

Tustin Ranch HOA Board Meeting Minutes

Date: 07/10/2023

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 (see Table 1 at the bottom of minutes)
- Reviewed invoices/expenses
- Treasurer will start sending notices for outstanding dues balances and late fees (70% dues collected YTD)
- Investigate current CD rates (business banking) to increase interest earned on reserve and funds not in use (Katie)

In Progress

- Research vendor for CC&R compliance (Monica)
 - Inquiries in progress
- Tract A maintenance
 - New lock installed
 - Work not complete – Monica will contact landscaper again
- Irrigation near front gate off
 - Running mid-afternoon (instead of early morning or late evening) and timing needs adjusted
 - Placement of sprinkler(s) is off – spraying up the tree
- Backflow testing
 - Emailed Olympic, no response – Monica will call to encourage work completion
 - Landscaper – contact after testing complete so can get w/ county for reassessment
- Connect with contractor re: estimate for neighborhood painting projects (i.e. park play equipment and picnic tables, bollards, sealing coat on new fencing)
 - Katie and Tim will do / bid to include painting/staining the following:
 - Bollards
 - New fence (in park) – untreated wood pieces
 - Picnic tables
 - Playset
- Set communication plan and draft template messages for rollout of new community website and payment platform (Amber/Katie/Monica)
- Renew license for HOA (non-profit org)

- Review info in file submitted to the board by Dennis (via Linda)
- New homeowner / renter packets
 - Two new community members need 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
 - Created photo inventory of boxes (Monica)
 - Need small numbers to put on each box so they can be easily identified on spreadsheet
 - Create spreadsheet to give postal worker (Monica)
 - Welcome packet will include mailbox number so new owners know (if that info wasn't shared previously in home sale process)
- Gate call box 'tip sheet' for HOA/ACC (Katie)
- Gate remote tip sheet for residents (Katie)
- ACC
 - Reviewed new project request forms submitted by owners
 - Review inquiries and concerns submitted from residents via email
 - Reviewed ACC rounds and owners/renters who need communication re: reminder of CC&R guidelines

Completed

- Fix drainage issue in community green

Next Meeting: 08/10/23 @ 6pm in person

Table 1: YTD Financial Report

Bank Account	Jan-B	Jan-E	Feb-B	Feb-E	Mar-B	Mar-E	Apr-B	Apr-E	May-B	May-E	Jun-B	Jun-E	Jul-B
Monthly totals:	\$141,077.08	\$162,644.54	\$162,644.54	\$175,734.44	\$175,734.44	\$176,353.94	\$176,353.94	\$170,512.50	\$170,512.50	\$171,558.95	\$171,558.95	\$151,427.16	\$151,427.16
Umpqua Check 6264-Operating	\$49,694.33	\$71,258.61	\$34,258.61	\$47,339.69	\$47,339.69	\$47,947.77	\$47,947.77	\$42,096.88	\$42,096.88	\$43,133.57	\$43,133.57	\$22,990.64	\$22,990.64
Umpqua CD-Reserve CD	\$13,454.49	\$13,454.49	\$13,454.49	\$13,454.49	\$13,454.49	\$13,456.15	\$13,456.15	\$13,456.15	\$13,456.15	\$13,456.15	\$13,456.15	\$13,457.84	\$13,457.84
Umpqua Money Market-Reserve	\$77,928.26	\$77,931.44	\$114,931.44	\$114,940.26	\$114,940.26	\$114,950.02	\$114,950.02	\$114,959.47	\$114,959.47	\$114,969.23	\$114,969.23	\$114,978.68	\$114,978.68

Key

- *B = beginning of month and E = end of month*
- *All budgeted expenditures are paid from the operating account*

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 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) -Katie spoke w/ Legal re: getting process started / he 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