

Forest Oaks II

Homeowners' Association

*P. O. Box 12321, Murfreesboro, TN 31729
www.forestoaks2.com*

Board of Directors Meeting

June 17, 2021

Minutes

DATE and TIME

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, June 17, 2021, at 5:30 p.m. at the Clubhouse.

CALL to ORDER-PRESIDING OFFICER

JoAnna Medlen called the meeting to order at 5:30 p.m. Alexander Clark and Judy Tabbert of Clark Legal, PLLC were present.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President

Nancy Miller – Vice president

Linda Johnston – Secretary/Treasurer

Lytle Tenpenny – Director

Donna Acheson - Director

AGENDA CHANGE Request from JoAnna to remove Plumbing and Sewer Contract from new business. Motion by Linda to remove Plumbing and Sewer Contract from new business, seconded by Lytle, motion carried, unanimously approved. Request to move Request by JoAnna to move Removal of Covid restrictions for pool to first item under new business. Motion by Lytle to move Removal of Covid restrictions for pool to first item under new business, seconded by Nancy, motion carried, unanimously approved.

MINUTES

Motion by Lytle to accept the minutes as read with corrections, seconded by Nancy, motion carried, unanimously approved.

PRESIDENT and COMMITTEE REPORTS

JoAnna shared there had been several acts of vandalism in the community. She asked homeowners that if they see something please fill out an incident report, sign it, and turn it in to Donna. The Board appreciates and needs homeowners' assistance with maintaining the community.

FINANCIALS

Ms. Tabbert reviewed the financials. Elizabeth commented on current financial outlook for the HOA. Motion by Lytle to approve financials, seconded by Donna, motion carried, unanimously approved.

OLD BUSINESS

Motion by Lytle to table any action of outside rental of the Clubhouse, seconded by Donna, motion carried, unanimously approved. Motion by Lytle for Nancy to find out cost of rental of similar size venue and report back at the August meeting, seconded by Donna, motion carried, unanimously approved.

Motion by Nancy to open the Clubhouse with no Covid related restrictions to homeowners, seconded by Lytle, motion carried, unanimously

Discussion on the Outside Décor Rules and Regulations was opened. Motion by Lytle to limit the discussion to only items in the rules and regulations that had not previously been approved by the Board, seconded by Nancy, motion carried, unanimously approved.

Motion by Lytle to approve the highlighted changes to the Outside Décor Rules and Regulations, seconded by Nancy, motion carried, unanimously approved.

Motion by Linda to approve changes to the Pool Rules and Regulations and Responsibilities, seconded by Nancy, motion carried, unanimously approved.

Motion by Linda to strike her previous motion and approve the Pool Rules and Regulations and Responsibilities with changes to violations, the 3rd offense will result in loss of pool privileges for the remainder of the pool season, seconded by Donna, motion carried, JoAnna- yes, Linda – yes, Nancy – no, Lytle – yes, and Donna – yes.

Motion by Linda to provide homeowners a copy of the revised Pool Rules and Regulations and Responsibilities on June 18, 2021, and to open the pool to homeowners and guest with no COVID related restrictions and the implementation of the revised Pool Rules and Regulation affective June 19, 2021, seconded by Lytle, motion carried, unanimously approved.

Lytle presented information on the 3 contractors contacted to bid asphalt for Section A. Joe's Asphalt provided the only bid estimate of \$35,000.00. Discussion on how the cost of asphalt repair may be funded. A one-time assessment or raising homeowner dues were considered. Before making a final decision, input from Elizabeth on financials would be taken into consideration. JoAnna called for an end to discussion.

Motion by JoAnna to rescind her approved motion of March 15, 2021, to put it to homeowners if to do an assessment on pavement repair and to install security system throughout the community, seconded by Lytle, motion carried, unanimously approved.

Motion by Nancy to accept Joe's Asphalt quote of \$35,000.00 to redo the designated area of Section A and for Clark Legal to draft a contract, seconded by Lytle, motion carried, unanimously approved.

Motion by Nancy not to pursue placing security cameras throughout the community, seconded by Lytle, motion carried, unanimously approved.

Motion by Nancy to form a committee on sharing of personal security feed by homeowners and camera placement and installation, seconded by Lytle, motion carried, unanimously approved.

Motion by Lytle to hire Charlie's Creations to manage and maintain the association website, seconded by Nancy, motion carried, unanimously approved.

Mr. Clark updated the Board on current legal actions.

New Business

Motion by Lytle to approve Unit 1113 and Unit 1142 request to park an additional vehicle in guest parking, seconded by Donna, motion carried, unanimously approved.

Linda presented Architectural Modification Request from Unit 1143, Unit 1024, Unit 1130, Unit 1140, and Unit 1023. The work is to be completed by the homeowner. Motion by Donna to approve Unit 1143 door, Unit 1024 tile on block dividing wall, Unit 1130 patio TV, and Unit 1023 door, seconded by Linda, motion carried, unanimously approved.

