
Board Meeting

Saturday, 02/13/2021

MEETING CALLED TO ORDER AT 11:04 am

MEETING ADJOURNED AT 12:45 pm

Attendees

Linda Bowers, President

Dennis Nathan, Sergeant in Arms

Katie Sletterink, Treasurer

Agenda

Last Meeting Follow Up

1. Budget review
2. Complaints-Updated

New Business

3. Montana Farrell will be stepping down as Secretary, Linda will post opening-Linda
 4. Gate update still awaiting replacement of fire strobe box that was stolen - Katie
 5. Tract C Project Update complete, Work Party any remaining slowly for next few weekends weather dependent-Linda/Katie
 6. CC&R rewriting/refreshed. Section by section review to be completed and ready to Greg for legal review. Eliminated all previous language of "development period" and "declarant" as we are a seasoned neighborhood 20 years in.
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Notes

- ACC – several members have stepped down, yet still enough for the committee. Linda will coordinate with the remaining members to ensure projects are assigned for reviews and approvals.
- Fines have been reviewed per the current CC&Rs and submitted to legal
- Tract C has been cleared by our landscapers to continue opening up the tract and provide maintenance to rain pond fence
- Project assignments: *Redevelop front entrance- Linda/Katie *Front Lights for entrance for safety- Katie *Flag-Pole-lighting; Roads/Tree removals on 69th Ave Ct E. Jeff/Dennis *Shade/picnic structure in the park, Montana/Linda

Action Items

- Katie-Interest charges placed for this year's dues and letter stating this years' dues

Next Meeting Agenda Items

- Budget review
- Project review

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Action Items

- Katie-Interest charges placed for this year's dues and letter stating this years' dues

Next Meeting Agenda Items

- Budget review
- Project review

Tustin Ranch HOA Board Meeting Minutes

Date: 08/18/2021

Attendees:

Present	Absent
Linda Bowers, President	Jeff Shaw, Vice President
Dennis Nathan, Sergeant in Arms	
Katie Sletterink, Treasurer	
Amber Bishop, Secretary	

Financial Review:

- Reviewed budget
- Discussed dues collection progress and next steps for those who are in final notice stage

Current Projects:

- Community park garbage bin: Sandra & Larry will empty and let HOA Board know if there are issues or they need assistance)
- Community BBQ: planning for event, division of duties
- Retention Pond
 - Bids for fencing replacement around retention pond: working on obtaining bids (Katie/Dennis)
 - Backflow testing needs to be scheduled – will work on scheduling
 - Annual brush cutting by lawn service: completed since last meeting
- Sprinkler maintenance: lawn service fixed battery back and timer

Upcoming Projects:

- Update project application (ACC)
 - Discussed creating online form via Google docs on the HOA website
 - Review fields and remove those no longer relevant
 - Review reviewer/approver workflow and record keeping
- HOA Insurance
 - Current carrier increasing rate (nearly double)
 - Contact State Farm to determine if they cover HOAs and, if so, obtain quote (Dennis)
- Front gate motor replacement (2022)
- Refresh landscaping in “small park” on 69th Ave Ct E (2022)
- Bids to clear large overgrowth and trees in retention pond area (timeline TBD)
- Bids for road repair (timeline TBD)

Upcoming Events:

- Community event:
 - Saturday, Aug 28 @ Tustin Ranch community park
 - 5:00pm(ish): dinner from the HOA Board – BBQ picnic food provided free to community members
 - 8:00pm(ish): movie in the park

Next Meeting: 09/22/21 @ 5:30pm (virtual)

Tustin Ranch HOA Board Meeting Minutes

Date: 12/16/2021

Attendees:

Present	Absent
Linda Bowers, President	Katie Sletterink, Treasurer
Jeff Shaw, Vice President	
Dennis Nathan, Sergeant in Arms	
Amber Bishop, Secretary	

Financial Review:

- 2022 dues statements were printed in late November and mailed shortly thereafter
- YTD spend is under budget; some of those funds will transfer into the HOA reserve account and the balance will roll into the 2022 operating budget

Neighborhood Updates:

- Reoccurring issues with residents parking on the road and in non-paved areas of property
 - In process of communicating with those in violation parking policy
 - Board will post a parking policy reminder on the HOA Facebook page

Current Projects:

