

TUSTIN RANCH HOA BOARD

MEETING MINUTES

JANUARY 25, 2013

Present: Donna Hollenback, Mark Roach, Leo Simmons, Fred Harwood

Absent: Linda Bowers

Meeting began at 6pm with Donna reviewing the last meeting minutes.

The board approved Leo spending up to \$500 so that Don and he can fix all the community gates and fences.

We greatly appreciate the fact that Linda is willing to accommodate all home owners' budgets with regards to this year's \$250 dues.

We are making great progress on collecting from those few individuals who have repeatedly held back. Collections agency is now involved.

Due to the fact how often we seem to need to repair our gates we are looking in to getting insurance on them instead of getting an expensive security system.

Don will talk to Tony about aligning the East gate. We are certain to get a fair price.

We are looking into putting a 4' fence in Jack's yard to avoid cars from going around the fence at the East gate. One additional bid is needed before we proceed.

Mark and Linda got the new bylaws notarized authorizing a 5 member board.

No trespassing signs are to be placed throughout the community.

Neighborhood watch signs will be posted in our community as well to help deter individuals from causing problems.

Thanks Mark for putting the reflective tape on the gates. Great idea!!

Since Mark redid the gate numbers we are no longer being charged long distance charges from Rainier Connect.

Flo Hawk charged \$800 for maintenance of the retention ponds.

Homeowner of lot 58 will talk to their renters regarding the number of chairs on the front porch and extra items in their backyard.

Towing letter was reviewed and revised a bit to include a 48 hour notice on the second notice sent to homeowner.

Fred and Leo will attempt to personally contact a homeowner that continues to park illegally and try to help avoid the possibility of towing a vehicle.

Fred agreed to remove two trees at the East gate that hinder a driver from seeing oncoming cars. When the job is completed he will offer them to the first two homeowners who reply and express an interest.

Fred stated that he would like to invite Tim (our current landscaper) to a HOA meeting. We want to give him every opportunity to keep this contract.

Mark discussed the possibility of having a community fair sometime in April. More details to come.

Leo is still working on getting the community to put away their garbage/recycle/yard waste containers the day they are emptied. This is expected of all homeowners. The board agreed on the following action to be taken: 1st offense – warning, 2nd offense – warning letter, 3rd offense - \$25 fine, 4th offense – turned over to collections. Leo and Mark will compose a letter to be used if needed.

Mark will put the steps to follow on our website if any homeowner wants to paint their home, make any changes to their yard or build a storage shed in the backyard.

The meeting was adjourned at 8pm. The next meeting is scheduled for Feb. 20th at 6pm. Contact the President@tustinranchhoa.com if you like to attend.

**ACC MEETING
MONDAY, FEBRUARY 11, 2013**

Meeting was start @ 6:00 pm
Started with introductions

Those in attendance:

Mark Roach, HOA President
Flo Pac
Karen Rhotehamel
Denise Zink
Ann Roach
Guest: Megan Williams

Those unable to attend:

Cindy Collins
Cyprien Ravary (Chris Gough resigned do to being out of town. Cyprien offered to take his place)

We assigned a team leader and a secretary

Flo Pac to be the team leader for the ACC, it will be her job to coordinate the ACC. i.e. set up meetings and coordinate the approval of design changes.

Ann Roach agreed to be the ACC secretary it will be her job to keep the ACC meeting minutes.

Karen let us know that she may have to resign, pending employment. Megan could be an alternate for the ACC.

Review Previous ACC Meeting Minutes:

None to review

Review ACC Primary Responsibility:

It was decided that the main focus of the ACC would be to approve architectural changes by home owners.

Also, the ACC would bring any issues that need to be fixed to the HOA Board for them to investigate and give warning, certified letter, & fines as needed.

It is the ACC's job to make sure our community stays in good order.

Review HOA Website for ACC guidelines:

We like the Tustin Ranch Homeowner's Association Application for Approval of Homeowner Improvement Projects, but we would like to add a couple of notes to it.

- 1- **Add a note stating – Be sure to follow Pierce County Building requirements.**
- 2- **Add a note stating – It is the homeowner's responsibility to get all the necessary building permits.**
- 3- **Add a note stating – What is the time frame for the construction project. Give a start date and an end date for the project.**
- 4- **If the project is not complete within the time frame, homeowner must resubmit the plans with any and all changes and ask if they are still okay to build.**

Review any Proposed Plans:

Denise Zink submitted plans to build a new shed. It was approve by Flo Pac, Ann Roach, and Karen Rhotehamel. It was determined that approvals would be accepted VIA email.

Would sign off on the plans and then we will send them to Mark Roach, HOA President. Mark will file the original and send the approved plans to the homeowner.

At least three ACC Members must approve all construction plans.

Review Proposed Plans Completed:

None

Old Business:

None

New Business:**a. Upcoming Events:**

Talked about spring time is coming, need to send out some kind of notice to homeowners to get going on spring type cleanup projects.

b. Other New Business

At least one member of the ACC to attend the HOA Board meetings to report on what the ACC has going on.

The board can enlist the help of the ACC to complete community tasks.

The ACC can meet every 3 months in the winter months and as needed during the spring and summer months.

Calendar:

None:

Schedule next meeting time and place.

Flo to schedule next ACC Meeting for March

Adjournment:

Open discussion regarding some miscellaneous things:

1. Landscape has gone out for bid, would know who we are going with at the HOA Board Meeting.
2. Board has various projects in the works, working to get them done.
3. Work to keep community nice and report anything to the Board.
4. Talked about slowing down kids breaking into houses
5. Get statistic on setting up a Community Block Watch.

