

**Ranch Condominium Association
Board of Directors Meeting
June 12, 2026**

MINUTES

PRESENT: Margaret Work – President - Present
Kathy Large – Sec./Treas. - Present
Bob Deuter – Director – Present
John Hendricks – Director – Present
Karen Curry – Director – Zoom
Jeff Evans – Director - Zoom

OTHERS:
Managers – Sharon & Chuck Williamson

OWNERS: None

NOT PRESENT: Alec Davis – Vice President
Laura Zlot - Director
Mike Frelleson – Resigned – Sold Condominium

CALL TO ORDER

Margaret called the meeting to order at 2:02 p.m.

ESTABLISH A QUORUM

A quorum was established with six (6) directors present in person or by Zoom conference call.

READ AND APPROVE 3-13-26 & 4-18-26 MEETING MINUTES

The minutes of March 13, 2026 and April 18, 2026, Board of Directors meetings were provided to all Board members for their review prior to the meeting. With no corrections or additions, ***MOTION: Kathy Large moved to approve the March 13, 2026 and April 18, 2026, minutes as presented, Bob Deuter seconded, and motion was unanimously approved.***

FINANCIAL REVIEW

Balance Sheet Review – Chuck reported the following account balances as of May 31, 2026:

Capital Reserve – Zions Bank:	\$587,735.98
Operational Checking:	\$261,622.74
Operational Savings:	<u>\$ 6,910.39</u>
Total Cash:	\$856,269.11

Account Receivable: \$ 60,538.59

The cash and receivables total \$916,807.70. The cash reconciliation as of May 31, 2026 allocates \$802,009.62 in Capital Reserves and \$114,798.08 in Operational funds and Accounts Receivable. Chuck explained that on the balance sheet there is a debt indicated that Operations owes Capital Reserves \$154,324.57. If the debt was paid from operations, the operating account would have a negative balance of (\$39,526.49). This will be monitored and adjusted annually.

Profit/Loss Statement & Budget Approval – Chuck reviewed the current profit and loss statement ending May 31, 2026. He explained the following:

Construction Line Items – Chuck stated that in an effort to track the building repair expenses approved by the Board in their April 18th meeting, management added “Pre-Painting Repairs” and

“Pre-Painting Repair Supplies” to the operational budget and profit and loss statements. He reported that the Board approved \$60,000 to \$70,000 for the repair work needed before the buildings are painted; however, based on the current progress and building repair requirements, it is anticipated the total cost could be as much as \$150,000 or more.

Margaret Work prepared a Powerpoint presentation to show the Board what was found during the walkthroughs and repair process. She explained the following:

1) Scheduled Pre-Painting Repairs:

- a. *Blocking Between Rafters* – Blocking is being added between rafters to prevent potential bird, bat and bee nesting areas.
- b. *1st Floor Electrical Door Modifications* – Repair of the electrical closet doors on the first floor is being done. The changes include the removal of all door frame locking slide bolts and installing adjustable door catches. New deadbolts and door pull knobs are being installed to secure doors in high winds.
- c. *Dryer Venting* – Exterior dryer vent covers that have been damaged are being replaced with a flat louvered vent cover.
- d. *Handrail Painting* – The painted steel handrails servicing the entry deck steps are being repainted a bronze (brown) color to be more compatible with the current stair railings and new building colors.
- e. *Porch Lighting* - All entry porch lights are being replaced with a new black wall sconce light fixture. The older light fixtures determined to be in good condition will be used on the back decks where wall lights are in disrepair or discolored.
- f. *New Top Rail Caps* – The second floor entry solid railings and the back deck open railings are being repaired and having a new Trex top cap installed. The new Trex cap will not be painted and of a sufficient size to protect entry deck walls. Previously the top of the railing walls in some instances were exposed to the weather resulting in damage to the plywood covering.
- g. *Metal Corner Protectors* – The front corners of the stairwell trash area enclosures are often damaged from being struck by various objects or deteriorated from weather exposure. As a result, the particle board trim is damaged on many of the enclosures. New “Hardi” trim boards and a protective aluminum L bracket are being installed to better protect the exposed trim board edges.
- h. *Concrete Foundation Wall Repair* – Several foundation walls around the crawlspace venting were found to have large irregular openings which would allow pest to enter the crawlspace of the buildings. Concrete repairs were made to eliminate these openings in the crawlspaces.

- 2) Stairwell Stringer Replacement** – Margaret explained that on close inspection many of the stairwell stringer beams which secure the concrete steps are deteriorating. During the close inspection of the lower Ranch area, nine (9) stairwells were found in a deteriorated condition in need of repair. The stairwell landing drainage systems are being cleaned and debris under decking removed. Much of the stairwell deterioration may be associated with poor drainage. This issue was not originally anticipated when repairs were discussed with the Board in April. In addition, there is indication of deterioration from insufficient seal at stringer bolt penetrations and handrail attachment areas . Bolt penetrations are being sealed as repairs are made.

The extent of the repairs are greater than previously anticipated and will result in higher than anticipated cost.

