

Tustin Ranch HOA Board Meeting Minutes

Date: 01/13/2022

Attendees:

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

Financial Review:

- 2021 budget
 - 2021 YTD spend was under budget – some will be transferred to reserve account and balance will go to 2022 operating budget
 - Katie finalized 2021 budget and will post document on HOA website this week
 - 97% dues owed have been collected for all previous years through 2021
 - 40,607.14 growth (collected overdue dues, etc. - since collections are at 97%, we won't see this financial growth next year)
- Only one income source for our community - HOA Dues
 - On rare occasion we get settlement payments for collections / settlements
- 2022 budget
 - Approximately 25% of dues collected to date

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
 - Previous quote changed significantly since originally issued (for multiple reasons)
 - Need to get quotes from additional vendors
 - Linda and Dennis will work on identifying/contacting additional companies
- 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

Project “Parking Lot”:

Items listed below are on a p

- 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: 02/15/22 @ 5:30pm (virtual)

Tustin Ranch HOA Board Meeting Minutes

Date: 02/15/2022

Attendees:

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

Financial Review:

- Reviewed 2022 YTD budget
- 66% of dues collected so far
- 2021 budget surplus to be transferred to reserves (half now and half later in the year)
- Next budget report (Q1 2022) to be posted on community website in mid- to late- April after March expenses clear

New Business:

- Discuss HOA terms / current board
 - All current board members will continue for another term
- CC&Rs – Updates
 - Original document drafted during community build phase and some language not applicable to our (no mature) community
 - Board to propose edits to CC&Rs (Katie/Amber will draft)
- Fencing
 - Homeowner fence section destroyed due to traffic accident on 176th
 - Portion of repair = homeowner and portion of repair = HOA
 - Need to chat with property owner re: next steps (Dennis/Jeff)
 - Fencing around retention ponds
 - Three quotes obtained since last board meeting
 - Board reviewed bids and selected final
 - Treasurer will sign approved bid and submit to contractor
 - President will update impacted homeowners via email when project timeline established
- ACC
 - Representative from ACC attended board meeting (Tim)
 - Board would like to include ACC team at the end of each monthly board meeting to review projects, process improvement, etc.
 - Will ask community members if two more would like to volunteer on ACC (put out 'ad' on Tustin Ranch Facebook page)

- Plan to establish tracking document for project requests/approvals (Katie to make in Google Docs)
- Create online form for project requests then retire paper form submission process
- Reviewed HOA opportunities for compliance with CC&Rs and reviewed notification process

Current Projects:

- Retention pond – backflow testing
 - Progress on those that didn't pass test?
- Retention pond – fencing
 - Quotes reviewed, final select made
 - See 'new business' section for details
- 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)
 - Plan to complete this prior to March HOA board meeting

Project "Parking Lot":

Items listed below are on a p

- Bids and work to clear large overgrowth and trees in retention pond area
- Bids and work for road repair
- Refresh landscaping in "small park" on 69th Ave Ct E (bark, plants, etc.) - COMPLETE
- 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: 03/15/22 @ 5:30pm (virtual)

Tustin Ranch HOA Board Meeting Minutes

Date: 03/15/2022

Attendees:

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

Financial Review:

- Reviewed 2022 YTD budget
- Only 12 residents who haven't paid or made payment arrangements – notices will be sent out later this month
- 77% of 2022 dues collected so far
- Submitted down payment for retention pond fencing project (phase 1)
- Invoice paid for landscaping refresh in "dog park" public space
- Ordered additional gate remotes for *new homeowners* who purchase/move in 2022
- Sprinkler repair in park will be an expense submitted soon
- 2021 budget surplus – first half (\$8,187) transferred from checking to reserves; second half to be moved later in the year
- Next budget report (Q1 2022) to be posted on community website in mid- to late- April after March expenses clear

New Business:

- Stop sign near "back gate" needs secured (leaning) - Dennis and Jeff said they will repair; Katie and Tim may have two bags of concrete and hole digger to use in the repair
- CC&Rs – Update
 - Original document drafted during community build phase and some language not applicable to our (now mature) community
 - Board to propose edits to CC&Rs (Katie/Amber will draft) before review with attorney
- Fencing
 - Fence section destroyed due to traffic accident on 176th
 - Portion of repair = homeowner and portion of repair = HOA
 - 3/25 is tentative date for repairing HOA portion (facing 176th) of the fence
 - Fencing around retention ponds
 - Down payment made and project starts 4/11
 - Linda will send another message to impacted homeowners sharing project start date
- Community Events
 - Yard sale – July 15 – 17

- Move in the park – date TBD
- ACC
 - Two new community members volunteered to join the committee
 - When the expanded ACC meets they will make a plan for scheduling rounds
 - Representative from ACC to attend monthly board meetings (Tim)
 - New Google form created to track project requests
 - New Google form created to track CC&R violations
 - New online ACC project request form posted, piloted and working great – old PDF form removed from site (Amber to post HOA Highlight on Facebook group)

Projects in Progress:

- Retention pond – backflow testing
 - Progress on those that didn't pass test?
- 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)

Project “Parking Lot”:

Items below will be reviewed later in the year.