Meeting adjourned at 8:00 p.m.

TUSTIN RANCH HOA BOARD

MEETING MINUTES

FEBRUARY 20, 2013 (Revised: 3/5/13)

Present: Donna Hollenback, Mark Roach, Leo Simmons, Linda Bowers, Flo Pac (ACC Team Leader)

Absent: Fred Harwood

Donna reviewed the meeting minutes from the previous meeting held on January 25th.

Flo Pac is now our ACC team leader. A meeting was held about a week ago to activate the ACC committee. Thanks so much Flo for taking the lead!

Linda reviewed the treasurer report. As of today, we still have 42 out of 137 homes that have not responded or submitted any type of dues for 2013. The board wishes to acknowledge Linda for her willingness to breakdown the dues to help accommodate those homeowners who would like to make payments instead of paying one lump sum. You are amazing Linda!!

For those people who are sent to collections for any reason we are currently using SABA collection agency.

The board voted to get insurance on the gate instead of installing a security system. The insurance for this will cost \$150 a year. We are willing to discuss the security system at a later date if we continue to have numerous repairs necessary.

A letter will be sent out to all homeowners regarding the tree root problem damaging the roads.

The board discussed having homeowners attend the board meetings. Please contact a board member if you wish to attend. We need to make sure we have adequate space to accommodate everyone. Time will be given at the end of each meeting if a community member wishes to discuss a concern or volunteer to help in some way.

Two bait traps have been set to try to help eliminate or reduce the rat problem. Please remember that it is each homeowner's responsibility to keep trash containers closed and clutter kept to a minimum. Because the water table is up right now the critters are out looking for food and or shelter. Linda will be getting an assessment report on our community regarding this issue and report back to the board if further action needs to be taken.

All renters must provide the board with name, address and phone number. This is a safety issue. We care about everyone's security. If there was an emergency we need to know how to contact the renter as well as the homeowner. If it becomes necessary to talk to the renter or send a violation notice we need this information as well. We would love to have renters become more involved in community events.

One homeowner will be contacted regarding renters that continue to have issues of clutter. The home also needs to be painted. This has lapsed almost 3 years. Mark will send a letter with a due date of 30 days.

One homeowner has a deadline of the end of July (2013) to add additional parking. This is to be a paved space, not crushed rock. After July vehicles parked on the road will be towed.

Garbage cans can be placed out on Monday night (after 5pm) and MUST be put either in their garage or behind a fence by Thursday morning at 6am. The first time there is a violation board member will talk to the homeowner. Second violation will be sent a warning letter and the third offense will result in a fine.

The new 4' foot fence at the East gate will be stained both inside and out.

The wood fence posts at the East gate will remain so that we can attach a new Tustin Ranch sign.

Mark put in new basketball nets at the park.

Mark will be sending out a mass e-mail to all community members for anyone interested in helping with the community watch program that Leo is in charge of.

The board agreed to give our current landscaper one more opportunity to provide excellent service. Tim will be given a specific schedule to follow. The bid for this work is \$520 per month. (This does not include the sprinkler system) The bid is based on a 4 week month and goes from March through October. The ACC members will monitor this work and report and concerns to the board.

Don will continue to plant flowers at the keypad area. Reimbursement for the flowers, Miracle Grow and any other materials will be taken care of out of the budget.

Mark will be setting up dates and times for retention pond clean up.

Reminder, that all projects that are submitted to the ACC needs to include a start and end date.

Homeowner was approved to put in a grass driveway like Mark's. He is responsible to make sure that the drainage system stays in place.

Our new ACC members are: Flo, Cindy, Denise, Karen, Cyprien, Ann and Megan.

The next homeowner meeting is scheduled for April 14, 2013 at 5pm. Location is South Hill Library as our meeting place.

Our next board meeting will be on March 25th at 6pm. If you like to attend, contact President.

Meeting adjourned at 8:15pm.

**ACC MEETING
MONDAY, FEBRUARY 28, 2013**

Meeting was start @ 6:30 pm

Those in attendance:

Flo Pac, Team Leader
Karen Rhotehamel
Cindy Collins
Ann Roach, Secretary
Megan Williams

Those unable to attend:

Denise Zink
Cyprien Ravary

Flo called our meeting to order and we started on the agenda for the meeting.

.1) Clean-up of grass at main gate, add flower bed with bark and plants.

It was discussed that this little patch of grass serves no purpose and it would be nice to have an extension of the garden area. Also talked about installing decorative bollards to keep people from driving in this area when turn around. Also, should install a sign that says NO U-TURNS.

.2) Lights on W & E gates, dark because of removal of HOA lights.

Flo has a homeowner that is willing to install lights at both gates. She will work to get a price quote and present this to the HOA Board Members.

.3) Board vote out duties for the ACC to do.

The HOA Board has made it the ACC's responsibility to approve any building and painting projects. Also, will be our responsibility to make sure the landscaper stays on task and performs his job accordingly.

- (1) Member of the ACC to attend Monthly HOA Board meetings to let them know what the ACC has going on in the community.

Overall it is the ACC's responsibility that the community is up to par, anything that is out of order is to be brought to the attention of the HOA Board and they will inform the homeowner of what needs to be done.

.4) Owner will not be able to fix island @ main gate due to health.

