



HOA Board Meeting 10/20/16

Members Present: Chris Gough, Don Pac, Flo Pac, Nikkie Cushing

Meeting Called to Order at 6:35 p.m. 5/17/17

1. Nikkie received key for entrance gates and doggy bag containers. Chris received keys for doggy bag containers.
2. Chris will talk to Sam, who is responsible for sidewalk and fence.
3. Chris suggests homeowners to take care of the trees. Some homeowners want to pull out their trees and Chris said that HOA should allow them to.
4. Nikkie to write a blurb regarding volunteers for the ACC to keep the community tidy, and enforcing rules.
5. Regarding the trees, assess what people want to do, keep, take down, or take down and replace; and how to fix the roads.
 - a. Don, suggests that we hold off on major road repairs, but look into patching the damaged road areas.
 - b. Tell homeowners two options: Do the roads right so it doesn't look awful or do patchwork. Quotes will be gotten by Chris.
6. Homeowners meeting will be June 15, Thursday, 6:30 – 8:00 p.m. at the library. The room has been reserved from 6:00 – 9:00 p.m.
7. Chris has suggested that only paper ballots will be accepted. Ballot box will be placed at Nikkie's house.
 - a. Ballots will be sent to addresses with a return envelope.
8. Cars speeding in the neighborhood are a problem. Will be talked about at the HOA meeting.
 - a. Cars illegally cutting across the road at the Tustin Ranch exits will be discussed at the HOA meeting
9. Regarding the security cameras, J. Norris will provide the quotes and present it to the board. The board will put together a proposal and present it to the homeowners at the HOA meeting in June. Don suggests that we allow the homeowners to vote on diverting monies from fencing or road repairs.
10. Chris will give Nikkie the debit card to buy paint 1-2 gallons and supplies and pay Rico to paint the graffiti.
11. Chris will talk to Jack that the fences will be repaired, but the garage and other fences need to be repaired.
 - a. And the lawn needs to be repaired
12. We need to discuss what happened when the girls were assaulted.
 - a. The board is responsible for maintaining the community, but we are not responsible for the actions of the residents, their guests, or other persons. The owner or the authorities are the only persons who can release any information.
13. The board does not get involved in anything personal, only administration of the community.

14. Regarding the files in Don's garage, he is suggesting "GOOGLE rcws hoas." If the state chooses to audit, the files are available. Which is the only reason to hold on to those files
 - a. Look up archivable storage facilities for documentation
15. Liability insurance has gone up 35%. It goes from \$621 to \$875 year.
16. Chris wants to review delinquencies, how collections are going—Don, got a check for \$500 and one homeowner has been paid up.
 - a. Don will be prepared by the next meeting with a status update.
17. Sprinkler system update is liable to the county. It will be tested by a certified tester every year. A letter has been issued for all four community test sites.
18. Holding ponds:
 - a. Inspector Yellow Nails was last concerned about the liners due to the growth in the ponds. Inlets and outlets need to be cleared of scrub brush. Don believes that the retention ponds should be tended to before the roads. Brush needs to go to ground level. Will pay James C \$25 per hour. To tour ponds with Don. Debris cannot clog inlets and outlets. Maybe two people can be hired and James can find someone to work with him.
 - b. Don has the holding pond keys.
 - c. Don will ask the Yellow Nails for an extra set of keys.

Meeting



HOA Community Meeting 6/15/17

Members Present: Chris Gough, Don Pac, Flo Pac, Leo Simmons, Nikkie Cushing

Chris: Meeting called to order at 7:03 p.m.