- Retention pond – backflow testing
 - Jeff to scan and email reports to board
 - Linda will schedule repair for the one that didn't pass
- Retention pond – fencing
 - Linda to review bid with vendor and discuss timeline
 - Prior to work beginning, Linda will connect with impacted owners re: upcoming fencing upgrade
- Retention pond cleanup
 - Linda will connect with landscaper on contract to get quote and schedule (small overgrowth / routine maintenance) for Q1
- HOA insurance – bids
 - Will discuss options at March 2022 board meeting
- Online payment options for dues
 - Katie evaluating options

Upcoming Projects:

- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
- Obtain gate remotes for *new* residents who *purchase* a home in the neighborhood
- Update project application (ACC)
 - Create (simplified) online form (Katie)

- When complete, share updated form (link) with requesting party
- Will have ACC members attend upcoming board meeting to discuss updating process

2022 Projects:

- Bids and work to clear large overgrowth and trees in retention pond area
- Installation of replacement fencing around retention pond
 - Propose replacing fencing around two ponds in 2022 (those with downed fencing to be first priority)
 - Complete the last two ponds in 2023 to spread out expense
 - Propose using chain link material (less expense / maintenance over time) for areas NOT facing 176th St E and cedar plank for sections facing 176th St E (public aesthetic consideration)
- Bids and work for road repair
- Refresh landscaping in “small park” on 69th Ave Ct E (bark, plants, etc.)
- Front gate motor replacement (Linda in process of obtaining bids)
- Research HOA website options and consider replacement platform for 2023 (prefer system that has built in online payment functionality)

Next Meeting: 01/13/22 @ 5:30pm (virtual)

Tustin Ranch HOA Board Meeting Minutes

Date: 11/17/2021

Attendees:

Present	Absent
Linda Bowers, President	
Jeff Shaw, Vice President	
Dennis Nathan, Sergeant in Arms	
Katie Sletterink, Treasurer	
Amber Bishop, Secretary	

Financial Review:

- Community meeting via Zoom this evening at 6pm to present draft 2022 budget to residents

Current Projects:

- Retention pond – backflow testing
 - Four ponds tested last month and one didn't pass
 - Jeff to scan and email reports to board
 - Linda will schedule repair for the one that didn't pass
- Retention pond – fencing
 - Linda to confirm bid still stands as presented then will sign and return to company
 - Will schedule for date when they can begin work
- HOA insurance – bids
 - Dennis will email bid to the board so it can be reviewed at the meeting next month
- Online payment options for dues –
 - Tested PayPal as possibility for 2022
 - Proceeding w/ this option?

Upcoming Projects:

- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
- Obtain gate remotes for new residents who *purchase* a home in the neighborhood
- Update project application (ACC)
 - Create (simplified) online form via Google docs on the HOA website (Katie)
 - When complete, share updated form (link) with residents

2022 Projects:

- Bids and work to clear large overgrowth and trees in retention pond area
- Installation of replacement fencing around retention pond
 - Propose replacing fencing around two ponds in 2022 (those with downed fencing to be first priority)
 - Complete the last two ponds in 2023 to spread out expense

- Propose using chain link material (less expense / maintenance over time) for areas NOT facing 176th St E and cedar plank for sections facing 176th St E (public aesthetic consideration)
- Bids and work for road repair
- Refresh landscaping in “small park” on 69th Ave Ct E (bark, plants, etc.)
- Front gate motor replacement (Linda in process of obtaining bids)
- Pilot online payment option for dues
- Research HOA website options and consider replacement platform for 2023 (prefer system that has built in online payment functionality)

Next Meeting: 12/16/21 @ 5:30pm (virtual)

Tustin Ranch HOA Board Meeting Minutes

Date: 07/21/21 @ 5:30 PM

Attendees:

- Linda Bowers, President
- Jeff Shaw, Vice President
- Dennis Nathan, Sergeant in Arms
- Katie Sletterink, Treasurer
- Amber Bishop, Secretary

Financial Review:

- Block of funds transferred from checking to savings earlier this month as part of the goal to get reserve funds up to a total that is in compliance
- 80% of 2021 and 98% of 2020 HOA dues are collected; HOA treasurer will continue to work with Tustin Ranch community members with outstanding balances
- Upcoming expenses: clearing overgrowth in retention ponds, pond fencing repair, road repair and sprinkler maintenance/lawn care in common areas

Current Projects:

- Gate:
 - Updated safety loops (installed earlier this month)
 - Painting sensor markers (Linda will do this weekend)
- Retention pond:
 - Bid to install chain link fence in sections that are in disrepair (Dennis/Jeff to get bids from fencing companies)
 - Annual grass/brush cutting by contracted lawn service (Katie communicating with service to schedule date)
 - Bid to clear larger overgrowth and trees (TBD)
- Road: bid for repair (Dennis/Jeff)
- Sprinkler: turn on water in common areas (complete), sprinkler head/timer maintenance (Katie communicating with service to schedule date)

Upcoming Events:

- Yard sale:
 - August 14/15 – check HOA website and/or Facebook page for details
 - No Goodwill pick-up in the community due to COVID restrictions – each person is responsible for their own donation drop-off of items that don't sell
- Community event:
 - Saturday, Aug 28 @ Tustin Ranch community park
 - 5:00pm(ish): dinner from the HOA Board – BBQ picnic food provided free to community members
 - 8:00pm(ish): movie in the park

Reminders & Updates:

- Animal complaints are not within the HOA board scope of service. If you have concerns, Pierce County Animal Control recommends you speak with the animal owner first. If that doesn't resolve the issue, you may visit their to learn more about the regulations and/or file an online complaint form. <https://www.piercecountywa.gov/3966/Animal-Control-Home>

Next Meeting: 08/18/21 @ 5:30 PM

Tustin Ranch HOA Board Meeting Minutes

Date: 06/21/21 @ 6:00 PM

Attendees:

- Linda Bowers, President
- Jeff Shaw, Vice President
- Dennis Nathan, Sergeant in Arms
- Katie Sletterink, Treasurer
- Amber Bishop, Secretary

Budget Review:

- All categories within budget after reviewing YTD expenses
- 75% of HOA dues collected and reminder letters will go out to those with pending dues (Katie)
- Upcoming expenses: gate safety loops, clearing overgrowth in retention ponds, pond fencing repair, road repair and sprinkler maintenance and lawn care in common areas

Community Projects:

- Gate: schedule appointment for safety loops (Katie)
- Retention pond:
 - Bid to install chain link fence in sections that are in disrepair
 - Annual grass/brush cutting by contracted lawn service (Katie)
 - Bid to clear larger overgrowth (blackberry bushes) and trees
- Road: bid(s) for repair (Dennis/Jeff)
- Sprinkler: turn on water in common areas, sprinkler head/timer maintenance

Upcoming Events:

- Yard sale:
 - Two weekends this year
 - Proposed dates: July 10/11 and August 14/15
 - No Goodwill pick-up in the community due to COVID restrictions – each person is responsible for their own donation drop-off of items that don't sell
 - May want to invite local ice cream vendor to drive around neighborhood during yard sale days
 - Once dates are finalized we will post on Tustin Ranch HOA Facebook page, neighborhood newsletter and explore other ways to promote (Amber/Katie)
- Evening at the park:
 - Possible dates (in order of preference): Aug 21, Aug 28, Aug 22, Aug 29
 - Meet in community park
 - Movie?
 - Explore if food truck(s) available such as Stacks, Tijuana Taco, ice cream vendor, etc.
 - Once dates are finalized we will post on Tustin Ranch HOA Facebook page, neighborhood newsletter and explore other ways to promote (Amber/Katie)

Future Projects:

- Explore options for new HOA website platform
- Explore options for online payments (dues, gate remote, etc.)

Next Meeting: 07/21/21 @ 5:30 PM

Annual Community Budget Meeting

Date: 11/17/2021

Time: 6:00 PM

Meeting recording: Click link below and choose 'download' to view

<https://drive.google.com/file/d/1K55hVXbkV69mYPmNne98GmVbaU7Z8gMw/view>

BUDGET MEETING (2022)

- 2021 Budget - \$78,100
 - Expenditures on track with budget
 - Dues collection rate of 92.3% for all previous years + 2021
 - Board will post final 2021 expense vs. budget report on the community website in January 2022 after all 2021 expenses are paid and recorded
 - Percentage of funds remaining from 2021 budget can be transferred to reserve fund
- 2022 Budget - \$81,650 (4.6% increase above 2021 budget)
 - View recorded meeting for details
 - 2022 line item vs. 2021 budget table will be included in dues invoice for transparency
 - Dues
 - Annual increase of \$25 for a total of \$575 per year in 2022
 - Invoices will be delivered soon
 - Due to be paid in full by 01/31/22
 - No monthly payment plans available
 - If you are unable to pay the total amount by 01/31/22 please reach out to board treasurer as instructed on the dues invoice to discuss situation and options
 - Reserve
 - Requirement for HOA to have reserve fund in savings
 - Board has been working over the years to get the reserve built up without significant increases to dues
 - Currently have \$133,066
 - Minimum requirement is \$152,500
 - Eventual goal is to have full amount of \$305,000 in savings
 - HOA Insurance
 - Large increase (nearly doubled)
 - Board is in process of getting proposals from other carriers to determine if a comparable coverage is available at a better rate
 - Projects
 - Retention pond fencing
 - Replace wood with chain link which is recommended for wet area and will decrease maintenance expenses
 - If a fence section borders a home the homeowner may request the board pay for privacy slats to put in the chain link fence
 - Gate motors
 - Need replaced – will do at least one in 2022