Not discuss, but I do know that Mark has advertised this project on the Tustin Ranch Website.

.5) Sign approval for Mr. Snyder, return to board to file, and copy returned to owner.

This was approved by Karen, Cindy, and Ann. Ann Roach returned to Mark Roach, HOA President for him to send the approval to the homeowner and for it to be filed in the homeowners file.

.6) New Business:

Request the HOA board to send out a flyer letting homeowners it that time of year again. Get started on Spring Cleanup.

ACC would like to see some beautification of the East Gate; we need to present this idea to the board.

We would like to see some kind of list for community projects that young adults could perform in order to fulfill their community service hours. Need to check with HOA Board to see if this is available.

Flo has volunteered to talk the Mr. Viselli regarding the boat and canopy in the back yard. He had stated previously that he would move it back, that was 4/5 months ago. Just going to ask what is the plan to complete this project. Not much more recourse here has this project was approved as is, and technically it is behind his fence.

.7) We now have six people on the ACC, even number?

Ann Roach nominated Megan Williams as a new member of the ACC. Karen and Cindy seconded the nomination. Megan Williams is now an official member.

Open discussion at the end of meeting regarding the following issues:

Need to check with the HOA Board regarding the removal of trees that are causing the cracks in the road.

If homeowners are allowed to cut down the trees there will be no trees in the neighbor.

We talked about the possibility of replacing the trees with some that is native to the area.

Also, there could be a potential problem with removal of the trees.

Look into change the Covenants to better suit the home owner's needs, as, the Covenants were not originally written by the community.

.8) Date next meeting, place, time:

Next meeting scheduled for Thursday, March 28th, at 6:30 PM

To be held at Flo Pac's house

TUSTIN RANCH HOA BOARD

MEETING MINUTES

MARCH 25, 2013

Present: Linda, Fred, Mark, Leo, Flo

Absent: Donna

- i No previous minutes were read as Donna was not able to attend
- i Treasurers report was given – statements and dues demand letters were to be sent out on April 1st for delinquent homeowners
- i Tree roots issue resolution to be announced at the next HOA meeting for all homeowners
- i Neighborhood watch is needed. Leo to head up team of 12 people needed for 10PM to 4AM. Sign up will be at the next HOA meeting
- i Postcard notification was sent regarding our next HOA meeting on April 14th at the Library. Food will be provided Pizza/Salad and drinks
- i Spring clean-up reminder for all homeowners to bring yard waste to drop spots. Mark will work on the signage as well as post on the website. We will be providing two yard waste dumpsters to be placed at each end of the complex
- i Rats issue is closed as no further complaints have been made and no sign in our bait traps. We will continue to investigate and monitor as calls come in.
- i Paint on home located in front of complex slated to be completed by end of March, weather dependent
- i HOA dues are currently 50% complete with 3 homeowners left for the 2012 HOA dues 1 in collections. Linda to place liens on remaining
- i Video Surveillance coming soon

- i Kids are riding on man gates at front entrances. Reminder that homeowners are financially liable. If it is your kid found riding and or damaging the gate you may be find and billed for the damage
- i We discussed the build for the student bus stop. Donna is still working on the issue and we will discuss progress at next meeting. Leo and Fred to head up the management of the stop during construction but would like the kids to build.
- i Discussed the maintenance of the gates. Both gates have been replaced recently, so we will bypass annual maintenance for this year
- i Basketball hoop to be fixed by Leo that has fallen and laying on the ground
- i Fred needs to re-gather information on Flag poles as Doris did not leave the information after she moved. It has already been approved
- i National night out and HOA meeting movie night to be presented for August meeting
- i ACC – Gave Flo a copy of the landscaping contract. ACC team will be managing the landscaper to ensure compliance within the agreement
- i Brought up the subject of the East gate. We believe the East gate needs some beautification. We would like some help from the homeowners to see what you believe we should put out there to spruce it up a bit.
- i Linda to construct a flyer “REMINDER” regarding putting your garbage cans away.

The next homeowner meeting is scheduled for April 14, 2013 at 5:00pm.
Location is South Hill Library as our meeting place.

Meeting Adjourned at 8:45pm.

**ACC MEETING
TUESDAY, APRIL 2ND, 2013**

Meeting was start @ 6:30 pm

Those in attendance:

Flo Pac, Team Leader
Denise Zink
Ann Roach, Secretary
Megan Williams
Karen Rhotehamel
Cindy Collins

Those unable to attend:

Cyprien Ravary

Flo called our meeting to order and we started on the agenda for the meeting.

.1) Flo gave the ACC group an update from the last Board Meeting.

The rat problem was resolved per the Board. Denise then pointed out that she has rats as well. The HOA have put out rat bait to kill them, but there is still evidence that there are rats in the community. Some kind of notice should go out to the community to not put out cat food, dog food, bird feed, or squirrel feed that is accessible to the rats.

.2) Clean-up of grass at main gate, add flower bed with bark and plants.

This was discussed again, and a suggestion was made to make it a concrete extension of the sidewalk. Also, maybe the curb of it could be painted with special paint to make it reflective at night so it would be more visible.

.3) The ACC discussed the installation of the Tustin Ranch Signs.

The signs will have flood lights; with the flood lights bother the homeowner at the East Gate. How is the sign going to be mounted on the existing posts? Will it look good, or will it look hokey. Is the homeowner at the location on board with the installation? It was suggested that the sign at the Main Entrance, state that it is the Main Entrance, because GPS takes everyone to the other gate.

