

MEETING MINUTES

HOA MEETING

Date:	February 4 th
Time:	6:30PM
Location:	Angela's House

IN ATTENDANCE

Angela Staller, Board Member
Aaron Evans, Board Member
Michelle Corbett, Board Member
Rob LaRocca, Board Member
Caleb Osterhouse, Board Member
David Jernigan, Board Member

APPROVAL OF MINUTES

N/A

MINUTES

- Call to Order
- Officer voting
- Discussion of CAS Performance Concerns
The Board discussed ongoing CAS shortfalls and voted to designate a communication liaison. David Jernigan will serve as the primary point of contact for all communications with CAS. Key items to be communicated to CAS include:
 - Notification of newly elected Board Officers
 - Confirmation of official email distribution lists to streamline communication:
Board of Directors: duncansridgebod@gmail.com
Architectural Review Committee (ARC): duncansridgearc@gmail.com
 - Clarification of expectations for CAS, including their current "on probation" status
 - Reinforcement of expectations related to violations, including the requirement to obtain and retain site photographs documenting each violation, as well as citing the specific covenant in violation

- Guidance on handling existing or longstanding violations, including whether the violation process may be restarted by issuing a new violation letter effective today, while referencing the original violation date within the letter
- Request that Front Steps enable automatic email notifications to the ARC when submissions are created or updated, to eliminate the need for manual monitoring
- Invitation for CAS to attend the next Board meeting on March 4, 2026 or March 11, 2026, depending on their availability
- Caleb will assist David in accessing BoD email account in gmail
- Caleb will send information to Aaron re: recusal from voting

MOTIONS

- PASSED: Motion to nominate Caleb Oosterhouse Board Secretary.
- PASSED: Motion to nominate Michelle Corbett Board Treasurer.
- PASSED: Motion to nominate Aaron Evans Board Vice President.
- PASSED: Motion to nominate Angela Staller Board President.
- PASSED: Motion to collect unused funds from AskLaw.
- PASSED: Motion to update the ARC form to include an option to email the form to the ARC as another alternative to uploading in Front Steps.

NEXT MEETING

Either 3/4/26 or 3/11/26, whichever date works for CAS representatives to attend.

Items for discussion:

- Did the budget pass?
- How do we amend the budget?
- How to proceed with the entrance project – new quotes, etc.