

HOA Board Meeting 1/21/2014

Attendees: Mark, Linda, Fred, Mike

Minutes of last meeting read and outstanding topics discussed.

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

Retention Ponds are still being cleaned.

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 wood 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.

Mike and Denise still need keys to the holding ponds.

HOA Board Meeting 2/25/2014

Attendees: Mark, Linda, Fred, Mike

Minutes of last meeting read and outstanding topics discussed.

Linda presented the Estimated P&L statement.

Linda and Fred looking into Front Gate Entry keypad upgrade.

Board voted on upgrading the retention ponds gates.

New Landscaper hired for Community.

Next meeting will be held on 03/25 at Linda's.

Tustin Range HOA Board Meeting Minutes - Mar 25, 2014

Attendees: Linda, Fred, Mike

Absent: Mark, Denise

- i Review of previous board meeting minutes
- i Treasurers report was given – second statements to go out by end of April for all delinquent homeowners stating immediate payment
- i Discussed open major project of homeowner meeting. No date set for homeowner meeting. Will set a date at April board meeting.
- i Discussed the maintenance of the gates. Both gates have been replaced
- i Reviewed open issues-
 - o Retention pond gates project – complete
 - o Retention pond inspection – complete good for another year
 - o Acc needs new members currently at 4 (Sandy, Cindy, Karen and Denise) Will discuss at the next homeowner meeting
- i Review open projects-
 - o Support blocks, sidewalks, fence staining – awaiting spring weather
 - o Hire new landscaper – complete, started April 1
 - o Road Seal – working on new company that may patch squares
- i Review new projects –
 - o Entrance signs – new bids out – only one respondent thus far
 - o Flag poles – pole has been buried, piecing in a bit at a time to deter any mischief
 - o Replacing main entrance keypad – on hold for now
 - o Community park upgrades – LB to get quotes and research liability

Next board meeting Thursday April 17th. at 1830 at Linda's house

HOA Board Meeting Minutes

April 17, 2014

Present: Mark, Linda, Denise, Mike, Fred

- I. Review Previous Board Meeting Minutes.
- II. Linda reviewed the Treasurers Report and talked about homeowners that still need to pay dues
- III. Projects & Status:
 - Gate projects completed with new locks, Mark to get dup keys
 - HOA Sign voted yes on Metal
 - Next HOA Homeowners meeting will be June 14, 2014 in the park at 1700
 - August Homeowners meeting will do the voting for positions
 - Post Cards will be sent out for vote on gravel driveways change to the CCR's
 - Board Members voted yes on new playground/park additions
 - Mike redoing Picnic table
 - Mark to request, Vic to paint sensors on gates
- IV. New business:
 - Fences need fixed and stained - Fred & Mike to get bids
 - ACC needs to recruit new members
 - Front Gate needs fixed keypad or new keypad Fred, Mike and Linda will check on it.
 - Ann working on National Night Out - August 5th
 - East gate needs heavy duty hinges and to be welded.
- V. Next HOA Board Meeting on May 15, 2014, which will be held at Linda's house at 06:30 pm.

Meeting adjourned at 0745

HOA Board Meeting Minutes

May 15, 2014

Present: Linda, Denise, Mike, Fred

- I. Review Previous Board Meeting Minutes.
- II. Linda reviewed the Treasurers Report and talked about homeowners that still need to pay dues
- III. Projects & Status:
Next HOA Homeowners meeting will be August 5, 2014 in the park at the NNO.
Post Cards will be sent out for vote on gravel driveways change to the CCR's still pending.
New playground/park additions should be done within a month
- IV. New business:
ACC needs to recruit new members
Fences still pending - Don not interested in fixing it, need to find someone new.
Need to add common area on 69th St. in front of Retention Pond to Morales mowing jobs, will cost extra.
Trees in park not doing well, Mike to keep check on them and possibly get replacements.
Storm drain & retention ponds inspection fail, need to call the guy back to work on it again. Linda to look up the guys name and contact information.
Homeowner brought up to Mike that he would like to see street lights on some of the streets. Linda to call to see about LED lights...
- V. Next HOA Board Meeting on June 18, 2014, which will be held at Linda's house at 06:30 pm.