.4) Flo Pac and Megan Williams meet with Tim the landscaper

It has been determined by the Board that it is the ACC's responsibility to keep the landscaper on task. If any member of the ACC sees anything that is not being done, we should let Flo know and she will turn let Tim know. Tim has committed to mow weekly on Wednesdays or Thursdays, weather depending. The mowing schedule will change in July to Mondays or Tuesdays. Tim will communicate in June regarding turning on the irrigation system. It will be determined if it needs to be turned on then, or if it can wait. If it is still raining quite a bit, we will wait to turn it on. The landscaper will also be picking up garbage and debris in the community areas. The landscaper will also provide a price quote to modify the grass patch at the Main Gate.

.5) ACC Responsibilities

The ACC Responsibilities keeps coming up at meetings. Some would like more responsibilities; others are good with the status quo! We need to vote collectively if we would like the responsibility of "policing" the neighbor for minor issues, such as garbage cans, weeds, and poor yard maintenance. If we decide to not do this, then it will not be an issue again.

Also, we would like something in writing from the HOA board, along the lines of the previous ACC Operation Ground Rules. This way there will be no confusion as to what the ACC responsibilities are and will be.

.6) Sign approval for Linda's extension to the shed, returned to board to file, and copy returned to owner.

This was approved by Karen, Cindy, Denise, Megan and Ann. Ann Roach returned to Mark Roach, HOA President, for him to send the approval to the homeowner and for it to be filed in the homeowners file.

.7) New Business:

Flo Pac needs to ask Cyprien if she is serious about being on the ACC, as she has not attended a meeting to date.

.8) Date next meeting, place, time:

To be determined

TUSTIN RANCH HOA

HOMEOWNERS / RENTERS MEETING MINUTES

April 15, 2013 @ 5:00PM

Present: Donna, Linda, Fred, Leo and Mark

The open meeting was held at the South Hill Library and began at 5pm.

Mark began the meeting by welcoming all homeowners that were able to attend and introduced the current board members as well as our ACC members. Pizza, salad, drinks were provided by the HOA and wonderful desserts were made by our awesome ACC members. Many thanks to all!

The board intends on having three open meetings a year. We will try to have these on different days of the week and at different times so that anyone who wants to attend will have the opportunity. Please let us know of days or times that would work out best for you.

Donna read the minutes from the last Board meeting that was held on March 25th. Linda went over the treasurer's report. At this time we are close to 60% of all homeowner's current on their 2013 dues.

Our landscaper will now be monitored by our ACC. There will be more accountability for the jobs to be completed.

The Board is committed to building better communication within our community. Please let us know of any concerns or suggestions that you may have.

A final decision will be made at the last board meeting of the year as to whether or not we increase our HOA dues by 10%. Don Pac had great concerns about NOT increasing our dues annually. He stated that it is imperative that we have enough reserve in our account to cover unexpected expenses that are most certain to arise as our community gets older. Additional homeowners were in agreement with Don.

We have now added gate insurance to our insurance policy. The rate is @\$150 a year. This covers each gate for up to \$5,000 in damage.

Don mentioned that he has extra fence boards in his garage and would be happy to repair common area boards. Give him a call. We appreciate you Don!!

During our Spring Clean-up, we had two large yard waste bins placed on each side of the development. They will be available for your use for approximately 10 days.

Donna will contact the local High Schools and see if a shop class may be interested in building a bus stop for our high school and middle school students. The site would be at the main gate on the left hand side as you leave. Don mentioned that we could also move some of the retention pond boards back a bit to provide more space for this project.

Leo discussed the importance of getting our Neighborhood Watch up and running. More and more incidents are occurring and we need to put a stop to it. Please contact Leo if you would be willing to participate. The more volunteers the better! Joe has offered to let individuals use his golf cart as they do their watch. Thanks Joe!!!

Denise Zink suggested strategic places to put security cameras. Many thanks for your valuable input and willingness to help out!

Fred stated that he is getting information about flag poles, etc. Chet offered to share his information that he has on his flag so that we can get the ball rolling and complete this project. Thanks Chet!!!

The Board will meet to decide exactly what flags will be displayed. Some suggestions mentioned were: State, American, seasonal, sports related, etc. We could also rotate the flags if that is the desire of the community. Would anyone be interested in designing a Tustin Ranch flag? Contact the board if you are interested.

Fireworks are to be banned in the development with the exception of the 4th of July. Please call 911 if your neighbors are shooting them off at any other time.

Linda will get three estimates and present them to the board regarding having a street sweeper come in and clean up our streets the morning after the 4th.

Neighborhood concerns such as theft, vandalism, etc. will be put on the web so that we are more aware of what is going on around us. By being better informed, it is our hope that with the help of our neighborhood watches team we will reduce or eliminate crime in our surroundings. We must all work together to make this work effectively.

Recently there has been a coyote wandering in our development. Fred will call Fish and Wildlife to have someone come out. Please keep a watchful eye on your small children and pets as well.

Ann Roach has volunteered to check in to designs and costs of replacing our entrance sign at each gate. Thanks Ann!!

Street signs were discussed. We will check in to getting larger, easier to read signs. Possibly a change in color as well will be considered.

HOA Board will decide if Proxy votes will be made available to those residents who are unable to attend meetings.