1. Old business: Reviewed by Chris
 - a. 21 owners in attendance last meeting.
 - b. Financial review: Accountants have been hired to take over the needs of the Tustin Ranch.
2. New Business:
 - a. Property Management Company has been sought and a current bid would cost the HOA \$1,000 a month, an increase to homeowner dues by \$100 per year.
 - b. Finances: CD's are not accessible due to the possibility of an audit, the money is set aside for emergencies such as community sewer defects (not private property sewer problems.)
3. Street Assessment:
 - a. Cracks in streets
 - i. Chris: Resident was able to strip the grass and dirt down to the roots. It was a self-assessed problem with a great solution set up by the homeowner.
 - ii. If homeowners want personally to remove trees and/or plant a replacement tree, the board is open to discussion.
 - b. Sidewalks
4. Fences: Put up in 2002 and the contractor installed them in haste. They are now falling apart. HOA is responsible for perimeter fences.
 - a. \$10,000 has been set aside for fence repair for 2017.
 - b. Half of that has already been utilized.
 - c. Chris: Must figure out how to allocate funding from another source, if possible.
5. Holding ponds:
 - a. Have been cut recently. \$1,150 +tax were paid.
 - b. Don: Offered to pay volunteers \$25 per hour.
6. Association dues: Outstanding amount of \$20,000 and change. \$5,000 is due to partial payments. Of \$15,000, \$8,000 has been sent to collection. \$1,500 has been collected thus far, nearly \$500 has been paid to the collection agency.
7. Trees: Don has sought an assessment for the street cracks, but that has since fallen through.
 - a. Street trees must not be taller than 25 ft. tall.
 - b. Homeowner comment: Tree in neighbor's yard is putting debris in their yard.
8. Graves from Lot #2: Will speak with neighbor and Chris at a near future date regarding the homeowner fixing the fence and sending the bill for materials to the HOA, which they will reimburse.

9. Mike: Lot #122, suggests for the HOA to stain the fences with stain to prolong the life of the fences. Chris agrees. Chris has offered to pay a volunteer to stain the fences.
10. Homeowner concern—fireworks set off during inappropriate times. Is there something that can be done by the HOA or ACC? Chris acknowledged that we should do something to notify residents of the inappropriate utilization of fireworks in the community.
11. Don: Done as treasurer in August. Thinking of hiring the current accountants to do ALL of the accounting for the community. They currently maintain dues and give reports on the collection of the dues.
 - a. Homeowner: Why do we have to hire the accountants to take the place of the Treasurer?
 - i. The board is open to volunteers to take the place of Don, but if no one steps up, the action will have to be taken to hire the accounting firm.
12. Voting: Don has been working on finding ways to find involvement.
13. Camera System:
14. Securing the gate door walk-through.
15. East Gate is squeaky. Needs oil.
16. Concerns should be emailed and the HOA phone has been removed from the website due to the massive amount of calls from realtors, out-of-state calls for Tustin Ranch, CA, because of Google Search access.
17. Yard sale: July 7, 8, and 9
18. ACC: Flo –
 - a. Please keep lawns neat.
 - i. Flower beds must be kept.
 - b. Flo is looking to step down as soon as at least a minimum of 4 volunteers become ACC members.
 - c. Waste containers: Must be kept out of sight of the community.
 - d. Chris will go to Staples by Saturday to print violation notices.
19. ACC: Leo –
 - a. On-street basketball hoops. They are a nuisance. Years ago, the reason was because there were no basketball hoops. Now there are hoops at the park. The personal on-street hoops need to be brought back in when not in use to prevent injuries or accidents.
 - b. Don: Board has the ability to write a bylaw that will require the hoops to be removed.
 - i. Homeowners have agreed to support the Board in writing the bylaw.
 - ii. Chris has acknowledged that it will be written and voted on at the next Board meeting.
 - c. Parking: Suggestion to send notices to have homeowners utilize all driveway space and to notify the HOA only if guests MUST park on the road.
20. Covenants: Don – There is nothing specific in the Covenants regarding street parking for guests.
 - a. The Board is considering writing a bylaw to implement stricter rules for parking to ensure community safety.
 - b. Suggestion: Contact the realtor in charge of rented homes and possibly fining the realtor for violations.
21. Dana has volunteered to be the Tustin Ranch Welcoming Committee.

- a. She will put together a Welcome Basket together that will include the bylaws and Covenants for Tustin Ranch.



