

**CASTLE ROCK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES-DRAFT**

May 13, 2025

CALL TO ORDER/DETERMINATION OF QUORUM

The Castle Rock Homeowner's Association Board of Directors Meeting was called to order by B. Kelly at 6:15 p.m. The meeting was held at the Reno Fire Department Station 11 | 7105 Mae Anne Ave., Reno, NV 89523. A quorum was established with four (4) of the five (5) Board Members present.

<u>Board Members Present:</u>	Brian Kelly	President
	Ronald Wolff	Vice President
	Dennis Cronin	Secretary
	Leif Mack	Treasurer
<u>Board Members Absent:</u>	Brandy Casey	Director
<u>Committee Members Present:</u>	Patti Mack	Landscape/ARC/Violations Committee
<u>Management Present:</u>	Laura Carr	Provisional Community Manager, Associa Sierra North
	Chrissy Perona	Supervising Community Manager, Associa Sierra North
<u>Homeowners Present:</u>	Robert Thompson	2225 Emerald View Ct.
	Alice Berard	2130 Heatherwood Ct.
	Chris Lambert	2130 Heatherwood Ct.
	George Payson	2210 Emerald View Ct.
	Janusz Gruszecki	2120 Heatherwood Ct.

HOMEOWNER COMMENTS

None at this time.

SELECTION OF OFFICERS

As of the deadline for candidate nomination forms to be turned in, there were four (4) candidate nomination forms received for the four (4) open seats. Brian Kelly, Dennis Cronin, Leif Mack, and Ron Wolff each submitted candidate nomination forms before the deadline and have been duly appointed to the board. L. Mack suggests that the board should remain the same. Discussion on reorganization of positions for Board Secretary.

MOTION: B. Kelly moved to organize the board of directors as follows:

Board President – B. Kelly, Vice President – R. Wolf, Board Secretary – B. Casey, Treasurer – L. Mack, Director 1 – D. Cronin, with D. Cronin serving a one (1) year term while the others are serving two (2) year terms. D. Cronin seconded. Discussion-No further discussion. All in favor, the motion carried by unanimous vote.

APPROVAL OF MINUTES

The Board reviewed the minutes for the February 25, 2025, Board of Directors Meeting.

MOTION: L. Mack moved to approve the minutes from February 25, 2025, as prepared by ASN. R. Wolff seconded. All in favor, motion passed unanimously.

FINANCIALS

The March 31, 2025, unaudited financial report reviewed. There is no bad debt write offs. Full report was emailed to the Board on May 10, 2025. The board Treasurer, L. Mack gave a detailed presentation of the Association's financial position.

Page 2 of 3

MOTION: B. Kelly moved to accept the Association's un-audited financials through March 31, 2025, as prepared by ASN. D. Cronin seconded. All in favor, motion passed unanimously.

MANAGER'S REPORT

a. Communications - TownSq.io – Management reports that Townsq.io continues to be a main source of communication. There are currently 131 active users registered out of 182 Unit Owners. This equates to about 71% of owners currently registered. Additionally, within the last 30 days, only 44 users were active on TownSq. L. Mack asks management what's the big advantage of TownSq. L. Carr responds that the more owners to sign up for TownSq., the less in mailing costs that are incurred. Payments can be made, there's a homeowner directory, Governing Documents are available, and announcements can be made to the whole association. If an owner is not registered for TownSq. then a physical mailer will be sent to their mailing address. Homeowner asks why there is a charge for making an ACH payment. C. Perona explains that there is a Point-of-Sale system with using TownSq., which does charge a fee. Additionally, L. Carr advises there is another payment option called Direct Debit. The Direct Debit form is available on TownSq. A TownSq. poster will be placed near monument sign to encourage more sign ups.

ARC/LANDSCAPE/VIOLATIONS COMMITTEE REPORTS

Management reports on behalf of the ARC Committee, that YTD for 2025 there have been five (5) architectural application submittals.

P. Mack reports that there is word of a recent property purchase in Ventana Ridge by the Milne family. Concerns have been raised regarding increased traffic on Sunline Drive.

Violation Enforcement – Inspections per contract are twice a month. Any additional inspections are special billing. 2025 YTD there are a total of 38 violation letters sent. P. Mack advises that the next drive through inspection will be on Thursday, May 13, 2025.

ASSOCIATION BUSINESS

a. Review/Discuss/Approve Associa Sierra North Management Contract set for renewal date of September 01, 2025 – August 31, 2027.

MOTION: L. Mack moved to approve the 2-year Management Company contract with Associa Sierra North for 09/01/2025 – 08/31/2027 in the amount of \$1,990.00 per month for the 1st year and \$2,050.00 per month for the 2nd year. B. Kelly seconded the motion. All in favor, motion carried unanimously.

b. Review/Discuss/Approve Investments – CD Maturing June 9, 2025, and September 9, 2025.

MOTION: B. Kelly moved to approve the renewal of CD #2368 which is set to rollover on 06/09/25 with First Citizens Bank for a 6-month term. L. Mack seconded. No further discussion. All in favor, the motion carried by unanimous vote.

EXECUTIVE SESSION AND LEGAL SUMMARY DISCLOSURE

An Executive Session meeting was to be held prior to the General Session Meeting. The following topics to were discussed:

- No violation hearings scheduled.
- No payment plan requests.
- Approved the February 25, 2025, Executive Session Meeting Minutes
- Reviewed current delinquency reports.
- There are currently no accounts in collections.
- Reviewed bad debt write-off.
- Reviewed covenant violation reports.
- No pending legal matters

Page 3 of 3

HOMEOWNER COMMENTS

P. Mack noted that she and G. Payson will coordinate a time to visit the property at 2120 Heatherwood Ct. The homeowner has requested the removal of two (2) trees located on Association property due to insurance concerns. The homeowner and the ARC/Landscape Committee will work together to schedule the site visit.

ADJOURNMENT

With no further business the Board will adjourn the Organizational and Board of Directors meeting at 6:49 pm and announce that the next scheduled Board Meeting is on August 12, 2025, at 6:00 pm. The location will be Reno Fire Station #11 – 7105 Mae Anne Ave., Reno, NV 89523.

MOTION: R. Wolff moved to adjourn the Board of Director's meeting. D. Cronin seconded the motion. All in favor, motion passed unanimously the meeting was adjourned at 6:49 PM.

Respectfully Submitted by:

Approved by:

Laura Carr
Provisional Community Manager
Associa Sierra North

Board Representative
Castle Rock Homeowners Association