A letter will be created informing all homeowners what the board members and ACC members are currently working on as well as completed projects. We will also include ways to keep costs down, i.e. volunteer for projects such as retention pond cleanup.

Recent concerns are the tree roots causing the road to crack and some sidewalks crumbling. Please see the steps to take on the web page to cut the tree root only that is causing the damage. Board members are willing to help you if you need. Thanks Fred!!!

Trees next to the road are NOT to be cut down unless there is a serious issue that the board needs to be notified about. The trees that were planted by the developer were put in here to add value to our homes. If we strip them out we most certainly will depreciate the value of our homes.

Flo – Team Leader of the ACC presented an overview of their duties. Any projects that are submitted will need to include a start date and completion date. A chart of home colors and trim colors will be posted on the web. The purpose is to help homeowners see examples of what would be acceptable. These are not the only colors, however; once again get your colors approved BEFORE you start painting.

Thank you Fred for removing the trees that hindered our vision on 176th. Don and Flo appreciated your help with replanting them in their backyard.

Mark will continue to send out reminder postcards of upcoming meetings.

Many thanks once again to all that came to the meeting. We appreciate your continued support!

Meeting adjourned at 7:15.

**ACC MEETING
THURSDAY, APRIL 25TH, 2013**

Meeting was start @ 6:30 pm

Those in attendance:

Flo Pac, Team Leader

Denise Zink

Ann Roach, Secretary

Megan Williams

Sandy Thomson-New Member

Those unable to attend: Karen Rhotehamel, Cindy Collins

Flo called our meeting to order and we started on the agenda for the meeting.

.1) Sandy Thomson has joined the ACC, as Cyprien Ravary has decided that she does not have the time to devote to the ACC.

.2) Flo asked Ann Roach to read the minutes of the last meeting to get Sandy up to speed.

.3) Approvals to sign off on

The Sandoval's paint project has been approved. The approved copy needs to be given the HOA President to forward to the Sandovals. Also, the approved paint needs to be posted on the Tustin Ranch Website. Also, approved fence project, at 17924 66th Ave.

.4) The ACC agreed collectively that we take on any policing duties, as direct by the HOA Board. All are happy with the duties that we have, and as homeowner's we can report anything that we see awry.

.5) Discussed the installation of curb at the main gate to keep vehicles from driving through the gardens, when they turn around in our driveway area.

.6) Talked about the trees and shrubs that are located in the area where the bus shelter is going to be installed, thought was that maybe this material can be transplanted at the East gate, or maybe the material can go to homeowners.

.7) Talked to Tim about the bark that is washing away at the East Gate, due to rain.

Tim stated that he could dig down to prevent this from happening. Also, Denise Zink and Gary Zink are looking into some kind of border to be installed.

.8) Trash company is doing a good job of picking up trash. Flo notice them actually using a shovel to pick up loose trash.

If you see a lot of trash left behind, call Pierce Count Refuse and they will pick it up.

.9) Community Newsletter

Megan is to be the lead for the community Newsletter. We will all help with the newsletter.

Things we would like to see in the newsletter.

What the Board has planned

Community Announcements, births, weddings, anniversaries, yard sales, events that homeowners are attending.

Maybe, have something like a Community "Craig's List"

Have a contest around the Holidays for the kids; let them design the header for the Newsletter

First one to come out the End of June

We would like have community input, if the Board could send out a notice asking for Homeowner's input.

We will send it out quarterly.

.10) Next meeting - TBD

TUSTIN RANCH HOA BOARD

MEETING MINUTES MAY 1, 2013

Present: Linda, Donna, Leo, Fred, Mark and Flo (ACC)

The meeting began at 6:00pm.

The collection of dues went very well this year. Linda informed us that the last 6 homeowners that have not paid their dues will be sent to collections after May 15th. Flo thanked Linda for doing a great job!

A discussion was held pertaining to the first homeowner meeting with the new board. Overall it went well. Flo suggested that the ACC be responsible for providing a variety of desserts instead of providing a meal. The board agreed to the suggestion and was appreciative of this offer.

The next homeowner meeting is scheduled for July 20th in the park. In the event of rain, Mark has reserved the South Hill Library. The homeowner/renter meeting would begin at 5pm. Mark will send a mass mailer to the community to inform every one of upcoming events. The board will also ask for suggestions on improvements. For those individuals who are unable to attend, Mark will put a proxy vote form on our website to download and submit. We want as many people involved in the community as possible.

The community yard waste bins were a big success. The length of them will not exceed one week. Please remember that ONLY yard waste is allowed in these bins. Unfortunately, there were some homeowners who thought it was ok to dump cement bricks, furniture and other non approved items in there. This caused board members to have to get into the containers and try to remove these items also the community was bill for the pickup drive out.

National Night Out is scheduled for August 6th from 7:00pm to 10:00pm. Ann is in charge of this event. Displaying a banner in the park will be voted at the next board meeting. Flo said that her nephew will bring in a fire truck for this event as well.

Several new street sign replacements should be arriving soon. The fire department had difficulty reading the street signs and stated that they are smaller than most signs. Different colors were discussed as well.

Recently we had a homeowner shooting off fireworks and it worried many homeowners that it was gunfire. The individual was talked to and he apologized and stated it wouldn't happen again.

Yard maintenance was discussed. Thank you ACC for all that you do to help the board. Your time and contributions are invaluable!

Thank you Don for planting the flowers at the keypad. It really makes a difference.

The park sprinklers should now be turned on.

