

## Tustin Ranch HOA Board Meeting Minutes

Date: 03/9/2023

Attended	Board Member	Attended	ACC Member
	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 2023 YTD budget and line items as they relate to current and planned projects
- Reviewed invoices/expenses
- Reviewed dues payments (67% paid so far)

### 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 April board meeting

### Projects in Progress:

- Reflective tape needs applied to new gate and replaced on front gate (Dennis/Tim)
  - Purchased tape, will apply to gates when weather is nice (and have time off work)
- Renew license for HOA (non-profit org)
  - Working on researching requirements – not receiving renewal paperwork like in past (Monica)
- 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
  - Half of delivered, others not answering door for delivery
  - Will try in-person again then try to email (Monica)
- Mailboxes – new owners
  - Contractor to map addresses to mailboxes so HOA team can help new buyers who don't get mailbox number
  - Will order stock of replacement locks/keys for those who don't get keys in ownership exchange
  - Welcome packets will include mailbox numbers
- Street sign update
  - New signs for posts outside and just inside the main gate arrived
  - Will install w/in the next few weeks

- Fence replacement: 67<sup>th</sup> Ave E pond (bordering community park)
  - Sent down payment for project
  - Fence Specialists will send us project start ETA later
- Fix drainage issue in community green
  - Second bit secured on 3/13
  - Board will review and made decision re: which company will get the job
- 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. - platform tip sheet located – will adapt for our neighborhood, including remote access
- ACC
  - Evaluated ACC volunteer engagement – may need to ask for additional volunteers; discuss in April meeting
  - Reviewed ACC rounds and owners/renters who need communication re: reminder of CC&R guidelines

**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:** 04/12/23 @ 6pm in person (ACC to join at 6:30pm)