- Bids and work to clear large overgrowth and trees in retention pond area
- Bids and work for road repair
- Front gate motor replacement (Linda in process of obtaining bids)
- Privacy slats for chain link fence around retention ponds (for homeowners who want them) / budget dependent – revisit Sept 2022
- Research HOA website options and consider replacement platform for 2023 (prefer system that has built in online payment functionality)

Next Meeting: 04/13/22 @ 5:30pm (virtual)

Tustin Ranch HOA Board Meeting Minutes

Date: 04/13/2022

Attendees:

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

Financial Review:

- Reviewed 2022 YTD budget
- Q1 financial report being prepared – Katie will post on HOA website
- 83.4% of dues collected so far (for 2022)
- Extra \$400 charged for retention pond fencing replacement project due to existing chain link/poles needing repair

New Business:

- HOA VP resigned from the position – Linda will work on plan to backfill the role
- Tree upkeep
 - Discussed community-wide initiative to support upkeep of trees that line the streets
 - Katie got bids from vendors to trim and/or remove/stump grind trees
 - HOA will coordinate project and send notification re: opportunity to participate (treasurer will bill community members and collect funds on behalf of the vendors)
- ACC
 - Introduction of two new community member volunteers
 - When the expanded ACC meets, they will make a plan for scheduling rounds
 - New 'zone' assignments
 - Pilot new form for collecting info during rounds

Projects in Progress:

- Stop sign near “back gate” needs secured (leaning) - Dennis and Tim planning to coordinate work
- CC&Rs – Update
 - Amber transferred edits on hard copy to document in Word using ‘track changes’ feature – emailed document to the board on 4/13
 - Amber will have a work session w/ Katie to finalize prior to sending to attorney
- Fencing
 - Fence section destroyed due to traffic accident on 176th
 - The portion of the fence the HOA is responsible for is now repaired – the remainder of the repair is the responsibility of the homeowner
 - Fencing around retention ponds

- Work underway
 - Katie connected w/ project lead re: water source
- Retention pond – backflow testing
 - Linda to call landscaper tomorrow to schedule clearing of areas that didn't pass
- Retention pond cleanup
 - Katie to sign bid for blackberry bush clearing

Upcoming Projects:

- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
- Community Events
 - Yard sale – July 15 – 17
 - Move in the park – date TBD

Project “Parking Lot”:

Items below will be reviewed later in the year.

- HOA insurance – evaluate other carriers to determine if we are getting the best coverage/value
- Online payment options for dues
- Bids and work for road repair
- Front gate motor replacement (Linda in process of obtaining bids)
- Privacy slats for chain link fence around retention ponds (for homeowners who want them) / budget dependent – revisit Sept 2022
- Research HOA website options and consider replacement platform for 2023 (prefer system that has built in online payment functionality)

Next Meeting: 05/10/22 @ 5:30pm via GoogleMeet (ACC to join at 6pm)

Tustin Ranch HOA Board Meeting Minutes

Date: 05/10/2022

Attendees:

Present	Absent
Linda Bowers, President	Joseph Hartman, ACC
Dennis Nathan, Sergeant in Arms	Fran Anyan, ACC
Katie Sletterink, Treasurer	
Amber Bishop, Secretary	
Tim Sletterink, ACC	
Darsey Ehnat, ACC	
Jeff Eckart, ACC	

Financial Review:

- Reviewed 2022 YTD budget
- Upcoming expenses
 - Fencing around 2nd rain pond (Linda will notify homeowners)
 - Paint for playset touchups and staining for picnic tables (summer project)
 - Poop bags for park(s)
- Q1 financial report posted on website following the April meeting

New Business:

- Drainage in dog park
 - Mini “floods” reoccurring in that area
 - Contractor coming later this week to review situation and give quote for repair (Dennis & Tim on point)
- Rental companies
 - Some rental home companies not responsive to tree, fence, roof requests for repairs
 - HOA to send certified letters then will direct bill if non-responsive
- ACC
 - Pull dead rhododendrons in community common space

Projects in Progress:

- Stop sign near “back gate” needs secured - Dennis and Tim will coordinate work
- Tree upkeep
 - Communications sent to community members re: opportunity to have trees trimmed or removed
 - Katie will keep participants updated re: invoicing, work timeline, etc.
- CC&Rs – Update
 - Amber/Katie will schedule work session to review bylaws
- Fencing

- Board voted to proceed with having new fencing installed around 2nd retention pond due to disrepair of current fencing
- Retention pond
 - Cleanup of blackberry bushes
 - Backflow testing
 - Will connect with company to get details re: which areas need repaired
 - Schedule repair work
- ACC
 - When the expanded ACC meets, they will schedule rounding schedule
 - New 'zone' assignments
 - Review guidelines for rounds (i.e., street parting, exterior projects)
 - Pilot new form for collecting info during rounds

Upcoming Projects:

- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
- Paint touchup for playset
- Staining touchup for picnic tables
- Community Events
 - Yard sale: July 15 – 17
 - Movie in the park: date TBD

Project “Parking Lot”:

Items below will be reviewed later in the year.

- Put cinder blocks back in place (front & back entrance)
- Water damage to roads (undercut) - need to contract repair
- CC&R update – send to attorney to review in Q1 2023 so it can come from 2023 budget
- HOA insurance – evaluate other carriers to determine if we are getting the best coverage/value
- Online payment options for dues
- Bids and work for road repair
- Front gate motor replacement
- Privacy slats for chain link fence around retention ponds (for homeowners who want them) / budget dependent – revisit Sept 2022
- Research HOA website options and consider replacement platform for 2023 (prefer system that has built in online payment functionality)

Next Meeting: 06/14/22 @ 5:30pm via GoogleMeet (ACC to join at 6pm)

Tustin Ranch HOA Board Meeting Minutes

Date: 06/14/2022

Attended	Board Member	Attended	ACC Member
x	Linda Bowers, President	x	Tim Sletterink, Lead - ACC
x	Katie Sletterink, Treasurer		Fran Anyan, ACC
x	Dennis Nathan, Sergeant in Arms	x	Jeff Eckart, ACC
x	Amber Bishop, Secretary		Darsey Ehnat, ACC
		x	Joseph Hartman, ACC

Financial Review:

- Reviewed 2022 YTD budget: balance at end of May for all three accounts \$179,150
- Expect several invoices for repairs/replacements to come through in June and July

New Business:

- HOA Board VP position is vacant - will post on neighborhood Facebook page asking for community volunteers
 - Volunteer role
 - 4+ hours per month
 - Need to attend monthly board meetings and participate in community improvement projects and tasks
 - Interested? Email Linda Bowers, HOA President at lulubowers11@gmail.com
- Tree located near back gate has overgrown impeding normal open/close operation
 - Contractor hired to trim
 - Amber will post FYI on community Facebook page
 - Cottonwoods trees in the wet land are unstable/leaning
 - Got estimate to remove three trees
 - Board approved project – Katie/Tim will let contractor know that ok to proceed
- Identified two additional trees that need maintenance (along 176th)
 - Katie will get quote from contractor
- Irrigation repair
 - Repairs needed before system can be set to auto run for remainder of season
 - Reviewed bid – agreed to proceed (Katie will sign bid and submit)

Projects in Progress:

- Drainage issue in community green
 - Mini “floods” reoccurring in that area
 - Review bid – decide to postpone to Q1 2023 (dry now and will allow us to put funds into 2023 budget for the project expenses)
 - Amber will post update on the related post (community Facebook page) and email update to the residents adjacent to the area of concern
- Rental companies

- Some rental home companies not responsive to tree, fence, roof requests for repairs
 - HOA to send certified letters then will direct bill if non-responsive
- Stop sign near “back gate” needs secured – repair completed since last board meeting (Dennis/Tim)
- Tree maintenance at residential properties
 - First round trim complete – touch-ups will be done w/ in next couple weeks
 - Removals/stump grinding being completed today and tomorrow
- CC&Rs – Update
 - Amber/Katie will schedule work session to review bylaws
- Fencing
 - 2nd retention pond fencing replacement project to begin the week of July 11
- Retention pond
 - Cleanup of blackberry bushes – complete (30 feet cleared)
 - Backflow testing
 - Failed on a couple ponds
 - Working on getting county reports
 - Quote received – wait to approve until reports received from county
- ACC
 - Pending: rain pond mowing (when stops raining)
 - Pull dead rhododendrons in front entry – work completed by landscaping service since last HOA meeting
 - ACC group meeting on 6/20:
 - New ‘zone’ assignments
 - Review guidelines for rounds (i.e., street parting, exterior projects)
 - Pilot new form for collecting info during rounds

Upcoming Projects:

- Community Events
 - Yard sale: July 15 – 17 (starting at 8am each day)
 - Amber will order sandwich sign banner replacements
 - Amber will post event on community Facebook page
 - Ads placed on yard sale sites the week of the event
- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
- Paint touchup for playset
- Staining touchup for picnic tables

Project “Parking Lot”:

Items below will be acted upon at a later date.

