

MEETING MINUTES

DUNCAN'S RIDGE HOA MEETING

Date: Wednesday, August 5, 2026

Time: 6:33 PM – 8:40 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 June 23rd, 2026 meeting minutes was completed via electronic vote prior to this meeting.

MINUTES

Call to Order

Meeting called to order at 6:33 PM.

Digital Voting Platform Decision

- The Board reviewed the final pricing and feature comparisons for digital voting platforms (including ElectionBuddy) to be used for the upcoming 2026 Annual Meeting. Information was shared and discussed among the Board members. The official vote to select the platform was deferred to the next meeting to allow for final review.

Front Entrance Project

- The Board reviewed current bid information and discussed budget planning. The project is currently on track for a Fall/Winter installation.
- The Board has successfully received bids for the stonework and is now in the process of collecting competitive landscaping bids from 2-3 local companies.
- To save the community money, the low-voltage lighting will be quoted and designed by the HOA board. The final lighting plan and new front sign options will be determined once the comprehensive budget planning is complete.

CAS Management Performance & Violations Review

- The Board discussed ongoing issues with CAS Management regarding delayed communication and a lack of updates in the FrontSteps violation portal since May.
- A Board member will be following up with management directly this week to address the service failures and request an immediate status update on the monthly drive-throughs. The Board will continue to closely monitor CAS's performance.

Architectural Guidelines Review

- The Board successfully completed the comprehensive, page-by-page review of the official Architectural Guidelines.
- The Board is currently updating the master document to reflect current community standards, state regulations, and match community covenants.
- The final draft will be presented for an official ratification vote at the September meeting. Once ratified, the updated 2026 Guidelines will be published to the community website.

ACTION ITEMS

- **Front Entrance:** Collect 2-3 formal landscape bids and review new front sign/lighting options. (*Owners: Angela Staller, Caleb Oosterhouse*)
- **CAS Follow-up:** Contact management regarding communication delays and missing violation updates. (*Owner: David Jernigan*)
- **Guidelines:** Compile all reviewed changes into a final master document for ratification. (*Owners: Angela Staller, Caleb Oosterhouse*)

MOTIONS

- **PASSED (Unanimous):** Motion to proceed with gathering three (3) formal landscaping bids for the front entrance project.

NEXT MEETING & ADJOURNMENT

- **Meeting Adjourned:** 8:40 PM
- **Next Meeting Date:** Tuesday, September 10, 2026, at 6:30 PM