

## Tustin Ranch HOA Board Meeting Minutes

Date: 06/13/2023

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		Vacant, ACC
x	Loree Latona, 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

- Backflow testing due
- Research vendor partner for CC&R compliance rounds and issue communications

### In Progress

- Tract A maintenance
  - Lock needs removed and replaced before work can be done
- Connect with contractor re: estimate for neighborhood painting projects (i.e. park play equipment and picnic tables, bollards, sealing coat on new fencing)
  - Katie to do / wait to mid-summer
- Community yard sale: reminder that event scheduled for July 7-9 from 8am–3pm
  - Jeff to put sales signs onto street and remove at end of day for each day of sale
- Decided to proceed with new HOA web platform (PayHOA)
  - All lots are in the system
  - Need communication plan for engaging residents in new site
- Limited response to HOA volunteer position ads
  - Loree Latona expressed interest in the open positions and attended this session – was voted in as Sargeant in Arms
- Renew license for HOA (non-profit org)
  - Connect with HOA attorney re: requirements (Katie)
- New homeowner / renter packets
  - One new community member needs a packet (Monica)
- Mailboxes – new owners
  - Mail carrier will map addresses to mailboxes so HOA team can help new buyers who don't get mailbox number
    - Create excel spreadsheet (Katie)
    - Order box numbers (Katie)

- 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
  - In process of scheduling work with contractor (Monica)
  - Communicate work plan w/ owner (Dennis)
- Gate call box 'tip sheet' for HOA/ACC (Katie)
- Gate remote tip sheet for residents (Katie)
- ACC
  - Reviewed ACC rounds and owners/renters who need communication re: reminder of CC&R guidelines

**Completed**

- Tomar fire strobe (FD) head repair (Guardian Gate)
- New community web platform identified – board approved tool and implementation will occur over the summer

**Next Meeting:** 07/10/23 @ 6pm in person

**Table 2: Upcoming Projects**

2023 – Q2	Touch up bollard on front call box (yellow poles)	-Tim to research cover options prior to deciding if we will paint; needs to measure and contact company for quote
2023 – Q2	Paint touch-up for playset steps	-Need to buy paint
2023 – Q2	Staining touch-up for picnic tables	-Katie has stain
2023 - Q2	Tract A maintenance	-Board agreed for 2023 -Could be Q3 depending on how wet
2023 – Q3	Stain wood fence	-Surrounding pond on 67 <sup>th</sup> 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) -Katie spoke w/ Legal re: getting process started / attorney can do work
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
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