- Put cinder blocks back in place (front & back entrance)
- Water damage to roads (undercut) - need to contract repair
- CC&R update – send to attorney to review in Q1 2023 so it can come from 2023 budget
- HOA insurance – evaluate other carriers to determine if we are getting the best coverage/value

- Online payment options for dues
- Bids and work for road repair
- Front gate motor replacement
- Privacy slats for chain link fence around retention ponds (for homeowners who want them) / budget dependent – revisit Sept 2022
- Research HOA website options and consider replacement platform for 2023 (prefer system that has built in online payment functionality)
- Repair drainage issue in community green “dog park”

Next Meeting: 07/13/22 @ 5:30pm via GoogleMeet (ACC to join at 6pm)

Tustin Ranch HOA Board Meeting Minutes

Date: 07/13/2022

Attended	Board Member	Attended	ACC Member
x	Linda Bowers, President	x	Tim Sletterink, Lead - ACC
x	Katie Sletterink, Treasurer		Fran Anyan, ACC
x	Dennis Nathan, Sergeant in Arms	x	Jeff Eckart, ACC
x	Amber Bishop, Secretary		Darsey Ehnat, ACC
		x	Joseph Hartman, ACC

Financial Review:

- Reviewed 2022 YTD budget
- Expect several invoices for repairs/replacements to be applied later this month

Projects in Progress:

- Back gate repair
 - Reported to insurance company and sent pics to agent
 - Guardian will come quote this week for gate replacement
 - Masonry repair will likely be separate quote
- HOA Board VP position is vacant
 - Reviewed one interested community volunteer
 - Will reach out to that person tomorrow
- Tree located near back gate has overgrown impeding normal open/close operation
 - *Trimming is complete*
- Cottonwoods trees in the wet land are unstable/leaning
 - *Removal is complete*
- Identified two additional trees that need maintenance (along 176th)
 - *Removal is complete*
- Irrigation equipment
 - Two new controllers needed
 - Work approved, not complete yet
- Irrigation repair
 - Repairs needed before system can be set to auto run for remainder of season
 - Reviewed bid – agreed to proceed (Katie will sign bid and submit)
 - *Repairs complete since last meeting*
- Rental companies
 - Some rental home companies not responsive to tree, fence, roof requests for repairs
 - HOA to send certified letters then will direct bill if non-responsive
- Stop sign near “back gate” needs secured
 - *Repairs complete since last meeting*
- Tree maintenance at residential properties
 - *Project completed by contractors*

- Fencing
 - 2nd retention pond fencing replacement project to begin the week of July 25
- Retention pond
 - Cleanup of blackberry bushes
 - *Completed since last meeting (30 feet cleared)*
 - Backflow testing
 - *Completed since last meeting*
 - Mowing tall grasses, etc.
 - Landscaping company will do when it is dry enough
- ACC
 - Reviewed results of rounds and who needs notices
 - Lantern near largest retaining pond remaining on during daylight
 - May be result of debris from tree removal
 - Next weekend will print/distribute ACC checklist for rounds
 - Playground/park
 - Missing pet poop bags (Katie will order more bags)
 - Joe has been emptying garbage from park and will continue
 - Dennis to get us contractor grade garbage bags for the park bin
 - Need to clean mailboxes and Tustin Ranch entry sign again (mildew)

Upcoming Projects:

- Community Events
 - Yard sale: July 15 – 17 (starting at 8am each day)
- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
- Paint touchup for playset
- Staining touchup for picnic tables

Project “Parking Lot”:

Items below will be acted upon at a later date.