Fred agreed to remove some of the trees out front that are planted too close together. The board decided that they would replant the trees within the community.

Leo, Fred and Donna will measure the area for the bus stop and report back to the board with the desired dimensions.

Ann will keep the board informed as to what she is able to find out about purchasing new front entrance signs. We want to improve the entrance at both gates.

Fred is still looking into getting the flag poles up.

Megan will be in charge of the newsletter. We would like to see dates of upcoming events, announcements, happenings and updates as well as any other items that the community suggests. We anticipate the first newsletter to come out in June.

Security was once again discussed. We will be purchasing two security systems. One will be placed at lot 66 and the other at lot 54.

Many people have stated that we need to do something at the main gate and East gate entrance where people are driving in the landscaping. Fred said that we could place nice looking cement blocks 2-3 high to keep cars and trucks from driving in this area. The estimated cost would be \$500 per entrance.

Leo, Donna and Ann have volunteered to be on block watch Friday and Saturday evenings from 10pm to 4am. A golf cart has been offered for us to use during this time. Thank you kindly!!

Linda has requested that Tim the landscaper mail invoices to her.

Stephanie will put ads in the Little Nickel, Tacoma News Tribune and also place signs out informing people of our community yard sale that will take place the second weekend in July 13-14, 2013.

Flo updated the board on what the ACC is doing in the community.

Meeting was adjourned at 8:30pm.

TUSTIN RANCH HOA Board

MEETING MINUTES

JUNE 19, 2013

Present: Mark Roach, Fred Harwood, Linda Bowers, Donna Hollenback, Leo Simmons, Flo Pac (ACC)

Vandalism is getting increasingly worse. Several homes have also had attempted burglaries and one had items taken out of their garage.

Violation fines will start going out as of July 1st. Parking on the street continues to be a problem. If you insist on parking on the street you will be getting a fine.

A set schedule has been established for distributing warning letters and fines. All unpaid fines are subject to go to collection. Any homeowner may file an appeal with the board if they disagree with a violation assessed.

The board discussed activities to be held for National Night out. We are hoping to see as many families as possible. This should be a fun evening.

All projects to be done need to have at least three bids.

It was decided that we will continue to have the annual yard sale in July. It will be held on Friday, Saturday and Sunday. Both gates will be open.

Flo shared some observations with the board. HOA meetings will have desserts made by the ACC members instead of the usual BBQ. Thank you ACC for your generosity and taking the time to do this. Community service hours will be given to any junior or senior high student willing to help in any way in our development.

The Tustin Ranch Newsletter will be called "The Voice". Contact Megan if you wish to have something included.

Mark will look into the files to see who is actually grandfathered into being allowed a gravel driveway. If anyone has an illegal gravel driveway it will need to be changed to concrete. Homeowners that do have an approved gravel driveway MUST keep it free from weeds or other possible growth.

The board has decided to start a paper trail on all ACC approvals, fines, etc. so that it will be easier to go back and check on decisions made, dates, and any other pertinent information pertaining to homeowners.

Meeting adjourned.

The next board meeting is scheduled for Monday, July 29th at 6:30pm. Place to be determined.

HOA BOARD MEETING MINUTES

JULY 5, 2013

Mark discussed completed projects.

Parking for yard sales was discussed. There will be NO towing during the three days of our community sale. Please advise others to be considerate of homeowner yards.

We will check in with the county once again to see if we can park along the road which is adjacent to the retention ponds. (Sam will take this project on)

Mark checked about blacktopping a part of the bottom of the retention pond. The county said no! We do not have the right type to do this.

Fred has information from SWANN, a security company that could help us get the equipment we need at a reduced cost.

Leo will look into getting a keypad on the pedestrian gate.

- i The two homes that have agreed upon having a security camera in their home needs to include an agreement that in the event of the sale of the home the security camera will stay put.

National Night Out will be held in the park from 7pm □ 10pm. Ricky J□ has donated chips and hot dogs so far. Home Depot will provide activity kits, Le Mays will have a rep. to talk to, Fredrickson community members will be on

hand to talk to (great opportunity to find out what is happening within our area!) There will also be games and a movie for the kids. Thanks Ann for all your time and effort that has gone into this important neighborhood event.

It was decided that from now on we will need to hire out people to clean our retention ponds. Not enough volunteers have shown up to take care of this non-negotiable task. It must be done as required by the county.

ACC as well as the board needs to have an odd number of members at all times.

Please remember this is OUR community. If you see something that isn't right □ take action. You may be losing out on a prime time plan of action whether it is calling animal control, confronting a child about inappropriate or destructive actions etc. The board is more than willing to help but we can't solve everyone's community problems. We all need to work together.

The ACC and Don volunteered to put in beauty bark at the East gate to replace the dead grass.

It was once again noted that Fred and Leo have one year assignments on the board. Those positions need to be voted in yearly. (If the board continues to have 5 members)

Project dates will be eliminated. Any person who is willing and able to help with a project is welcomed to do so!!

We will be sending out proxy votes to see if the community is interested in having speed bumps put in at each gate.

The ACC will check in to locating the irrigation system in the front of the development.

Meeting adjourned.

Tustin Ranch HOA

HOMEOWNERS / RENTERS MEETING MINUTES

JULY 20, 2013 @ 5:00PM at the Tustin Ranch Community Park

Board Members Present: Donna, Linda, Fred, Leo and Mark

Mark discussed completed projects.

