RPOA BOARD MEETING MINUTES
July 20, 2026 3:00 p.m.

Members Present	**Additional Owners**
Jay Eagen, President	Maureen Tara
Cathy Eagen, Treasurer.	George Widmeyer
Karen Waterman, Secretary	Ken Hunter
Michael Jeppesen, Member at Large	Bill Kahn
Tina Oldknow, Vice President	Dot Wehrly
	Bernadette McNally
	Sam Foster
	JeanIe Emigh
	David Bowen (Peaks Accounting)

1. Call to Order: 3:04 p.m.

2. Approval of Minutes for BOD Meeting, June 17, 2026:
Cathy motioned to approve minutes, Tina seconded. The June 17, 2020 meeting minutes were approved unanimously by BOD.

3. Report of Officers and Standing Committees:
President : Association manager, Jay, Bill, and Michael are meeting on Thursday July 23, 2026, with Alex Whitlow, a local association manager to learn about his services and fees.
Draft Finance Procedures, This document, dated July 2026 clarified payment approval delegations. Karen motioned for approval, Tina seconded and the revised RPOA Finance Procedures was unanimously approved.
Tax Returns, annual CO return filed electronically on time. Federal taxes (form 1120H) required paper submission due to the form change, submitted with an extension. A separate letter was submitted to the IRS to request authority for electronic filing going forward. The IRS notified RPOA that we owed an additional $177 for our 2024 taxes. A letter and applicable forms contesting this additional fee was submitted to the IRS.
Parcel Development (see Old Business below)

Treasurer: Reviewed monthly financial statements, all monthly expenditures are within or less than amount budgeted for. RPOA Treasurer and President recently met with Finance Committee, July 2, 2026 (see new business below).

Secretary: no report

Architecture: A written report was emailed to the Board prior to today's meeting. Applications and Approvals since June 17, 2026 Board Meeting.
Lot - 17 extend gas line to back yard, add concrete slab for gas barbecue
Lot - 16 window replacement

Dot proposed language revisions to RPOA Architectural Rules. These changes (excluding committee tree removal authority) were approved by the board. An addition to Form G requiring homeowners to acknowledge whether their contractor will provide a port-a-potty was also approved by the board. A requirement for E1 forms to be on legal paper was added. These legal size forms will be available in the mailroom.

A certified letter addressing the violation of tree removals was sent to owners of lot 6. There was no response to this certified letter. Governing policies for enforcement regulations need to be reviewed to determine if a fine should be pursued.
Action Item - Tina to review governing policies and advise board at August meeting

Infoservices: Abridged Ranch Rules were last reviewed in 2012. These rules are on the website, and included in the annual directory. Dot suggested edits to Jeanie, Jeanie added these edits as well as other edits. Edits need to be finalized quickly as Directory must be to printer by August 20, 2026. **Action Item - Jeanne will send updated abridged rules to Board members, Board members will review and decision will be made at August mtg.**

Maintenance : Bill and Sam have been meeting and working on the Firewise charter. Bill plans to present a new campaign to Board in the fall. Bill arranged for Woodchucks to trim a downed tree adjacent to lot 23. Pump house repairs will begin in a few weeks. Multiple fence posts along hwy 550 need to be replaced. The cost for replacement will exceed the $250 in our current budget. The board approved spending up to $550 for needed fence post replacements. Michael requested that maintenance purchase a chain saw for community use. Jeanne suggested we ask existing homeowners if they have chain saws they are willing to donate. No decision was made in regards to purchasing a chain saw. Bill noted that new nets are needed for the pickleball court. Jay asked that nets in the storeroom be inventoried, and disposed of it they are not usable prior to purchasing new nets.

Nominating: no report

Neighborhood Watch: no report

Social: Bear Park concert rescheduled to August 20, 2026

Irrigation: A pressure sensor was installed for Bear Lake pump. The filtering system at Bear Lake has also been improved. Bear Lake has transitioned to nightly watering. The Fawn Lake area is targeted for switching to night time watering in early August.
Action Item - George and Doug to reset Fawn Lake irrigation schedules to night, residents will be informed prior to initiating this change.
George continues to spend upwards of 20 hours / week on neighborhood irrigation. There are no other homeowners willing to assume this responsibility. EarthScapes is contracted to manage our irrigation. **Action Item** **Jay and Bill to review Earthscape contract, and then meet with Doug**

Sustainable Landscape: Katherine received verbal approval for the $2,000 grant to be extended through 2027. She also has identified interns who can assist with documentation required for the grant. The board unanimously approved accepting the $2,000 grant. Cat Routstin has joined the sustainable landscape committee. **Action Item - Karen will update committee list**

4. RPOA Calendar Review: Jay added Financial procedures review as an annual item and added CD maturity to calendar.

5. Old Business :
a. **RPOA Document Retention** Tina would like to begin shredding documents that no longer need to be kept. **Action Item - Tina and George will identify documents in the storage shed that can be shredded.**

b. **James Ranch Property Development-** Mr. Halferty wants to walk the parcel area with Jay, Scott Voss, and someone from Geoff (developer he has hired). Jay informed Mr. Halferty he would prefer the entire board be involved with this walk / mtg. but Mr. Halferty declined. Micheal requested he be included as he is Chair of the Special Development Committee.

6. **New Business:**
a. Firewise Tab on the RPOA website - Ken and Sam are working on adding an area to the RPOA website to be used by residents for referencing Firewise information.

b. AppFolio Demonstration and Discussion - David presented an overview of AppFolio, a publicly traded property management software. David's firm, Peaks Accounting Services, uses AppFolio for other HOAs who contract his services. Currently RPOA board / management uses QuickBooks to assist in accounting support. In addition to providing financial support AppFolio also offers additional HOA tools that are not available through QuickBooks. These include a provision where Architectural requests and maintenance requests can be submitted and managed electronically. AppFolio incudes a calendar feature, owner portals, and a secured wall for board business. Data is stored on AppFolios cloud servers. Peaks Accounting does not have access to homeowners financial information. In addition there is unlimited cloud storage for historical RPOA documents. The monthly cost would be $92 / month which is $20 over the current price paid for QuickBooks.

Action Item - David to provide a proposal / contract for board outlining services, costs, a transition plan, and contingency for contract non-renewal or business closure. Board will review David's proposal and make a decision on transitioning to AppFolio at a future board meeting.

c. Finance committee investment and Tax recommendations - The committee met July 2, 2026 & advised that current cash holdings of $135, 000 be moved to a Morgan Stanley Money Mkt account to earn interest. The committee also recommended $7,500 from an existing investment account be moved into the money market account. The third recommendation from the committee was to follow our current CPA's counsel to use IRS form 1120-H for filing federal taxes. On July 2, 2026 Cathy emailed all board members minutes from the finance committee meeting and asked the board to vote approval or disapproval of these three recommendations. The three recommendations were approved unanimously via email. Also at the meeting David advised that an additional cash amount of $$65,000 be used to fund a short term CD at TBK Bank. The 3 month TBK CD will mature on October 13, 2026.

d. **Request for Estate Sale** Lot 103 has requested approval for an estate sale to occur August 27, 28, and 29. The board approved the estate sale with stipulations that operating hours be specified and that the RPOA be listed as additionally insured due to street parking.

e. SWOT - Board worked together on identifying and prioritizing strengths, weaknesses, opportunities, and threats facing RPOA.

Next BOD Meeting: **Monday, August 10, 2026, @ 3:00pm at 262 Cottonwood Creek Road or via Zoom.**

7. BOD Meeting Adjourned : 6:03

Respectfully Submitted:
Karen Waterman, Secretary

Approved