Meeting adjourned at 0750

HOA Board Meeting Minutes

June 18, 2014

Present: Mark, Linda, Fred, Mike

- I. Review Previous Board Meeting Minutes.
- II. Linda reviewed the Treasurers Report and talked about homeowners that still need to pay dues. Update list sent to Mark.
- III. Projects & Status:
Next HOA Homeowners meeting will be August 5, 2014 in the park with the NNO day.
Retention Ponds, need Major Re-Cleaning. Working on bids to clean the ponds to pass inspection.
New playground/park additions on order and waiting for equipment.
- IV. New business:
ACC needs to recruit new members
Fences still pending – Will hire person to fix the fences.
- V. Next HOA Board Meeting on July 23, 2014, which will be held at Linda's house at 06:30 pm.

Meeting adjourned at 8pm.

HOA Board Meeting Minutes

July 23, 2014

Present: Mark, Linda, Fred, Mike

- I. Review Previous Board Meeting Minutes.
- II. Linda reviewed the Treasurers Report. Update list received by Mark for collections.
- III. Projects & Status:
HOA Homeowners meeting CANCEL for August 5, 2014 in the park with the NNO. NNO cancel because of the Homeowner meeting and NNO on the same date.
New playground/park additions waiting for equipment.
Boards discuss process for violations in community. No agreement was agreed. Meeting adjourned early to work on Flag Pole.
- IV. New business:
{none}.
- V. Next HOA Board Meeting, not discuss.

Meeting adjourned at 7pm.



Tustin Ranch HOA

Homeowners / Renters
Meeting

September 6, 2014 @ 5:30pm

www.TustinRanchHOA.com

253-256-3167

Introduction & Minutes

- Welcome Homeowners / Renters
- Introduce HOA Board & ACC Members
- Review Previous Meeting Minutes
- Review Treasurer's Report - Treasurer

Financials 2014

12:50 PM

09/05/14

Accrual Basis

Tustin Ranch HOA Balance Sheet Summary As of August 31, 2014

	<u>Aug 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	23,412.88
Accounts Receivable	7,414.40
Other Current Assets	51,820.86
Total Current Assets	<u>82,648.14</u>
Other Assets	800.00
TOTAL ASSETS	<u>83,448.14</u>
LIABILITIES & EQUITY	
Equity	83,448.14
TOTAL LIABILITIES & EQUITY	<u>83,448.14</u>

Completed Projects

- Main Entrance, Support Blocks
- Main Entrance, Replace Grass with Bark
- Entry Keypad Flowers
- Entrance Sign & Flag Pole
- New Yard Landscaper
- Replace Gates on Retention Ponds
- Retention Ponds, Cleaning
- Community Yard Sale, Event

Renew Board Positions!

- Thank You to Previous Board Positions
- New Board Positions, VP, Treasurer & Sergeant at Arms
- And the Winners are.....

Open Projects - 2015

- Retention Ponds
- Patch Road Cracking
- Security Camera on Gates
- Playground

ACC Overview

- Overview Report – Denise Zink
–ACC Team Leader
- Web Site: <http://tustinranchhoa.com/>
- ACC Guidelines:
http://tustinranchhoa.com/ACC_Guidelines.htm

New Business

(Open Floor)

Calendar

- Next Meeting, March 2015

Adjournment

- Adjournment

HOA Board Meeting Minutes

September 6, 2014

Present: Mark, Denise, Fred

- I. Mark (5:40) welcomed the homeowners and introduce the current board members. Mark had a very nice slide show for all agenda topics discussed at the meeting.
- II. Mark offered the Treasurers Report to all attendees and spoke about current outstanding dues.
- III. Mark went over the current board accomplishments' & thanked them for their hard work during the last year.
- IV. Mark discussed the status of the Retention Ponds and the need for the ponds to be redone with liners etc. This conversation leads the homeowners to ask questions regarding the status and that it might be a good idea to have the company that does the work to provide yearly maintenance.

This discussion brought up the topic of gravel driveways which Don Pac addresses. Don informed the group that their were homeowners within the community that were grandfathered in and that in order to change the CCR's there would need to be a vote and a quorum (75% of total homeowners) to approve the change.

- V. Mark turned the meeting over to Denise (also Lead on the ACC) to discuss ACC business. Denise introduced the members and briefly spoke of the projects that had been approved and noted that the ACC is looking for new members.

Flo Pac asked about what the ACC was doing and Denise informed her that the Acc approves construction projects within the HOA community.

Flo asked about the cost of the goats that are in the Retention pond areas. Fred answered let her know that the cost was \$10.00 per week.

- VI. Mark discussed the member positions open and the amount and lack

of votes that had been sent in as proxy's.

The next day Mark (President) was inform that we only needed a majority vote to vote in Board Members. So President, counted the Proxy's and recounting the votes of the Homeowners that were at the Homeowners Meeting thru calls and emails, because we only needed a majority vote for Board Members.

