

## Tustin Ranch HOA Board Meeting Minutes

Date: 02/09/2023

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:

- Remember to fill out the project approval [online form](#) so the ACC can review your proposed exterior projects prior to you beginning work. Examples include roofing, driveway alterations, major landscaping/front yard changes, etc. Email [acc\\_members@tustinranchhoa.com](mailto:acc_members@tustinranchhoa.com) with questions.

### Financial Review:

- Reviewed 2023 YTD budget and line items as they relate to planned projects
- Reviewed incoming invoices
- Reviewed dues payments (46% paid in full so far)
- Approved purchase of materials for welcome packets (new home owners)
- Approved home buyer transfer fee increase to cover parts and service for those without mailbox keys upon move in; new fee will be \$100

### New Business:

- No parking signs
  - Discussed adding signs to posts at both ends of street to increase awareness of CC&R guidelines re: parking
  - Will discuss in more depth during March board meeting
- Identified that the street sign outside of the main gate is incorrect – it is missing Ct in the street name
  - Amber to take lead on researching issue and sign replacement
- Community calendars on web page
  - Agreed to consolidate – deactivated board meeting calendar and just keeping the community event calendar live
  - All community events, including board meetings will be on the community calendar
- Fence replacement: 67<sup>th</sup> Ave E pond (bordering community park)
  - Reviewed quote that Linda sent the board
  - Team decided to proceed with chain link on three sides, the fourth side by the park will be wood
  - Obtain revised quote w /adjustment of chain wrap to wood on that park side (Linda)

- Fix drainage issue in community green
  - Mini floods reoccurring on edge of community green near homeowner’s property
  - HOA has a bid on file, will get 1-2 more before contracting work
    - Dennis will line up contractors to bid the work at same time for efficiency
- Gate call box ‘tip sheet’ for HOA/ACC
  - Tutorial on how to reset the gate call box when not transmitting
  - Draft to be created by end of Feb for board review prior finalizing (Katie)
- Gate remote tip sheet for residents
  - How to use app, order remotes, etc.
  - Draft to be created by end of Feb for board review prior finalizing and posting on community website (Katie)
- Privacy slats in chain link fences
  - For owners bordering ponds that had new chain link fencing installed and who ‘opt-in’ for slats
  - Only upon request only

**Projects in Progress:**

- Reflective tape needs applied to new gate and replaced on front gate (Dennis/Tim)
- Renew license for HOA (non-profit org)
  - Research HOA license for non-profit / \$10 permit (Monica)
  - Linda to give Monica ID # for paperwork
- Tomar fire strobe (FD) head needs repaired
  - Guardian Gate picked up strobe - sending back to manufacturer - under warranty
  - Guardian Gate will install replacement when it arrives
- New homeowner / renter packets
  - Packets for recent home purchasers / renters are being prepared (Monica)
  - Six new movers into the community within the last couple months
- ACC
  - Evaluated ACC volunteer engagement – may need to ask for additional volunteers; discuss in March meeting
  - Reviewed ACC rounds and owners/renters who need communication re: reminder of CC&R guidelines

**Completed Projects:**

- Look into temporarily turning off water service for community green spaces to save fee for TPU (Katie)
  - Step not required; we are not receiving charges

**Upcoming Projects:**

2023 – Q2	Touch up bollard on front call box (yellow poles)	
2023 – Q2	Paint touch-up for playset steps	-Need to buy paint -Katie and Linda on point to paint

2023 – Q2	Staining touch-up for picnic tables	-Katie has stain -Katie and Linda on point to paint
2023 – Q2	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 -One alternate identified, Katie to trial it to determine if will work for our community needs (April)
2023 - Q2	Tract A maintenance	-Requested by Evan; board agreed for 2023 -Could be Q3 depending on how wet
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)

**Next Meeting:** 03/09/23 @ 6pm in person (ACC to join at 6:30pm)