- Drainage issue in community green
 - Mini “floods” reoccurring in that area
 - Review bid – decide to postpone to Q1 2023 (dry now and will allow us to put funds into 2023 budget for the project expenses)
- Put cinder blocks back in place (front & back entrance)
- Water damage to roads (undercut) - need to contract repair
- CC&R update – send to attorney to review in Q1 2023 so it can come from 2023 budget
 - Bylaws need review before sent to attorney
 - CC&Rs already reviewed
- HOA insurance – evaluate other carriers to determine if we are getting the best coverage/value
- Online payment options for dues
- Bids and work for road repair
- Front gate motor replacement

- Privacy slats for chain link fence around retention ponds (for homeowners who want them) / budget dependent – revisit Sept 2022
- Research HOA website options and consider replacement platform for 2023 (prefer system that has built in online payment functionality)
- Repair drainage issue in community green “dog park”

Next Meeting: 08/10/22 @ 5:30pm via GoogleMeet (ACC to join at 6pm)

Tustin Ranch HOA Board Meeting Minutes

Date: 08/10/2022

Attended	Board Member	Attended	ACC Member
x	Linda Bowers, President	x	Tim Sletterink, Lead - ACC
x	Monica Davenport, VP (Interim)		Fran Anyan, ACC
x	Katie Sletterink, Treasurer	x	Jeff Eckart, ACC
x	Dennis Nathan, Sergeant in Arms		Darsey Ehnat, ACC
x	Amber Bishop, Secretary	x	Joseph Hartman, ACC

Financial Review:

- Reviewed 2022 YTD budget
- Expected invoices (coming later this month)
 - Insurance and license
 - Rain pond fencing (2nd project) invoice

New Business:

- Welcome: Monica Davenport, Tustin Ranch HOA - Interim VP
- Call box / call tower (front gate)
 - Issues w/ app connecting to gate (service call by Guardian Gate)
 - Service call (Guardian Gate) - showed Katie what to do so next time we can reset device ourselves
 - Katie will give tutorial to board/ACC so multiple folks know how to assist
- Zoom vs. GoogleMeet (duplicate purpose accounts)
 - Discontinue Zoom for HOA business (Katie will cancel account)
 - Continue using Amber's GoogleMeet account
- Board roles/responsibilities
 - Review at next meeting
- Community event – Katie interested in hosting a holiday light competition w/in Tustin Ranch in December

Projects in Progress:

- Back gate repair
 - \$22,658+ is the repair quote / bid and photos submitted to driver's insurance company and we are waiting for their response
 - ETA of new gate TBD
 - Katie posted update re: repair on FB for community members
- Irrigation equipment – controller replacement complete since last meeting
- Fencing
 - 2nd retention pond fencing replacement was completed during the week of 7/25
- Retention pond mowing complete
- ACC

- Katie coordinating work party to create new homeowner/renter packets
- Reviewed ACC rounds and properties who need communication re: infractions
- Discussed emails received from community members and subsequent action items
- Playground/park
 - Missing pet poop bags – Katie replaced since last meeting
 - Dennis to give Joe contractor grade garbage bags for the park bin
- Mailbox cleaning and Tustin Ranch entry sign (mildew removal)
 - Joe agreed to coordinate the project
 - When work date is scheduled, he will let Katie know so she can order the cleaning product

Upcoming Projects:

- Update HOA website with tip sheet for gate remotes (how to order from Guardian Gate and how to use app)
- Paint touchup for playset
- Staining touchup for picnic tables

Project “Parking Lot”:

Items below will be completed at a later date.

- Drainage issue in community green
 - Mini “floods” reoccurring in that area
 - Review bid – decide to postpone to Q1 2023 (dry now and will allow us to put funds into 2023 budget for the project expenses)
- Put cinder blocks back in place (front & back entrance)
- Water damage to roads (undercut) - need to contract repair
- CC&R update – send to attorney to review in Q1 2023 so it can come from 2023 budget
 - Bylaws need review before sent to attorney
 - CC&Rs already reviewed
- HOA insurance – evaluate other carriers to determine if we are getting the best coverage/value
- Online payment options for dues
- Bids and work for road repair
- Front gate motor replacement
- Privacy slats for chain link fence around retention ponds (for homeowners who want them) / budget dependent – revisit Sept 2022
- Research HOA website options and consider replacement platform for 2023 (prefer system that has built in online payment functionality)
- Repair drainage issue in community green “dog park”

Next Meeting: 09/14/22 @ 5:30pm via GoogleMeet (ACC to join at 6pm)

Tustin Ranch HOA Board Meeting Minutes

Date: 09/14/2022

Attended	Board Member	Attended	ACC Member
x	Linda Bowers, President	x	Tim Sletterink, Lead - ACC
x	Monica Davenport, VP (Interim)		Fran Anyan, ACC
x	Katie Sletterink, Treasurer	x	Jeff Eckart, ACC
x	Dennis Nathan, Sergeant in Arms		Darsey Ehnat, ACC
x	Amber Bishop, Secretary		Joseph Hartman, ACC

Financial Review:

- Reviewed 2022 YTD budget
 - Big projects/invoices should be done for the year
 - 2023 budget planning will be covered in October board meeting

New Business:

- HOA insurance quote for new coverage year reviewed since last meeting
 - Reviewed since last meeting – quote approved by Linda

Projects in Progress:

- Back gate repair
 - \$2,500 gap b/w what insurance will cover and cost of gate – talking w/ our insurance carrier re: options
 - Katie will connect w/ Guardian Gate re: the order and ask for updated installation timeline
- ACC
 - Katie coordinating work party to create new homeowner/renter packets
 - Pending – packet contents ready to assemble, need to set work party date (Tuesdays?)
 - Review project requests
 - Reviewed ACC rounds and properties who need communication re: CC&R infractions
 - Reoccurring issues
 - Bins on street too long
 - Lawns overgrown and large tree saplings
 - Projects started w/out approval
 - Trailers, boats and “project” cars
 - Discussed emails received from community members via ‘contact us’ form and subsequent action items
 - Mailbox cleaning and Tustin Ranch entry sign (mildew removal)

Upcoming Projects:

- Paint touchup for playset - need to buy paint (Katie & Linda)

- Staining touchup for picnic tables - Katie has paint (Katie & Linda)

Community Event:

- Tustin Ranch holiday light competition
 - Katie to gauge community interest

Project “Parking Lot”:

The HOA will assign timeline to each item in the October board meeting.

Timeline	Project Name	Notes
2023 – Q1	Privacy slats in chain link fences	-For owners bordering ponds who ‘opt-in’ for slats -Linda will research pricing
2023 – Q1	Fix drainage issue in community green	-Mini floods reoccurring on edge of “dog park” near homeowners property. -HOA has bid, will get another one before contracting work
	Tract A maintenance	-Requested by Even; board agreed for 2023 -Board member will need to get quote so we can plan funds accordingly
	Gate call box ‘tip sheet’ for HOA/ACC	-Tutorial on how to reset the gate call box when not transmitting
	Gate remote tip sheet for residents	-How to use app, order remotes, etc. -Will post on community website
	Research options for new Tustin Ranch community website	-New software/platform needs to have function for paying dues online
	Road repair estimates	-Damage from tree roots -Water damage to roads (undercut)
	Update Tustin Ranch CC&Rs + Bylaws	-Documents haven’t been updated since originated during the construction phase -CC&Rs already redlined / need sent to attorney -Bylaws pending review (send to attorney at same time as CC&Rs)

Next Meeting: 10/12/22 @ 5:30pm via GoogleMeet (ACC to join at 6pm)

Tustin Ranch HOA Board Meeting Minutes

Date: 10/12/2022

Attended	Board Member	Attended	ACC Member
x	Linda Bowers, President	x	Tim Sletterink, Lead - ACC
x	Monica Davenport, VP (Interim)		Fran Anyan, ACC
x	Katie Sletterink, Treasurer		Jeff Eckart, ACC
x	Dennis Nathan, Sergeant in Arms		Darsey Ehnat, ACC
x	Amber Bishop, Secretary	X (text)	Joseph Hartman, ACC

Financial Review:

- 2022 YTD budget
 - Paid gate repair deposit (required to start fabrication) / no gate repair date yet
- 2023 budget draft reviewed and approved by the board

New Business:

- Prioritize “parking lot” items and plan timeline

Projects in Progress:

- Back gate repair
 - \$2,500 gap b/w what insurance will cover and cost of gate – talking w/ our insurance carrier re: options / may need to engage lawyer
 - Katie will connect w/ Guardian Gate re: the order and ask for updated installation timeline
 - Board will post update on Facebook when know more re: timeline
- ACC
 - New homeowner/renter packets
 - Pending – delivery (Katie and Monica)
 - Review project requests
 - Reviewed ACC rounds and properties who need communication re: CC&R infractions
 - Discussed emails received from community members via ‘contact us’ form and subsequent action items
 - Two community members reported concerns re: fireworks being set off in the neighborhood (following football games)
 - Linda will post flyers, post on Facebook and update web page reminding folks that setting off fireworks isn’t legal
 - Mailbox cleaning and Tustin Ranch entry sign (mildew removal) - complete since last meeting (Joe Hartman)

Upcoming Projects:

- Paint touchup for playset steps - need to buy paint (Katie & Linda)
- Staining touchup for picnic tables - Katie has paint (Katie & Linda)

Community Event:

- Tustin Ranch holiday light competition
 - Katie to gauge community interest

Project “Parking Lot”:

The following projects will be started in the year/quarter noted below.