Our New HOA Board Members are:

VP - Megan Williams (Signature Authority)

Treasurer - Don Pac (Signature Authority and Debit Card Authority)

Sergeant at Arms - Leo Simmons

Note: Please remove the following from Umpqua Bank authority

Remove: Linda Bowers (Previous- Treasurer) from Signature Authority and Debit Card Authority

Remove: Fred Harwood (Previous – VP) from Debit Card Authority

Meeting adjourned at 6:45

The Agenda, Meeting Slides and Minutes are on the Tustin Ranch HOA Web Site. http://tustinranchhoa.com/Meeting_Minutes.htm

For more information on Treasurers Report are available upon request.

TUSTIN RANCH HOA
HOMEOWNER/RENTER MEETING
www.TustinRanchHOA.com , 253-256-3167
Saturday, September 6, 2014 @ 5:30pm – 7:30pm – South Hill Library

Agenda

- I. Welcome Homeowners / Renters
- II. Introduce HOA Board and ACC Members
- III. Review Previous Homeowner Minutes
- IV. Review Treasurer's Report

- V. Discuss Completed Projects/Events
 - a. Main Entrance, Support Blocks
 - b. Main Entrance, Replace Grass with Bark
 - c. Entry Keypad, Flowers
 - d. Entrance Sign & Flag Pole
 - e. New Yard Landscaper
 - f. Replace Gates on Retention Ponds
 - g. Retention Ponds, Cleaning
 - h. Community Yard Sale, Event

- VI. Renew Board Positions!
 - a. Thank You to Previous Board Positions
 - b. Vice President, Treasurer & Sergeant at Arms

- VII. Open Projects – 2015
 - a. Retention Ponds – Repair
 - b. Patch Road Cracking
 - c. Security Camera on Gates
 - d. Playground

- VIII. ACC Overview Report – Denise Zink
 - a. ACC Team Leader

- IX. New Business
(Open Floor)

- X. Calendar -- Next Meetings, March 2015

- XI. Adjournment

HOA Board Meeting Minutes

September 23, 2014

Present: Mark, Denise, Megan, Don, Leo

- I. Mark welcomed the new board members, went over the agenda and that there will be an agenda for each meeting. Mark also noted that all board members have equal votes. He also went over the Tustin Ranch website and asked that board members use and refer homeowners to use the site for questions/concerns. The Web Site is managed by Mark; the Gates are managed by Mark and Don. Mark spoke briefly about violation letters and there is no need to go door to door in the future for notification of violations. Violations will be done in letter form, with two notices prior to fines.
- II. Denise read the previous board meeting minutes.
- III. Mark offered the Treasurers Report to all attendees and spoke about current outstanding dues. Don states that he is still trying to get up to speed with the transfer of software and data from Linda (previous Treasurer). Projects that are under \$300 dollar amount will not need a board vote.
- IV. Mark went over Major Project status:
 - a. Retention Pond - Meeting after all board members receive the Retention Pond report. Mark to get handouts to all board members then schedule the meeting.
 - b. Flag pole lighting - Megan to take the flag down until the lighting can be corrected. She will call and see about another estimate on the lighting.
 - c. East gate fix - Mark to call the South Gate Company to repair the walk thru gate.

V. Review any questions/issues:

a. Denise suggested that projects are done by collectively by board members and take one project at a time. Starting with Retention Ponds. All Board members agreed.

b. Don brought up the gravel driveway concerns and the board agreed that no new gravel driveways would be allowed. Board members agreed that the current driveway in violation needs to be corrected. Violation letter will be sent out.

C. Don brought up the boards recommendation for homeowners to attend the board meetings. Don suggested that all homeowners wanting to attend should notify the board and be put on the agenda and after the boards meeting the homeowner can bring their concerns/issues to the board members. All board members agreed.

VI. Mark discussed the list of tasks still pending and board members agreed to the following.

a. Retention Pond - meeting to follow.

b. Road Seal Cracks - Leo to get more information regarding a permanent fix.

c. East gate - South Gate to fix.

d. Neighborhood Watch - Leo working on

All other projects on hold until these are completed.

VII. New business: Halloween HOA table event - Mark will work out specifics. Board approved \$100 for Halloween event.

Next board meeting will be held October 22, 2014 @ 0630 at Marks house.

Meeting adjourned at 7:45

For more information the agenda, Treasurers Report, slides and minutes are available upon request.