HOA Board Meeting 7/6/17

Members Present: (Board) Chris Gough, Don Pac, Nikkie Cushing

(ACC) Jason, Flo Pac

Meeting called to order at 7:01 p.m.

1. Old business: Nikkie reviewed minutes from last HOA community meeting on 6/15/17
2. Treasure's Report:
 - a. Don has asked the collection agency for an updated report. It has yet to be provided.
 - b. Recent expenses:
 - i. \$876 to Carlos for Stump removal
 - ii. \$764 for 1-year liability insurance for the community
 - iii. About \$40,000 in checking
 - iv. CD's \$85,000
3. New Business:
 - a. Jason has offered to keep up with the sprinkler system in both parks.
 - b. Fences:
 - i. Jason rebuilt some fences. Possibly 1/10 of what needed to be completed.
 - ii. NLJ Construction: Bid to remove and dispose old fence
 - iii. \$5,500 to fix 200 ft of fence
 - iv. ***Nikkie will solicit two additional bids from Home Advisor for fence repairs
 - v. Don: Put together a phased plan to replace all the fences (perimeter/holding ponds/parks)
 - c. Don wants to sit down with Nathan Malin before August to discuss Treasure's duties. Nikkie to contact Nathan.
 - d. Dana to create the welcome baskets for at least 6 new homeowners.
 - e. ACC – It has been suggested that although there may only be 4 members, but if a vote is taken and there needs to be a tiebreaker—the HOA President will be called to vote.
 - f. Holding ponds:
 - i. Maintenance – Carlos, the lawn maintenance person, has suggested that regular maintenance will prevent further hardship.
 - ii. Board has voted to pay Carlos to kill the stumps in the holding ponds. It will take two more clean-up/tree stump killing attempts in the holding ponds.
 - g. James to open and close both gates at 8 a.m. and 5 p.m. on Saturday and Sunday for the Community Yard Sale.
 - h. Jason and Nikkie will work on creating the Official Tustin Ranch FB page.
 - i. Flo has requested for mandated regulations for violations; i.e. when is a second violation with fine okay? What if an owner rectifies the problem, but then has another violation at a later date? The Board agrees that once a notice is issued, regardless of any amount of time that passes, that the second violation will always be accompanied with a fine.

- j. Chris has suggested that the HOA bylaws should be amended to reflect current rules for outbuildings (backyard sheds): no metal sheds, only wood, and paint must match house paint, roofing must be similar to that of house as well.



HOA Board Meeting (8/3/2017)

Members Present: Chris Gough, Leo Simmons, Nikkie Cushing, Nathan Malin, Jason May

Outgoing Treasurer: Don Pac

Meeting called to order at 6:43 p.m.

Treasurer's Report: Checking account balance \$2105

Old Business:

1. Unpaid dues: Just under \$11,000 – 14 homeowners
 - a. Liens for houses should be considered when fines/HOA dues are not paid.
 - b. Don: Suggests that Nathan discuss the lien issue with the accounting firm.
 - c. Nathan: Set guidelines for what actions the board takes and at what threshold will each action is needed to be taken.
2. Carlos: Hand over his contract to a lawyer to see if there is a way to get out of the current contract. Second issue is the bid to keep the holding ponds cleared. Carlos wanted to be paid up front.
3. A letter from the county has arrived because the backflow preventers have not been inspected.

New Business:

1. Leo is going to create the new violation notices.
2. Don nominates Nathan Malin to take over the position of Treasurer.
 - a. Don will remain on the board as an advisor, with the title of Emeritus
 - b. Chris will loan Nikkie his card as needed for community needs
 - c. Currently, Leo, Don, and Chris are the signers on the account and have debit cards
 - d. Will add Nathan to the account; he will be an additional signer
 - e. Leo and Chris are countersigners on checks for Don, the acting Treasurer.
 - f. Document needs to be put together and signed to add Nathan to the account.
 - g. Minutes will be signed by tomorrow afternoon and handed over to Nathan to bring to Umpqua to make changes to reflect the change in Treasurer's position.
 - h. Saturday, August 5, 2017, Nathan and Don will get together to look through the file cabinets belonging to the board. Possibly changing things to electronic copy at 2:00 p.m.
3. Change from GoDaddy to HOA-Express.com, suggested by Jason. Could save about \$600.
4. Action Items are needed at the next board meeting.
5. Only one P.O. Box key is available. Don has it and additional keys should be made. Most, if not all, of the mail received is for the Treasurer. Nathan to retain charge of the key. Chris and Leo will have back-up keys.
6. Dues will go up by \$33 next year and will be \$363 by 2018.