Board Meeting

Saturday, 01/09/2021

MEETING CALLED TO ORDER AT 10:07 am

MEETING ADJOURNED AT 11:35 am

Attendees

Linda Bowers, President

Jeff Shaw, Vice President

Dennis Nathan, Sergeant in Arms

Katie Sletterink, Treasurer

Montana Farrell, Secretary

Agenda

Last Meeting Follow Up

1. Budget review
2. Complaints-Updated

New Business

3. Assignments for New Projects for 2021-Linda
 4. Gate update from accident-Katie
 5. Tract 1 update-Linda/Katie
 6. CC&R rewriting? Section by section review to be completed in February and then sent to Greg for legal.
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Notes

- ACC requested to do additional walk arounds
- Interest charges for next year and this year following our CC&Rs
- Tract 1 being cleared by our landscapers to continue opening up the tract and provide maintenance to rain pond fence
- Project ideas for 2020-2021: *Redevelop front entrance, *Gate box and brick and mortar, *Gate box area fixing the dip/road-Front, *Front Lights for entrance for safety, *Flag-Pole-lighting: locked box and airplane cable, *Shade/picnic structure in the park, and Upgrading the timers for irrigation.
- Road Repair and Tree Removal-Issues with continued damage.

Action Items

- Katie-Interest charges placed for this year's dues and letter stating this years' dues

Next Meeting Agenda Items

- CC&R rewriting? Section by section review to be completed in February and then sent to Greg for legal

Tustin Ranch HOA Board Meeting Minutes

Date: 09/22/2021

Attendees:

Present	Absent
Linda Bowers, President	Dennis Nathan, Sergeant in Arms
Jeff Shaw, Vice President	
Katie Sletterink, Treasurer	
Amber Bishop, Secretary	

Financial Review:

- Reviewed budget (on pace with 2021 budget) including current balance, bills paid and upcoming expenses
- Discussed status and next steps with residents in final notice stage for HOA dues
- Voted on amount for 2022 HOA dues

Current Projects:

- Retention pond - backflow testing to be scheduled and report obtained for HOA records (Jeff)
- Sprinkler maintenance: lawn service fixed battery back and timer
- HOA insurance
 - Current carrier increasing rate (nearly double)
 - Dennis contacted State Farm – he will email quote to HOA board members to review prior to next meeting
- Retention pond
 - In process of obtaining fencing bids

Upcoming Projects:

- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
- Obtain gate remotes for new residents who purchase a home in the neighborhood
- Update project application (ACC)
 - Create (simplified) online form via Google docs on the HOA website (Katie)
 - When complete, share updated form (link) with residents

2022 Projects:

- Bids and work to clear large overgrowth and trees in retention pond area
- Installation of replacement fencing around retention pond
- Bids and work for road repair
- Refresh landscaping in “small park” on 69th Ave Ct E (bark, plants, etc.)
- Front gate motor replacement

Next Meeting: 10/20/21 @ 5:30pm (virtual)

Tustin Ranch HOA Board Meeting Minutes

Date: 10/20/2021

Attendees:

Present	Absent
Linda Bowers, President	Dennis Nathan, Sergeant in Arms
Jeff Shaw, Vice President	
Katie Sletterink, Treasurer	
Amber Bishop, Secretary	

Financial Review:

- Reviewed 2021 YTD budget
- Dues payment rate at 90% for all past years to present
- Draft 2022 budget presented
 - Community meeting via Zoom to present 2021 YTD and draft 2022 budget residents scheduled for 11/17/21 at 6pm

Current Projects:

- Retention pond - backflow testing complete on 10/19/21 and waiting for report to be mailed
- Retention pond – reviewed fencing bid that was submitted since last meeting
- HOA insurance – continued discussion from last month re: options
- Online payment options for dues – reviewed PayPal as possibility for 2022

Upcoming Projects:

- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
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