HOA Board Meeting Minutes

October 22, 2014

Present: Mark, Denise, Megan, Don. Leo

- I. Mark welcomed board members and opened the meeting.
- II. Denise read the previous board meeting minutes.
- III. Don provided a list of homeowners that are delinquent on their dues. Mark will send out letters letting them know that they will be sent to collections. Board approved the printer purchase for Treasurer. Don states that all missing checks have been accounted for, Don was able to get copies from the bank. Don received new credit card information and will check with the bank to see if we can change accounts and receive the points/cash back rewards.
- IV. Major Project status:
 - a. Retention Ponds - Morales is cleaning the ponds for \$2,300.00 per pond. Pond #1 is done, Morales did a great job and is moving to the next pond.
 - b. Flag pole lighting - Post pone until the beginning of next year to save HOA funds. The Board will revisit options and decide on best options as the electrical panel was found on the opposite side of the street.
 - c. East walk in gate - fixed. Don to review the bill as the contractor had to return to complete the job correctly.
 - D. Goats - Mark to have them removed as Morales is cleaning the ponds now. The board will possibly use the goats for maintenance on the ponds, will revisit as needed.
- V. Review any questions/issues:
 - a. Mark to send the letter regarding the gravel driveway that needs to be corrected. Board agrees that this issue needs to be corrected and Mark

states he will send the letter to the homeowner.

b. Don wanted to let the board know that the drain at the front gate could be clogged and that it may need to be addressed in the near future.

c. Leo states that the fence around Retention pond #1 has space open underneath and is concerned about access by children. Board members agree to have Morales fix it as it is a safety concern that needs to be addressed.

VI. New business:

a. Mark brought up the issue of cars being parked on the grass in the community. Leo suggested that we put up the signs that we have about not parking on the grass. Board members agreed.

b. Mark would like a bench for the kids waiting for the bus - Board to revisit next year as current spending is for safety and major retention pond cleaning.

c. Megan suggested that the ACC have responsibilities to ensure the community areas are kept up to standards. Mark states that this responsibility is for the board to address as needed. Board will address this subject next meeting and bring their suggestions on how to proceed.

d. Teens in the park at night being noisy - Leo suggests that homeowners near the park address the issue with the teens at the time.

e. Leo suggests that there needs to be lighting on 69th as it is very dark - Leo will call the company to address the lighting.

VII. Halloween HOA table event - Mark will work out specifics

Next board meeting will be held November 19, 2014 @ 0630 at Mark's house.

Meeting adjourned.

HOA Board Meeting Minutes

November 19, 2014

Present: Mark, Denise, Megan, Don, Leo

- I. Denise read the previous board meeting minutes.
- II. Treasurer Reports: Don Reports that he has received the new printer however; he is unable to print out the overdue report. His son is working the issue. Megan suggests that the board pay Don's son for his work on the computer. Don suggests that we get his son a gift card instead. The board agrees to give him a \$50.00 gift card. Don recommends a moratorium on spending as the current reserves are low and we need to build them back up. Lot 133 has moved and if the house is in foreclosure, we will get a notice. Don will check the notice on the door and see what he can find out. Mark reminds Don that homeowners in collection can not pay HOA their dues; they must pay the collection agency.
- III. Discuss Major Projects Status:
 - a. Violation notices that were sent out:
 1. Sam has a due date to respond and if he doesn't Mark will send out second notice.
 2. Falanruw notice to collections.
- IV. Review any Questions/Issues
 - a. Homeowner Dues 2014 - Don to verify homeowner's dues delinquent list and work with Mark on sending out notices and Leo to talk to homeowners.
 - b. HOA Dues for 2015 - Board agrees to raise the dues by 10%.
- V. Review Projects/Tasks
 - a. Leo to install signs for Neighborhood watch and no parking on grass.

b. Entrance light bulbs - Don will checkout.

c. Retention pond #2 gate is done.

VI. New business:

a. Mark suggest that we have Christmas lighting Event with prizes same as last year. \$75.00 - 1st, \$50.00 - 2nd, & \$25.00 - 3rd place

c. Homeowner violations should be sent to the HOA site and the board will address as needed. Board will address this subject next meeting and bring their suggestions on how to proceed. Homeowners, board and ACC can send violations to the website for correcting.

Board is working on the “Procedures for Violations”:

1st notice will be delivered

2nd notice will be sent in a letter

3rd notice will be to collect and will be sent certified

d. Landscaping contracting renewal is up soon - needs review.

e. Leo working on getting street estimates but we can't do until next year and weather permitting.

VII. No board meeting for December, next meeting is January 14, 2015, 1830 @ Marks house.

Next board meeting will be held January 14, 2014 @ 0630 at Marks house.

Meeting adjourned.