Architecture committee chairs(s) will be held Monday, June 30, 2026, at 9:00 a.m. at Mimi's, 262 Cottonwood Creek Road.

5. <u>New Business:</u>

a. Election of Board Officers - Michael Jeppesen was unanimously elected by members for an at-large 3-year term. Cathy Eagen was appointed to a one-year term as Treasurer. RPOA Board and Committee membership for this year is as follows.

The Ranch Property Owners Association, Board of Directors for June 2026 - June 2027
President, Jay Eagen
Treasurer, Cathy Eagen
Secretary, Karen Waterman
Vice President, Tina Oldknow
Member at Large, Michael Jeppesen

2026 - 2027 RPOA Committees
Finance: Cathy Eagen - Chair, George Widmeyer, Jim Prendergast, Jay Eagen, and Bill Kahn members

Architecture: Dot Wehrly - Chair, Tina Oldknow, Mini Irwin, Nancy Woods, Sandy Monk, members

Nominating: Jay Eagen - Chair,

Neighborhood Watch: Kent Short - Chair, Katherine Holt, Carol Lewin, Cindy Pugsley, Mimi Frenette, Jeanie Emigh, members

Strategic Project Maintenance Chair - Bill Kahn
Maintenance Summer Operations Chair - Tom Bilczo

Maintenance Committees:
Sustainable Landscape: Maureen Tara - Chair, George Widmeyer, Scott Voss, Sam Foster, Dot Wehrly, Katherine Holt, members

Tree: Sam Foster - Chair, Scott Voss, member

Firewise: Sam Foster - Chair/Ambassador, George Widmeyer, Sheila Lee, Maureen Tara, Cat Roulstin, members

Fish/Fishing: Scott Voss - Chair, Ted Waterman, Len Schmeltzer, Laura Parker, Gary Cacciatore, members

Irrigation: George Widmeyer - Chair, Frank Lee, member

Garden: Katherine Holt - Chair, Mary Nowotny, Bob Condit, Dot Wehrly, Len Schmeltzer, Connie Voss, Laura Parker, Linda Olmstead, Maureen Tara, Nancy Cochran, David Scholes, Cat Roulstin, Bernadette McNally, Carla Dungen, Cathy Eagen, Maura Crumpton, members

Website: Ken Hunter

Directory: Carol Lewin - Chair, Jeanie Emigh, member

RV Lot: Mick Olmstead - Chair, Michael Jeppesen, member

Social: Michael Jeppesen - Chair, Cindy Pugsley, Nieda Jimenez, members

Information Services: Jeanie Emigh

Community Engagement: Nieda Jimenez

Tent - Michael Jeppeson, Jim Moore, Jay Irwin, Bret Pugsley, Len Schmeltzer, members

The board approved updating signers to the TBK and Morgan Stanley accounts. Specifically George Widmeyer and Mimi Frenette will be removed as signers from the TBK account, Karen and Jay will remain, and Cathy Eagen will be added. For the Morgan Stanley account Mimi Frenette will be removed, Jay will remain, and Cathy Eagen will be added.

Action Items - Karen, Cathy, and Jay will go to TBK and sign a new signature card.

Jay and Cathy will sign the required Morgan Stanley paperwork.

Jay will amend / assign new email addresses to reflect the current officers and maintenance chairs.

It was very difficult to secure volunteers to serve on the board this year. The current Board's workload and time commitment are significant. Jay noted that we are at an "inflection point" where younger generations and/or new residents are less willing to volunteer. This might lead to hiring an outside organization to provide some of the services currently performed by volunteer board members. Michael, Jay, and Bill will meet with Alex Whitlow, owner of a local HOA management company, as a first step in possibly contracting some HOA services to an outside agency. They will share their findings at our July mtg.

Governing Documents Review - Board members and significant chairs need to be familiar with the RPOA governing documents (DCCRs, bylaws, and governance policies). All items are available on the RPOA website. **Action item - All current board members and the chairs of the Maintenance and Architecture committees will review these documents prior to the June 30, 2026, retreat.**

Mailroom Renovations - To decrease outside signage in the mailroom, and to provide more organized posting space inside the mailroom, the existing unused newspaper slots will be removed. Gary Cacciatore will build a table top in this area to be used to display notices. The estimated cost for materials is $150. Karen motioned to approve this expenditure, Cathy seconded, and the motion passed unanimously.

Next BOD Meeting: Monday, July 20, 2026, @ 3:00 p.m. 480 Cottonwood Creek Road or via Zoom.

5. BOD Meeting Adjourned 8:37

Respectfully Submitted:
Karen Waterman, Secretary

Approved