Parking for yard sales was discussed. There will be NO towing during the three days of our community sale. Please advise others to be considerate of homeowner yards.

We will check in with the county once again to see if we can park along the road which is adjacent to the retention ponds. (Sam will take this project on)

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The ACC will check in to locating the irrigation system in the front of the development.

Home Owner Meeting adjourned.

HOA BOARD MEETING MINUTES

JULY 24, 2013

Present: Donna, Linda, Mark, Leo, Fred, Flo

Donna read over the previous board meeting minutes.

Linda reviewed the expenses as well as informed us of how well the homeowners are up to date with the payment of yearly dues. (Thanks Linda for all your extra help with staying on top of it. It has NEVER looked this good before!!)

The ACC has been asked to attend the board meeting once quarterly.

A board member will attend the ACC meeting to update them on new business or projects.

A homeowner asked that we prioritize our projects to be completed. They would also like to see completion dates as well if at all possible. This is a bit hard however because is not only the board working on all of the projects. Homeowners have been asked to pitch in as well. We need to consider their work schedules as well.

The watering system is not working well. Some plants are dying due to this problem.

Leo has volunteered to paint the fence at the East gate.

SWANN security system was talked about by Fred. Cost and details sound excellent. Linda asked for additional specs on the system. Fred said he would have them for the next meeting. Thanks Fred for taking the time to check in to this!

Leo will have a table set up at National Night Out. We will be asking for volunteers to “patrol” at night in the neighborhood to try and cut down/stop incidents from occurring.

There are still additional trees that need to be taken out from the front of the fence on 176th. Mark will post these on the web for any homeowner interested in having one for their own property.

Ann is now the individual in charge of the Newsletter. Our community paper will be called “The Voice”. Please contact Ann if you would like to have her include something.

Mark would like to see more young people cleaning up our community. If you are interested in helping with organizing this task, please see Mark.

We need to have proxy bids by next homeowner meeting and we also need Sam to let us know of costs involved with his project.

Meeting adjourned at 8:30pm

The next Board meeting is scheduled for August 19th or 20th at Fred’s house. Time will be 6pm.

ACC MEETING
Tuesday, August 13th, 2013

Meeting was start @ 6:30 pm

Those in attendance:

Denise Zink, Team Leader
Ann Roach, Secretary
Karen Rhotehamel
Cindy Collins

Those unable to attend:

Sandy Thomson

Denise Zink called the meeting to order

.1) As of the latest HOA Board meeting, Flo Pac has decided to resign from the ACC. Denise Zink has taken over the leadership role. Denise will get with Flo and get the ACC informational binder from her.

.2) Review information about homeowner's painting their front doors.

The ACC decided collectively that we only require verbal approval for paint of doors. However, if it is determined to be an offensive color it will have to be repainted.

.3) Bricks in the front area of the gates.

ACC needs to try and get help with placing the remaining bricks. Try to recruit some young, strong kids to help, or ask the HOA Board to rent some kind of equipment to help. The bricks are extremely heavy.

Gary Zink has a friend who is willing to sell (2) pallets of bricks to the HOA.

McClendon's now offers contractors for installation services.

.4) Plans for approvals

Go to house and approve, meetings not always necessary

.5) Ideas for Newsletter

See if local business would like to advertise. Maybe donate paper and/or ink for newsletter

IT Tips

Safety Tips

Try to get more community involvement.

.6) Next meeting - TBD

Tustin Ranch Homeowners Association

Board Meeting Minutes

August 20, 2013 6:00 P.M. Fred Harwood - Household

Meeting Called BY:	Mark Roach
Meeting Type:	Board
Meeting Facilitator's Name	Mark Roach
Time Keeper's Name	Linda Bowers
Number of Attendees	6

10 minutes Community Newsletter Mark

Discussion Summary	Discussion of the new newsletter being changed to monthly distribution if the Board feels that the expense is acceptable for printing cost only. Also would like to see the final copy of the newsletter appearing on the website. Distribution to occur with community teenager volunteers	
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Conclusions	Approved
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Items of Action	Responsible Person	Deadline
Mark to work with Anne on putting on the website	Mark	B4 9/24

10 minutes Treasurer Report Linda

Discussion Summary	Expenses are still coming in under budget with proposal of cleanup on Remaining ponds, we should still be under budget for the year. Reports to be given upon request and will Be available at our next HOA meeting	
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Conclusions	Awaiting proposal on 3 ponds, Linda to follow up with winning bid.
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Items of Action	Responsible Person	Deadline
Follow up with For-Ever-Green Landscape Svcs w/ clause	Linda	9/6
Prepare P&L for next Newsletter	Linda	9/6

10 Minutes	Additional Parking		Don Pac
Discussion Summary	Discussed further information regarding additional parking along 177 th St County proposal would require a structural engineer prior to proceeding		
Conclusions	Project is now closed, until further information can be gathered		
Items of Action	Responsible Person	Deadline	
Closed			

10 Minutes	Retention Ponds		Mark
Discussion Summary	Final clean up bids for retention ponds, Mark received three competitive bids To complete this years' clean up proposal.		
Conclusions	Bid won by 4 ever green Landscaping. Linda to complete the bid, after clause Of inspection is included.		
Items of Action	Responsible Person	Deadline	
Include inspection clause	Linda	9/6	

10 Minutes	Video Surveillance signs		Mark
Discussion Summary	Discussed the signs that Mark found for proposal		
Conclusions	Signs agreed, but just need to be customized to show that the community May be under video surveillance		
Items of Action	Responsible Person	Deadline	
Mark to complete the design and place the order	Mark	9/24	