Timeline	Project Name	Notes
2023 - Q1	Privacy slats in chain link fences	-For owners bordering ponds who ‘opt-in’ for slats -Linda will research pricing
2023- Q1	Fix drainage issue in community green	-Mini floods reoccurring on edge of “dog park” near homeowner’s property. -HOA has bid, will get another one before contracting work
2023 - Q1	Gate call box ‘tip sheet’ for HOA/ACC	-Tutorial on how to reset the gate call box when not transmitting
2023 - Q1	Gate remote tip sheet for residents	-How to use app, order remotes, etc. -Will post on community website
2023 - Q1	Research options for new community website host platform	-New software/platform needs to have function for paying dues online
2023 - Q2	Annual maintenance of community park playset and benches	
2023 - Q2	Tract A maintenance	-Requested by Even; board agreed for 2023 -Could be Q3 depending on how wet
2023 - Q3	Update Tustin Ranch CC&Rs + Bylaws	-Documents haven’t been updated since originated during the construction phase -CC&Rs already redlined / need sent to attorney -Bylaws pending review (send to attorney at same time as CC&Rs)
2023 - Q3	Road repair estimates	-Damage from tree roots -Water damage to roads (undercut)

Next Meeting: 11/16/22 @ 5:30pm via GoogleMeet (ACC to join at 6pm)

Tustin Ranch HOA Board Meeting Minutes

Date: 11/16/2022

Attended	Board Member	Attended	ACC Member
x	Linda Bowers, President	x	Tim Sletterink, Lead - ACC
x	Monica Davenport, VP (Interim)		Fran Anyan, ACC
x	Katie Sletterink, Treasurer	x	Jeff Eckart, ACC
x	Dennis Nathan, Sergeant in Arms		Darsey Ehnat, ACC
x	Amber Bishop, Secretary		Joseph Hartman, ACC

HOA Highlight:

- Reminder to all community members (owners and renters) that there is an HOA Board Facebook page that is a great source for updates. Even if you belong to one of the other resident-sponsored pages, we recommend you add the official HOA page too.

<https://www.facebook.com/groups/tustinranchhoa>

- Board / ACC noticed 10+ homes out of compliance with refuse bin storage. The following reminder will be posted on the Facebook page.

Neighbors, our Board and ACC noticed that quite a few homes are storing garbage / yard / recycle bins on the street or in front of their homes. This is a reminder that our CC&Rs (Section 8.1) state that the refuse bins should be "sealed from the view from any lot", meaning they need to be in the back yard (behind the fence) or in your garage to be fully compliant.

At this point, the ACC will let it slide if the bins are snuggled up against the side of the house, but we will start issuing notices if the bins remain on the street or alongside the front of the house.

We invite you to check out the CC&Rs and fine schedule for additional information.

<https://www.tustinranchhoa.com/p/CCRs-Bylaws>

Financial Review:

- Will prepare 2023 dues statements and send them out to homeowners next month (Katie and board members)

New Business:

- Catch basin and drainage clearing (Pierce County Planning & Public Works guidelines)
 - Will contact contractor to schedule removal of debris and sediment from two catch basins parallel to 176th St E (Linda)
 - Will update lawn maintenance contract to include regular removal of vegetation covering dispersal trench gravel surface over three catch basins at end of culdesac on 176th St Ct E (Katie / Monica)
- Mailbox replacement
 - One of the mailbox units in our neighborhood was vandalized and requires replacement. The HOA Board / ACC approved the replacement expense, and the new box will be installed tomorrow. (Tim / Katie)

Projects in Progress:

- Back gate replacement
 - Guardian Gate will begin installing the new gate the week of 11/28
 - They will need to test the motor and arms when installed (can't do test prior to gate attachment - need weight of gate)
 - If either of those components don't work as planned, there may be more time needed for additional work / hardware replacement
 - Update to be posted on the HOA Facebook page
- Delivery of new homeowner / renter packets to be done w/in next couple weeks (Katie / Monica)
- Discussed emails received from community members via 'contact us' form
- ACC
 - Reviewed ACC rounds and properties who need communication re: CC&R infractions
 - Send out two CC&R violation notices (Amber)

Upcoming Projects:

- Paint touchup for playset steps - need to buy paint (Katie & Linda)
- Staining touchup for picnic tables - Katie has paint (Katie & Linda)

Community Event:

- Tustin Ranch holiday light competition
 - Katie to gauge community interest

Project "Parking Lot":

