

# MEETING MINUTES

## DUNCAN'S RIDGE HOA MEETING

**Date:** April 1, 2026

**Time:** 6:32 PM – 8:03 PM

**Location:** Angela Staller's House

## IN ATTENDANCE

- Angela Staller, Board President
- Aaron Evans, Board Vice President
- Caleb Oosterhouse, Board Secretary
- David Jernigan, Board Member
- Rob LaRocca, Board Member

*Absent: Michelle Corbett, Board Treasurer*

## APPROVAL OF MINUTES

The March 11th, 2026 meeting minutes were formally acknowledged as approved and have been posted to the community website.

## MINUTES

### Call to Order

Meeting called to order at 6:32 PM.

### CAS Management Follow-Up

- **Communication SLA:** The Board reviewed CAS's adherence to the newly established 48-business-hour response SLA. An instance of a missed SLA was noted, and the Board will be reaching out directly to CAS management to follow up.
- **Violations Audit:** The Board reviewed the March 23rd FrontSteps violation update. While some items were corrected, the audit was not fully completed to the Board's expectations. The Board is reviewing the remaining open and past-due violations and will formally request that CAS provide a status update email within 72 hours after every future monthly community drive-through.

### Architectural Guidelines Update

- **Landscape/Yard Waste:** The Board discussed drafting specific wording regarding street-side yard waste. It was decided that no new wording will be added at this time, and the Board will remain silent on the matter unless it becomes a widespread community

issue.

- **General 2026 Update:** The comprehensive update to the Architectural Guidelines document has been pushed to the May meeting.

### Front Entrance Project

- **Status Update:** The Board is currently awaiting initial design ideas and bid sheet for the front entrance landscaping project. These are expected to arrive by the May 6th meeting.
- **Medieval Moat Proposal:** The Board reviewed a highly detailed proposal to replace the front entrance landscaping with a 20-foot medieval moat, complete with a functional drawbridge and HOA-funded alligators. The Board has officially decided to allow Aaron Evans to build the moat exclusively around his own house instead. *(Happy April Fools' Day to anyone actually reading these minutes!)*

### Community Requests & Safety

- **Traffic & Safety:** The Board researched the resident request for 4-way stops and painted stop bars. Painting the roadway is a major task and is not advised by the DOT. However, a 4-way stop sign at Duncan's Ridge Way and Lauraca Lane is already scheduled to be installed by the developers of the new Hazel Ridge neighborhood when their construction begins. The Board will re-evaluate painting all sign posts and upgrading to cement bases at that time.
- **Community Lot:** The Board agreed on an improvement plan for the community lot posts and the addition of a liability sign. The budget is expected to be under \$200.

### New Business

- **HOA Dues:** Three homeowner accounts are currently past due. The Treasurer will investigate the status of these accounts with CAS to determine the next steps.
- **Legal Funds:** The Board will reach out to CAS for a status update regarding the return of unused legal funds from AskLaw.
- **Summer Social:** The Board is beginning early research and planning for a mid-June community gathering at the neighborhood lot, potentially featuring an ice cream truck.

### ACTION ITEMS

- **CAS SLA Follow-Up & Drive-Through Reports:** Draft and send an email to Kandice addressing the missed SLA, reviewing the open violations, and instituting the 72-hour drive-through reporting requirement.
  - **Owner:** David Jernigan
- **Community Lot Improvements:** Build the final quote for the sign and post improvements (under \$200) for a final Board vote.
  - **Owner:** Caleb Oosterhouse
- **Past Due Accounts:** Investigate the status of the three late accounts with CAS. Review AskLaw refund status.
  - **Owner:** Michelle Corbett
- **Summer Social Research:** Research availability and pricing for an ice cream truck for a

potential mid-June event.

- **Owner:** Caleb Oosterhouse
- **Front Entrance Research & Design Planning:** Conduct research and begin planning the design options for the front entrance project between meetings.
  - **Owner:** Angela Staller (Lead), assisted by Caleb Oosterhouse and Aaron Evans

## MOTIONS

- **PASSED (Unanimous):** Motion to defer the repainting of traffic signs and installation of cement bases until the new Hazel Ridge neighborhood construction installs the planned 4-way stop at Duncan's Ridge Way and Lauraca Lane.
  - **Motion By:** Aaron Evans
  - **Second By:** Caleb Oosterhouse

## NEXT MEETING & ADJOURNMENT

- **Meeting Adjourned:** 8:03 PM
- **Next Meeting Date:** May 6, 2026

### Items Pushed to Future Meetings:

- **Digital Voting Platform:** Review 3rd-party digital voting quotes obtained by CAS (Quotes due July 1, 2026).
- **Guidelines Update:** Review the 2026 Architectural Guidelines refresh.