10 Minutes

Homeowner warnings

Mark

Discussion Summary	Discussed the homeowners with concerns and warning letters to be issued	
Conclusions	Finalization of community processes to be completed by 9/6 and warning letters to follow to two known offender lots with regards to parking offenses	
Items of Action	Responsible Person	Deadline
Completion of process	Linda	9/6
Parking violation issuance	Mark	9/24

10 Minutes

Open officer positions

Mark

Discussion Summary	Discussed opening of 3 board officer positions. Secretary, VP, and Sgt of Arms	
Conclusions	Will put up for proposal at our next HOA meeting in October	
Items of Action	Responsible Person	Deadline
Build proxy for Board nominations	Mark	9/24

10 Minutes

Playground suggestion

Lindy

Discussion Summary	Lindy proposed putting in a playground in our main park	
Conclusions	Lindy and Linda to work together on design and proposal for our next meeting	
Items of Action	Responsible Person	Deadline
Proposal and design layout and cost to present	Linda/Lindy	Oct HOA mtg

10 Minutes

East Gate proposal

Don Pac

Discussion Summary	Discussed proposal for east gate beautification, and irrigation		
Conclusions	Approved		
Items of Action	Responsible Person	Deadline	
Don to assist in management of project for completeness	Don Pac	Sept/ EOM	

10 Minutes

Parking on 66th Corner

Rick Healy

Discussion Summary	Discussed blind side parking on the corner of 66 th Ave		
Conclusions	Parking violations will occur in September		
Items of Action	Responsible Person	Deadline	
Parking violations letter will be served in September	Mark	9/24	

Observers	Don Pac, Rick Healy
Resource Persons	Mark Roach, Linda Bowers, Fred Harwood, Leo Simmons
Notes: Secretary position currently vacant, Next board meeting to occur September 24 th at Linda's house.	

Tustin Ranch Homeowners Association
 PO Box 731748
 Phone: 253-256-3167

HOA Board Meeting Minutes

September 24, 2013

Present: Mark, Linda, Leo

Linda reviews the last Board Minutes.

Mark gave an overview of the Retention Pond status.

Discuss multiple issues with lot 132. Letters sent to homeowner with fines.

Discuss the Homeowners/Renter meeting and Proxy Vote.

Next HOA Board Meeting on October 22, 2013, which will be held at Linda's house at 06:30 pm.

Meeting adjourned at 08:00.

HOA Board Meeting Minutes

October 22, 2013

Present: Mark, Linda, Denise, Mike

Mark welcomed the new board members, explained that all members' votes are equal and he will get new members keys to the Gates and Retention ponds.

Linda read the reviewed the Treasurers Report and that our expenditures are \$5000.00 less this year so far minus Retention Pond cost. Storm drain project increase of \$4,500.00 to the end of the year and we have not had to touch the reserve monies. All homeowners need to pay dues by November 15 of they will go into collections.

Major Projects Status:

Linda volunteers to help Ann out on the Entrance sign.

Mark will get with Fred on the bricks out front project.

Mike to take on grass and bark at main entrance.

New business:

Mark will speak to Sam about his filling in the concrete pad this will be his second notice.

Parking violation (Lot 14) notice to be sent.

Each complaint needs 2 board members to review and make recommendations.

Christmas Light Contest - all agreed to have it again this year. We can advertise this in the Newsletter.

The tree at the east gate that belongs to a non-HOA homeowner has branches falling off, needs to be trimmed. Denise to work on letter to the homeowner to request they have the tree trimmed.

Mark has concern for the branch that hangs over the fence on 176th, potential problem. He will check to see if we can take it down as it is in the greenbelt.

Homeowners dues to be discussed at the next HOA Board Meeting on November 19, 2013, which will be held at Linda's house at 06:30 pm.

Meeting adjourned at 0730.

HOA Board Meeting 11/19/2013

Attendees: Linda, Fred, Mike & Denise

Minutes of last meeting read and outstanding topics discussed. Tree on 69th is not really an issue at this point we don't need to send a letter to the homeowner, if there is an issue Fred and Mike are willing to trim the tree back; we will look at it again this spring.

Driveway Extension Request to extend the time until he can pour next spring.

Mark still needs to get bids on professional crack sealing.

Retention Ponds bill will be received in January 2014.

East Gate Plants for next year – get with Megan on what would be good, board looking for suggestions.

Linda is going to look into the cost of the entrance gate access; there should be a cheaper system.

Linda presented the Estimated P&L Jan – Dec 2014 budget (see attached).

Also presented to the board is the Profit & Loss statement for 2013 (see attached).

Outstanding HOA dues were discussed (see attached).

It was proposed that the 2014 dues not be increased as are costs are not increasing enough to warrant it. All agreed dues will remain the same as 2013.

Mike suggested that we stop repairing fences with work and look into chain link with possible would slates.

Need new bids on Landscaper Jan & Feb.

HOA will be lien free going into 2014.

Fred to get camera installed and running to see how it works and need the signs posted.

It was suggested that the Driveway (gravel) should be put to a vote at the next HOA homeowners meeting.

Ann is the new Lead for the ACC.

Next meeting will be held on 12/17 prior to the holiday 1830 at Linda's unless the camera is installed and running then it will be held at Denise's house.

Mike and Denise still need keys to the holding ponds.