- a. Don suggests a quarterly payment opportunity for next years' dues.
 - b. Don will get two additional keys for P.O. Keys will be given to President, V.P., and Treasurer
 - c. Keys to motor drive boxes (gates)
 - d. Gate Keypad box (for when the gate codes are not functional)
 - e. 4 - Holding pond keys
7. James Norris situation regarding the shed: Jason has made a suggestion that when a complaint comes in regarding neighbors, it needs to be accompanied by photographs and an email.
 8. Don has suggested that the ACC moving forward should be diplomatic.
 9. Chris wants to change the bylaws to make having chickens in the backyard not good. Tabled for next meeting.
 10. Tim Sletternik's problem with Mike's overgrown brush has been discussed. It is a neighbor to neighbor issue. Nate has suggested that if he needs an Ambassador from the ACC and/or HOA, that could be an offer on the table.
 11. Chris: Realtor's need to be more active in community.
 12. Nathan: As soon as Nathan is operational, he and Jason will work together to get the Website changed over.
 13. Flo has asked for permission to take her front tree down. It has been voted for and accepted by Jason. Nikkie seconded it.
 14. Leo wants the write-up for the basketball hoops.

Open floor:

Tim S. concerned about neighbor's overgrown weeds

James has changed the trash cans in park, can we get someone to take the trash

Meeting adjourned at 8:58 p.m.



HOA Board Meeting (9/12/2017)

Members Present: Chris Gough, Leo Simmons, Nikkie Cushing, Nathan Malin, Jason May

ACC Leader: Jennifer Malin

Meeting called to order at 6:40 p.m.

Treasurer's Report: Checking account balance under \$19,000; Nathan requests to get CPA to send him book updates by end of month.

Old Business:

1. Unpaid dues: Just under \$11,000 – 14 homeowners
2. Landscaping: Carlos - HOA needs a month's notice before he does work. There needs to be a schedule for his services. Get contract from Don, it's possibly with Nathan in cabinet. Nate will send a copy of the contract to Chris, Leo, and Nikkie for review.
3. Road Problems:
 - a. Need 2 vendors, one for paving and arborist
 - b. Leo will arrange a meeting for Road Work; Leo and possibly Chris or Nikkie will attend meeting with vendor.

New Business:

1. Jenn will be added to the HOA Board email list to be able to receive the residents' emails that should be directed to ACC. Jenn to forward emails and/or send a weekly update to board regarding ACC activities.
2. Nathan has suggested having a 3rd Party (private company) to oversee parking enforcement, to update policies, and guest parking permits.
3. Leo will get with Don to get documentation for garage sale policies, specifically regarding how many and when they are allowed.
4. Print General Board meeting notices at Staples: Nikkie.
5. Fences: Still looking for bids.
6. Chris made a motion to look for a person for a community reserve study on what needs to be done in the community by the HOA for updating. Nathan 2nd the motion. Nathan will look for it. Leo will detail the fences that are under HOA and send it to Nathan. Gates and Fences
 - a. Bradley Fabrication has been asked about New Pin Pad Terminal – motor and electronics
 - b. Possibly looking at loans for special assessment for updates
7. Nathan makes a motion to change websites from GoDaddy to HOA-Express; Nikkie 2^{nds} it. \$300 for 1-year commitment to HOA-Express. Jason in charge of the website.

