

Tustin Ranch HOA Board Meeting Minutes

Date: 10/9/2023

Attended	Board Member	Attended	ACC Member
	Vacant, 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
- Dues
 - 2023: collection is at 89%
 - Board voted on and unanimously approved the 2024 dues assessment; amount will be shared at the annual budget meeting on 11/8
- 2024 Budget
 - Reviewed 2024 draft budget – the board unanimously approved
 - The annual community budget meeting will be held on 11/8 (review 2023 YTD and 2024 budgets)
- Will put additional \$20k of reserve funds into a CD for higher interest rate
 - Working on gathering requirements to open a new CD

New

- HOA Board Positions
 - President
 - Dennis Nathan resigned last month
 - The board unanimously approved Monica Davenport to move from the Vice President to President position effective immediately
 - As current president, Monica Davenport will be added to Umpqua bank accounts and Linda Bowers (former president, prior to Dennis Nathan) will be removed
 - Vice President
 - Position vacated when Monica Davenport was voted into the President role
 - The board unanimously approved Loree Latona to move from the Sergeant in Arms to Vice President position effective immediately
 - Secretary
 - Amber Bishop gave notice and her last month serving on the board will be December 2023
 - The board will start searching for replacements to backfill the Sergeant in Arms and Secretary positions

- Place ads on Facebook page (Amber)

In Progress

- New website (PayHOA platform)
 - The new web url is <http://tustin-ranch-hoa.sb.payhoa.com/> and the old site is no longer updated
 - Use the new site to find information such as CC&Rs, project request form and meeting minutes
 - Please create your owner portal account, if you haven't already
 - We will include a reminder about the new site and owner portal in the dues statements that will be sent later this year
- Discuss new HOA general email and role-specific email accounts for each position
 - Created for all positions except President and Sergeant in Arms
 - Will create one for the President position: tustinranchpres@gmail.com (Monica)
- Explore ways to mediate speeding issues
 - Consult Legal re: liability of speedbumps (Katie)
 - Research digital speed display
 - Additional speed signs approved by board and expense allocated in 2024 budget
- Security concerns
 - Board reviewed bid for new pedestrian gates with key pad and approved the work to begin in 2023
 - People can walk from inside the neighborhood through the pedestrian gate without needing a code
 - Those wanting to enter the neighborhood from outside the gate will need a code
 - Additional discussion re: camera placement at gates
- Research vendor for CC&R compliance (Monica/Amber)
 - Inquiries in progress
- Backflow testing
 - Received notice that dispersal trench debris/sediment removal is needed
 - Will talk with landscaper to see if they can do it (if not, will engage Pro Vac to assist)
- Painting bid for community common area touch-ups was approved by the board (to begin in Q4 2023)
 - Areas
 - Bollards
 - New fence (in park) – untreated wood pieces
 - Picnic tables
 - Playset
 - Basketball hoop
- Picnic table wood needs replaced
 - Working on getting someone to go pick up the wood and install
- New homeowner / renter packets

- Two new renters need packets (Monica)
- Mailbox master list to be uploaded to HOA GoogleDocs (Monica)
 - Mail carrier will map addresses to mailboxes so HOA team can help new buyers who don't get mailbox number
- 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

- 2024 budget

Next Meeting: 11/13/23 @ 6pm in person

Table 1: Upcoming Projects

2023 – Q4	Touch up bollard on front call box (yellow poles)	
2023 - Q4	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	Spray paint (with stencil) 'sensor here'	On road before gate – helps prevent gate
2023 – Q4	Paint touch-up for playset steps	
2023 – Q4	Staining touch-up for picnic tables	
2023 – Q4	Stain wood fence	
2024 – Q1	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
2024 – Q2	Road repair quote	Get quotes so can evaluate if we can budget the repairs in 2025 -Damage from tree roots -Water damage to roads (undercut)
TBD	Reflective tape replaced on main (front) gate	-Removing old tape needs to happen in warmer weather so it peels off easier