

MEETING MINUTES

DUNCAN'S RIDGE HOA MEETING

Date: Tuesday, June 23, 2026

Time: 6:33 PM – 8:45 PM

Location: Angela Staller's House

IN ATTENDANCE

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

Quorum Met: Yes

APPROVAL OF MINUTES

Approval of the May 6th, 2026 meeting minutes was deferred to a virtual vote to allow all Board members sufficient time to review the final draft.

MINUTES

Call to Order

Meeting called to order at 6:33 PM.

Summer Social Final Preparations

- The Board finalized the remaining logistics for the neighborhood Summer Social scheduled for this Friday, June 26th, from 6:30 PM to 8:30 PM. Final vendor confirmations for Pelican's Snoballs have been made, and Board duties for setup, games, and greeting were assigned. A final reminder notice will be sent to the community on Thursday or Friday morning.

Management & Administrative Updates

- **Digital Voting Platform:** The Board is currently investigating pricing and features for third-party digital voting platforms (such as ElectionBuddy and Simply Voting) to streamline future community elections. A final decision is expected at the next meeting.
- **Operational Review & Violations:** The Board discussed ongoing management workflows and reporting processes. To ensure accurate tracking of community standards, the Board formally requested a comprehensive spreadsheet of all open violations from

management. Additionally, a subcommittee (David and Caleb) was formed to review current management service levels and portal configurations to ensure they are meeting the community's needs.

- **Financials:** The Treasurer reported that the expected refund from AskLaw has been successfully received, closing that matter. Additionally, standard legal counsel has been engaged to assist with the collection of one outstanding past-due account.

Old Business & Project Updates

- **Front Entrance Project:** The Board is actively gathering and reviewing landscaping bids for the front entrance improvement project.
- **Community Lot Sign:** The materials for the community lot improvements (Trex post cover and liability sign) have been purchased, and installation is pending in the near future.

Architectural Guidelines Review

- The Board dedicated the remainder of the meeting to the comprehensive review of the 2026 Architectural Guidelines. Significant progress was made (reviewing through page 37), leaving only the final 10 pages for the next meeting. Once completed, the updated guidelines will be published to the website and communicated to the neighborhood.

ACTION ITEMS

- **Summer Social:** Send final event reminder to the neighborhood and coordinate game setup for Friday. (*Owner: Caleb Oosterhouse / David Jernigan*)
- **Voting Platform:** Complete pricing investigation for digital voting software options. (*Owner: Caleb Oosterhouse*)
- **Management Service Review:** Compile performance documentation and work on correcting the FrontSteps violation module. (*Owner: David Jernigan / Caleb Oosterhouse*)
- **Front Entrance Bids:** Continue gathering competitive landscaping bids for the entrance project. (*Owner: Angela Staller*)

MOTIONS

- **PASSED (By Majority):** Motion to require a comprehensive spreadsheet of all open violations from management to ensure accurate oversight and tracking.

NEXT MEETING & ADJOURNMENT

- **Meeting Adjourned:** 8:45 PM
- **Next Meeting Date:** Tentatively scheduled for the first week of August (Date TBD).