

# Russellville Homeowners Association

---

## Board Meeting Minutes

Date: Saturday May 3, 2025    Location: Hayden Residence

### Attendees:

- Ed Hayden – President
- Jack Hume – Vice President
- Joe Casasanta – Treasurer
- Toby Cromwell – Secretary
- Jacki Hayden – Member-at-Large
- Dennis Smith – Member-at-Large

### Call to Order:

The meeting was called to order at approximately 11:05 AM on May 3, 2025, at the Hayden residence. The board began with a brief introductory session, during which attendees shared information about where they live, how long they have lived in Russellville, and spent time getting to know one another.

### Discussion Items:

#### 1. Use of Residences and Guest Houses Review

The board discussed the current covenants, specifically addressing issues around the definition of a “one-family” residence. Points of concern included the use of guest houses, whether guest houses may be rented independently, and whether the main residence can be rented while the owner resides in the guest house.

#### 2. Architectural Approvals – Environmental Control Committee (ECC)

The group reviewed the process for obtaining architectural approvals from the Environmental Control Committee (ECC). There was discussion about the consistency and clarity of current ECC procedures and how we implement a consistent process that reflects the covenants of the homeowner’s association but also is clearly articulated to the residents.

#### • Action Items:

- Joe Casasanta and Toby Cromwell will begin receiving email updates from Douglas County regarding permitting processes.
- Joe Casasanta will follow up to identify the appropriate point of contact at Douglas County.
- The board discussed fire mitigation efforts in the neighborhood. Potential partnerships with organizations such as Team Rubicon were considered.

- Jacki Hayden will follow up to identify a contact for collaborative fire mitigation.

### 3. Board Member Collaboration and Communication

The board discussed the importance of maintaining strong communication and collaboration among all members. Emphasis was placed on ensuring appropriate checks and balances are in place to support transparent, effective decision-making and shared accountability.

### 4. Homeowner Communication Strategy

The board discussed the importance of consistent communication with homeowners through the website, mailings, and email. They emphasized continuing to use email as the primary method, while reaching those without email through other means. There was discussion about a periodic newsletter (3–4 times per year) to keep homeowners informed.

Jacki Hayden suggested using a tool like SurveyMonkey to gather feedback from homeowners regarding communication preferences and topics of interest.

Dennis Smith suggested that we try to use e-mail going forward where we can.

### 5. Financials and Cash Management – Interest-Bearing Accounts

Joe Casasanta provided updated financials detailing fences and current cash position of the HOA.

Dennis Smith raised the need to evaluate higher interest-bearing options for the HOA's cash reserves. Joe Casasanta will research available options and rates from the current bank.

### 6. Community Awareness – Speed and Wildlife

The board discussed reminding residents about observing speed limits and being mindful of wildlife crossings, especially with young animals present in the area.

### 7. Community Engagement and Events

- Other topics included:
  - Annual Picnic – Scheduled for September 7, 2025
  - Annual Hayride – Scheduled for October 25, 2025
  - Wellness Checks – Supporting elderly residents
  - Meeting Frequency – Monthly board meetings going forward
  - Next board meeting scheduled for Monday June 2, 2025
  - Annual HOA meeting minutes are posted to the website

### Adjournment:

The meeting was adjourned at approximately 12:45 PM.