

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

February 25, 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 6:00 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 five (5) of the five (5) Board Members present.

<u>Board Members Present:</u>	Brian Kelly	President
	Leif Mack	Treasurer
	Brandy Casey	Director
	Ron Wolff	Vice President
	Dennis Cronin	Secretary

Owners Present: None

Management Present: Laura Carr Provisional Community Manager, Associa Sierra North

HOMEOWNER COMMENTS

No homeowner comments at this time.

APPROVAL OF MINUTES

The Board reviewed the minutes for the November 12, 2024, Board of Directors Meeting.

MOTION: L. Mack moved to approve the minutes from November 12, 2024, as prepared by ASN. B. Casey seconded. All in favor, motion passed unanimously.

FINANCIALS

The December 31, 2024, unaudited financial report reviewed. There is no bad debt write offs. Full report was emailed to the Board on January 27, 2025. The board Treasurer, L. Mack gave a detailed presentation of the Association's financial position.

MOTION: D. Cronin moved to accept the Association's un-audited financials through December 31, 2024, as prepared by ASN. B. Kelly seconded. All in favor, motion passed unanimously.

MANAGER'S REPORT

a. Communications - TownSq.io – Community Manager, L. Carr reports that Townsq.io continues to be a main source of communication. There are currently 128 active users registered. There were a few emails sent out at the end of the year notifying owners that Associa will no longer be sending out mass emails. Instead, all email communication will be through TownSq. The email read, "Please note, as of January 1, 2025, all email notifications will be found on TownSq. Please take the time to sign up at www.townsq.io." Additionally, we do have TownSq. signs we can provide to post around the association to encourage more sign ups. B. Kelly indicated that they would like to be provided with a TownSq. sign to get posted by monument entrance to the association.

b. Monthly Violation Enforcement Update – Inspections per contract are twice a month. Any additional inspections are special billing. 2025 YTD there are a total of 13 violations. L. Carr reports that due to scheduling conflicts and illnesses, the 2nd February drive through has not been conducted.

MOTION: B. Kelly moved to waive the 2nd February drive through. B. Casey seconded. All in favor, motion passed unanimously.

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ARC/LANDSCAPE COMMITTEE REPORT

Management reports on behalf of the ARC Committee, that YTD for 2025 there has only been 1 architectural application submittals.

ASSOCIATION BUSINESS

2024 Review and Tax Engagement Letter – The board reviewed and discussed the 2024 review and tax engagement letter provided by Jackson & Jackson CPAs. The proposal is estimated not to exceed \$2,450.00 for the reviewed financial statements and tax return.

MOTION: L. Mack moved to approve the 2024 Tax Engagement Letter provided by Jackson & Jackson CPAs for the proposal amount that is not to exceed \$2,450.00. B. Casey seconded the motion. All in favor, motion carried unanimously.

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:

- Three (3) violation hearings scheduled.
- No payment plan requests.
- Approved the November 11, 2024, 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

HOMEOWNER COMMENTS

No homeowner comments at this time.

ADJOURNMENT

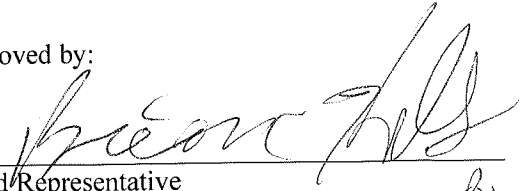
With no further business the Board will adjourn and announce that the next Board of Directors meeting is scheduled for May 13, 2025. B. Kelly proposes to hold annual meeting at 5:00 PM instead of 6:00 PM. Management to look in to the possibility of moving Fire Station reservation up to accommodate proposed scheduling.

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 6:25 PM.

Respectfully Submitted by:

Laura Carr
Provisional Community Manager
Associa Sierra North

Approved by:



Board Representative
Castle Rock Homeowners Association