8. Next emergency meeting regarding Parking will be held on Thursday 21 at 6:30 p.m. Update board about suggested policies (Leo) and talk about possibility of a 3rd party parking enforcement.

Open floor:

Meeting adjourned at 8:15 p.m.



HOA Board Meeting (9/30/2017)

Members Present: Chris Gough, Leo Simmons, Nikkie Cushing, Nathan Malin, Jason May

Meeting called to order at 9:35 a.m.

Treasurer's Report:

Projected 2017 - 48,860

What's left in the account - \$18,500

Outstanding dues - \$18,000

Dues – Collection problems.

Dues will increase by 10% in 2018

Late charges will be assessed for homeowners who do not pay on time.

Nathan: Reserve Study – Looking for bids. It is a Washington state requirement. Must be renewed every three years. It will highlight the areas the HOA will need to focus on regarding repairs and maintenance.

Old Business:

Jason: Website – Informed community that the new website, still using the old url, is available.

New Business:

Leo: Informed the community that middle school aged children, specifically three boys and a girl, are going to a greenbelt area regularly. Asking for help from the community to deter the children from going there.

Signs will be going up for no trespassing, speed limits, etc.

Pedestrian gate will be fixed.

Jennifer: Will host a meet and greet at her house next Saturday to introduce the ACC and recruit volunteers.

Parking - Policy has been approved and adopted in Sept. 2017

Mark: Must post the amendments to the by-laws on the website. Nathan will look for it and Jason will update the website.

Chris: Due to the minimal number of attendees, general meetings may be held semi-annually.

Meeting adjourned at 10:49 a.m.

Tustin Ranch Board Meeting

Board Members: Chris Gough, Nikkie Cushing, Nathan Malin

10/19/2017

Called to order at 6:30 p.m.

Treasurer's report:

\$15,870 in checking

Old Business:

1. Reserve study - 3 bid requests, only one response

\$1,790 for a plan and the follow-up for an 8-week timeline. They inspect the community and put a dollar amount to needs.

\$900 for a year

New Business:

1. Phones and emails are not working with new web domain

Meeting adjourned by Chris at 7:00 p.m.



HOA Board Meeting November 21, 2017

Members Present: Leo Simmons, Nikkie Cushing, Nathan Malin, Jason May

Meeting called to order by Leo at 7:15 p.m.

Treasurer's Report:

- I. Nathan has Quickbooks access
- II. PNL – 3,782.00 Net Positive
- III. Open balances \$16,755 (uncollected balances)
- IV. \$700 in checks to be deposited
- V. Projected Income \$51,000 minus bad debt allowance, which is about 10%
- VI. Nathan to put together a budget
- VII. Nathan requested 3 bids for reserve study; only one response received

Old Business:

- I. Mailers – Dues increase, parking policy, meeting notice, inform residents that their parking permits will be at the meeting. Must be mailed out before December 1. Promote website.
- II. Dues increase:
 - a. Jason made a motion to increase dues by 10%
 - b. Nathan – 2nd
 - c. Aye - unanimous
- III. Leo spoke with board for emergency fence repairs to home on \$150

New Business:

- I. Chris has verbally notified Leo and Nikkie that he quit as President. Due to his verbal resignation and no interest in writing a written notice, the board has removed him from his position without cause.

Nathan Moved to remove him from his position.

Nikkie Seconded it.

Leo will be the Acting President in the interim until elections are held in February.
- II. Board members to send items for discussion to Nikkie to create an agenda. Send to Nikkie a week ahead.
- III. Third Thursday's official meeting time, but flexible. 7:00 p.m.
- IV. Special meeting to discuss how ACC and HOA will work together moving forward.
- V. January 18, February 15 - Board Meetings
- VI. February 22 – First Annual General Membership meeting
- VII. Designate nominating committee
- VIII. Leo and Nikkie will look for vote on tree removal from general meeting

IX. Responding to emails: President – Community information, Treasurer – Money, Technical
Website issues – Jason

Meeting adjourned by Leo at 8:57 p.m.