Timeline	Project Name	Notes
2023 – Q1	Privacy slats in chain link fences	-For owners bordering ponds who 'opt-in' for slats -Linda will research pricing
2023 – Q1	Fix drainage issue in community green	-Mini floods reoccurring on edge of "dog park" near homeowner's property -HOA has bid, will get another one before contracting work
2023 - Q2	Tract A maintenance	-Requested by Even; board agreed for 2023 -Could be Q3 depending on how wet
2023 - Q1	Gate call box 'tip sheet' for HOA/ACC	-Tutorial on how to reset the gate call box when not transmitting
2023 - Q1	Gate remote tip sheet for residents	-How to use app, order remotes, etc. -Will post on community website
2023 - Q1	Research options for new community website host platform	-New software/platform needs to have function for paying dues online
2023 - Q3	Road repair estimates	-Damage from tree roots -Water damage to roads (undercut)
2023 - Q3	Update Tustin Ranch CC&Rs + Bylaws	-Documents haven't been updated since originated during the construction phase

		-CC&Rs already redlined / need sent to attorney -Bylaws pending review (send to attorney at same time as CC&Rs)
2023 – Q2	Annual maintenance of community park playset and benches	

Next Meeting: 12/15/22 @ 5:30pm via GoogleMeet (ACC to join at 6pm)

Tustin Ranch HOA Board Meeting Minutes

Date: 12/15/2022

Attended	Board Member	Attended	ACC Member
x	Linda Bowers, President	x	Tim Sletterink, Lead - ACC
x	Monica Davenport, VP (Interim)		Fran Anyan, ACC
x	Katie Sletterink, Treasurer		Jeff Eckart, ACC
x	Dennis Nathan, Sergeant in Arms		Darsey Ehnat, ACC
x	Amber Bishop, Secretary	x	Joseph Hartman, ACC

HOA Highlight:

- Reminder to all community members (owners and renters) that there is an HOA Board Facebook page that is a great source for updates. Even if you belong to one of the other resident-sponsored pages, we recommend you add the official HOA page too.
<https://www.facebook.com/groups/tustinranchhoa>

Financial Review:

- Reviewed YTD budget / expenses
- Statements for 2023 dues were emailed to those who elected for e-delivery and will go out via USPS the last week of the month

New Business:

- Reflective tape needs put on new gate and replace on old gate (Dennis/Tim)
- Irrigation turned off by landscaper, will temporarily turn off water acct to save fee for TPU
- Renew license for HOA (non-profit org) - Katie will investigate
- Tomar fire strobe (FD) head needs repaired

Projects in Progress:

- Catch basin and drainage clearing (Pierce County Planning & Public Works guidelines)
 - Delivering signed paperwork 12/16; project start TBD (cleaning two, and locate/clear three)
- Delivery of new homeowner / renter packets
 - Two delivered so far, five more to be delivered tomorrow (Monica)
- ACC
 - Reviewed ACC rounds and properties who need communication re: CC&R infractions

Completed Projects:

- Mailbox replaced near intersection of 177th St Ct E and 69th Ave E following vandalism incident
 - New keys distributed to impacted residents
- Large gate replaced at intersection of 176th St E and 69th Ave Ct E following hit and run incident

Upcoming Projects:

Timeline	Project Name	Notes
2023 – Q1	Privacy slats in chain link fences	-For owners bordering ponds who ‘opt-in’ for slats -Linda will research pricing
2023 – Q1	Paint touch-up for playset steps	-Need to buy paint -Katie and Linda on point to paint
2023 – Q1	Staining touch-up for picnic tables	-Katie has stain -Katie and Linda on point to paint
2023 – Q1	Fix drainage issue in community green	-Mini floods reoccurring on edge of “dog park” near homeowner’s property -HOA has bid, will get another one before contracting work
2023 - Q2	Tract A maintenance	-Requested by Even; board agreed for 2023 -Could be Q3 depending on how wet
2023 - Q1	Gate call box ‘tip sheet’ for HOA/ACC	-Tutorial on how to reset the gate call box when not transmitting
2023 - Q1	Gate remote tip sheet for residents	-How to use app, order remotes, etc. -Will post on community website
2023 - Q1	Research options for new community website host platform	-New software/platform needs to have function for paying dues online and have dues payment reminder automated
2023 - Q3	Road repair estimates	-Damage from tree roots -Water damage to roads (undercut)
2023 - Q3	Update Tustin Ranch CC&Rs + Bylaws	-Documents haven’t been updated since originated during the construction phase -CC&Rs already redlined / need sent to attorney -Bylaws pending review (send to attorney at same time as CC&Rs)
2023 – Q2	Annual maintenance of community park playset and benches	

Next Meeting: 01/19/23 @ 5:30pm via GoogleMeet (ACC to join at 6pm)