

MEETING MINUTES

DUNCAN'S RIDGE HOA MEETING

Date: Wednesday, May 6, 2026

Time: 6:30 PM – 8:30 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
- *Absent: Rob LaRocca, Board Member*

Quorum Met: Yes

MINUTES

Call to Order

Meeting called to order at 6:30 PM.

Alirin Lane Parking Notices

- The Board discussed a courtesy notice sent by CAS regarding parking congestion on Alirin Lane observed on May 1st. While the Board agreed the congestion was likely due to a specific event rather than a recurring issue, the Board supports the issuance of courtesy notices to ensure streets remain passable for emergency vehicles.

CAS Management Follow-Up

- **Voting Platform Discussion:** The Board reviewed options for a "Mail-Out Only" strategy for future community voting, comparing ElectionBuddy with Simply Voting. The Board is awaiting final pricing and details from CAS.
- **Communication & SLAs:** The Board reviewed CAS's performance regarding the required 72-hour drive-through reporting. The Board is following up with CAS senior management to ensure adherence to agreed-upon communication standards and timelines.

Old Business & Project Updates

- **Front Entrance Project:** Stone quotes have been successfully obtained. The current focus is on landscaping; the Board is working to secure 2-3 competitive landscaping bids for review.
- **Community Lot Pole & Sign:** The Board reviewed estimates for community lot

improvements and approved a budget to install a new Trex post cover and an official liability sign for the lot.

Financial & Administrative

- **Treasurer's Report & Past Due Accounts:** The Board is currently awaiting updated financial records and status reports on late accounts from CAS. Follow-up requests have been submitted to management.

Community Engagement & Communications

- **Integrated Digital Strategy:** The Board established new goals focusing on transparency and ease of access for 2026. The Board voted to transition official HOA communications away from Facebook. Moving forward, the official website will be the primary hub for information (no login required for general info), and notifications will be sent directly via the official BOD email address.
- **Summer Social:** A community event featuring the Pelican's Snoballs truck is officially scheduled for **Friday, June 26th, from 6:30 PM – 8:30 PM** at the community lot.

Architectural Guidelines Review

- The Board spent 30 minutes conducting a comprehensive review of the current Architectural Guidelines to align them with current community standards. Significant progress was made, and the final pages will be reviewed at the next meeting.

ACTION ITEMS

- **CAS Follow-up:** Escalate communication delays and request updated financial/past-due account reports from CAS Management. (*Owner: David Jernigan / Michelle Corbett*)
- **Community Lot Sign:** Purchase approved materials and coordinate installation at the park. (*Owner: Caleb Oosterhouse*)
- **Front Entrance Bids:** Review and secure competitive landscaping bids. (*Owner: Angela Staller, Aaron Evans, Caleb Oosterhouse*)
- **Summer Social:** Draft a community email announcement and confirm final details with Pelican's Snoballs. (*Owner: Caleb Oosterhouse*)

MOTIONS

- **PASSED (Unanimous):** Motion to approve the proposed liability sign wording and a budget of \$150 for materials.
 - *Motion By:* Caleb Oosterhouse | *Second By:* Aaron Evans
- **PASSED (Unanimous):** Motion to approve the integrated digital strategy, including the website user import and transitioning to direct BOD email notifications.
 - *Motion By:* Caleb Oosterhouse | *Second By:* Angela Staller

NEXT MEETING & ADJOURNMENT

- **Meeting Adjourned:** 8:30 PM
 - *Motion By:* Caleb Oosterhouse | *Second By:* Aaron Evans

- **Next Meeting Date:** June 17, 2026