Kathy reported that the current estimate puts the Association over budget by \$100,000 and that a \$1,000 per unit assessment may be required to fund the necessary repairs. She suggested that if an assessment is required it be divided over three quarters during the next fiscal year. Margaret suggested waiting to determine a total assessment amount until the necessary repairs are nearing completion.

Chuck explained in an effort to keep the operational dues increase at a minimum, he did not budget a contingency fund in the 2026/27. *After discussion, Board members expressed that the contingency fund should be maintained and directed management to budget \$12,800 in 2026/27.*

Kathy reported that the management fee for 2026/27 includes a 5% increase. Those present expressed that this was reasonable amount in that it had been 3 years since the previous increase. Chuck explained that a lower management fee is offered to the Ranch because office space is included; however, a new manager may have their own business office so the Board could anticipate a potential significant management cost increase in the future.

Margaret inquired about the elimination of Clubhouse Management. Chuck explained this expense covers staffing of the clubhouse. He reminded those present that if the clubhouse staffing is eliminated there would still be costs associated with cleaning and closing services. In addition, there would be potential damage from misuse of the facilities by owners, renters and guests.

Management was asked to review accounting costs, general repair labor expense and investigate solutions to keep trash removal costs at a minimum.

After discussion, ***MOTION: Kathy Large moved to approve the budget as amended with a 3% Operational Dues increase in 2026/27, Karen Curry seconded, and motion was unanimously approved.***

Capital Reserve Budget Review

Chuck reported the only major capital project planned for 2026/27 is the sealcoating of the parking areas and the pool mechanical room repairs. The \$75,000 budgeted for landscape improvements is considered a budget place holder requested by the Board.

After Discussion, ***MOTION: Kathy Large moved to approve the 2026/27 capital budget as proposed, Bob Deuter seconded, and motion passed unanimously.***

OLD BUSINESS

Insurance Coverage – Update

Chuck reported that as directed by the Board the insurance replacement cost was increased to \$500 per square foot and an additional \$150,000 in improvements coverage was added to each building. The replacement square footage replacement cost on triplex units is \$548, and on the cottage units \$645. The insurance coverage is based on 1034 square feet per unit.

Exterior Finishes Committee – Report

Update provided in Budget discussion. Chuck reported that all owners are notified that all items placed under back decks must be removed by August 31, 2026. A dumpster is placed in the parking area the owners may use for discarding unwanted items. All bike hooks, planter hangers, nails, screws, wall hangings thermometers, unused satellite tv antenna wiring, awnings, etc. are being removed as part of the painting project. These items are not being reinstalled and all bike hooks should be permanently removed.

Entry Decks – Tabled
Roof Repairs – Tabled

Back Decks – Management reported that all first floor back decks are being inspected. Those decks found in disrepair are identified, a repair estimate prepared and the cost of repair is reported to the unit owner. Owners are responsible for deck repairs, and the painting of the downstairs back deck railings on all expanded decks.

Tennis Court – Repairs – Chuck stated the tennis court resurfacing has been scheduled for late June.

Tree Management

Landscape Repairs – Landscape repairs for areas where trees have been removed is nearing completion. Chuck reported that a large willow in decline on the property line between the Camp and the Ranch will be cut down and removed.

Board Member Solicitation – Management reported that Board member application information has been posted to the website and solicitation efforts have been made in the newsletter. He stated that a Board member solicitation text message will be sent in late June to all owners as requested by the Board.

NEW BUSINESS

Landscape Contract – A copy of the landscape contract was sent to all Board members. Chuck explained that he removed aeration and mulch services in 2026/27 to keep costs within the approved budget total of \$100,000. Those present agreed with this action by management.

Landscape Committee Appointees: The Landscape Committee will review the projects and develop a plan for the future landscape improvements. The landscape committee will be officially enacted upon the completion of the painting and repair projects. Committee Members to date include **Julie Evans, Kathy Large, John Hendricks**. Additional members will be solicited in the future.

Lilac Installation Approval – Logan Bray – 3504: Logan Bray, owner of unit 3504, requested permission to replace a small bush in front of his bedroom window on the Morningstar Road side of his condominium with a 5 gallon Lilac. After discussion, ***MOTION: Bob Deuter moved to approve the request to install a Lilac bush at 3504, John Hendricks seconded, and motion was unanimously approved.***

ADJOURNMENT

With no further business, Margaret adjourned the meeting at 3:58 p.m.

Respectfully submitted,

Chuck Williamson
Recording Secretary

Action Items as a result of the meeting:

- *Solicit for Landscape Committee Members*
 - a. *Repair Upper Ranch Parking along Independence Road*
 - b. *Contact landscape company to reduce mowing if water is restricted by City.*
- *Stripe one tennis court for dual purpose tennis and pickleball with one pickleball court. Restricted hours or use of quiet equipment will be considered at a later date.*
- *Exterior Finishes Committee*
 - a. *Get Roof Insulation Review Completed - Jeff*
- *Remove EV Charging Station Prior to Painting*
- *Board Member Solicitation – mid-June 2026*
 - a. *Newsletter*
 - b. *Special Mailing*
 - c. *Text Messaging*
- *Landscape Committee Member Solicitation*
- *Approval Letter to Logan Bray for Lilac Installation*