

Tustin Ranch HOA Board Meeting Minutes

Date: 04/12/2023

Attended	Board Member	Attended	ACC Member
x	Dennis Nathan, President	x	Tim Sletterink, ACC
x	Monica Davenport, VP (Interim)	x	Jeff Eckart, ACC
x	Katie Sletterink, Treasurer	x	Joseph Hartman, ACC
	Vacant, Sergeant in Arms		Vacant, ACC
x	Amber Bishop, Secretary		Vacant, ACC

Financial Review:

- Reviewed 2023 YTD budget and line items as they relate to current and planned projects
- Reviewed invoices/expenses

New Business:

- Community yard sale: set dates for July 7-9 from 8am–3pm
 - Amber will post 'save-the-date' on Facebook page
- Testing new HOA web platform
 - Under consideration to replace current web platform
 - Will allow for enhanced features and 'one-stop-shop' for residents
- Board role transition
 - Linda Bowers stepped down as president
 - Dennis Nathan was voted in to backfill the vacant president position
 - Joseph Hartman stepped down as ACC member
- Post ads for open community volunteer positions
 - Architectural Control Committee (ACC) - three roles to cover Joe's vacancy and two inactive members
 - Sargeant-at-Arms to backfill Dennis's vacancy created by transition to President

Projects in Progress:

- Renew license for HOA (non-profit org)
 - Connect with HOA attorney re: requirements (Katie)
- 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
 - Replacement taking too long to arrive – Board will call Guardian and ask them to install one ASAP (Katie/Monica)
- New homeowner / renter packets
 - All caught up, except for one new owner (Monica)
- Mailboxes – new owners
 - Contractor working on mapping addresses to mailboxes so HOA team can help new buyers who don't get mailbox number

- One lock replacement needed – owner didn’t get keys in home sale
- Welcome packet will include mailbox number so new owners know (if that info wasn’t shared previously in home sale process)
- Fix drainage issue in community green
 - Board reviewing bids
 - Reaching out to one contractor to verify pricing before making decision (Monica)
- Gate call box ‘tip sheet’ for HOA/ACC (Katie)
 - Tutorial on how to reset the gate call box when not transmitting
- Gate remote tip sheet for residents (Katie)
 - How to use app, order remotes, etc. - platform tip sheet located – will adapt for our neighborhood, including remote access
- ACC
 - Need additional volunteers to join the committee
 - Reviewed ACC rounds and owners/renters who need communication re: reminder of CC&R guidelines

Completed Projects:

- Reflective tape applied to new (back) gate
 - Purchased tape, will apply to gates when weather is nice (and have time off work)
- New street signs installed
 - New street signs for posts outside and just inside the main gate (include correct street name) and back gate
- Fence replacement: 67th Ave E pond (bordering community park)

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	Stain wood fence	-Surrounding pond on 67 th Ave E (bordering community park) -Wood that isn’t pressure-treated needs stained
2023 - Q3	Road repair estimates	-Damage from tree roots -Water damage to roads (undercut)

2023 – Q3	Reflective tape replaced on main (front) gate	-Removing old tape needs to happen in warmer weather so it peels off easier
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 – Q4	No parking signs	-Discussed adding signs to posts at both ends of each street to increase awareness of CC&R guidelines re: parking during a Q1 meeting -Board and ACC decided to delay further discussion to Q4

Next Meeting: 05/11/23 @ 6pm in person (ACC to join at 6:30pm)