Motion by Lytle to approve Unit 1140 request to replace fence, seconded by Donna, motion carried, unanimously approved.

JoAnna opened discussion on revisions the fine structure for violations. Consideration was given to leave current fine structure of \$100.00 per incident or making fines incremental. JoAnna called to end discussion. Motion by Lytle to set fines at \$100.00 per incident and to increase the fine by increments of \$50.00 for the same offense, seconded by Donna, motion carried, unanimously approved.

Motion by Lytle to move Directors meeting from quarterly to every other month with the 3rd Thursday in August 2021 being the first meeting on an every other month schedule, seconded by Donna, motion carried, unanimously approved.

Motion by Lytle to renew pool contract with Murfreesboro Pool Company for two years and with an addendum of a \$50.00 increase for chlorine per month retroactive to May 2021 and through December 2021, seconded by Donna, motion carried, unanimously approved.

Discussion opened on striping the whole parking lot or just no parking areas as post "No Parking" signs were being removed and creating the possibility of interfering with emergency response vehicles. Discussion closed. Motion by Linda for Lytle to find someone to stripe the parking lot and report back to the Board in August, seconded by Nancy, motion carried, unanimously approved.

JoAnna shared the associations insurance agent did not have the new policy and agreement available for the Boards' consideration. A special called meeting would be necessary to consider the new policy and agreement before August 1st, as the current policy expires 8/1/2021.

Motion by Lytle to proceed with legal action on delinquent accounts and specified actions, seconded by JoAnna, motion carried, unanimously approved.

ADJOURNMENT

The next regularly scheduled meeting will be held on Thursday, August 19, 2021, at 5:30 p.m. at the clubhouse. A motion by Lytle to adjourn, seconded by Donna, motion carried, unanimously approved.



President's Signature

8-19-21
Date



Secretary's Signature

8-19-21
Date

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SPECIAL CALLED BOARD of DIRECTORS MEETING

July 22, 2021
Minutes

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Thursday, July 22, 2021, at 1:00 p.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna called the meeting to order at 5:34 p.m. Alex Clark and Judy Tabbert of Clark Legal, PLLC were present.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President

Linda Johnston – Secretary/Treasurer

Lytle Tenpenny – Director

Donna Acheson- Director

JoAnna asked to add a request from Carriage Parke HOA to the agenda. Motion by Lytle to add request from Carriage Parke HOA to agenda, seconded by Donna, motion carried, unanimously approved.

ITEMS for SPECIAL CALLED MEETING

JoAnna shared with Board new underwriter application for insurance coverage that addressed the use of grills in the community. During the meeting the insurance agent was contacted requesting clarification on the use of grills in carport areas. JoAnna asked the agent to put in writing the guidelines for which the underwriters would be considering for coverage. Motion by Donna to approve revisions to the Outside Décor Rules and Regulations for insurance underwriters, seconded by Lytle, motion carried, unanimously approved.

Motion by Lytle to approve 2021-2022 insurance contract with James A. Rothenberg and Associates with all corrections made in application, seconded by Linda, motion carried, unanimously approved.

Motion by Donna to accept Clark Legal, PLLC contract for one year, seconded by Linda, motion carried, unanimously approved.

Motion by Donna to accept bookkeeper contract with Clark Legal for one year, seconded by Linda, motion carried, unanimously approved.

Motion by Lytle to retain Monica Jackson as administrative assistant and for Clark Legal to draft a contract, seconded by to cover August 1, 2021, thru July 31, 2022, seconded by Donna, unanimously approved.

Motion by Lytle to approve contract with Joe's Asphalt as written with date change of June to July, to be initialed by both parties, seconded by Donna, motion carried, unanimously approved.

Linda presented Architectural Modification Request from Unit 1125 and Unit 911. Motion by Donna to approve Unit 1025 door and Unit 911 repairs to fence, seconded by

JoAnna presented from Carriage Parke HOA for Forest Oaks II to remove the tree buffer between the two properties near Carriage Parke's pool area. Motion by Lytle not to remove the tree buffer between Carriage Parke and Forest Oaks II, seconded by Linda, motion carried, unanimously approved.

ADJOURNMENT

Motion by Lytle to adjourn, seconded by Donna, motion carried, unanimously approved.

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SPECIAL CALLED BOARD of DIRECTORS MEETING

July 29, 2021
Minutes

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Thursday, July 29, 2021, at 9:30 a.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna called the meeting to order at 9:30 a.m. Judy Tabbert of Clark Legal, PLLC was present.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President

Lytle Tenpenny – Director

Donna Acheson- Director

ITEMS for SPECIAL CALLED MEETING

JoAnna shared with Board the written guidance provided by the HOA's insurance agent. Motion by Donna to approve revisions to the Outside Décor Rules and Regulations for insurance coverage with guidance from insurance agent, seconded by Lytle, motion carried, unanimously approved.

Motion by Lytle for Clark Legal to prepare a packet to include the revised Outside Décor Rules and Regulations, Mr. Rothenberg's guidance, and an acknowledgement page of receipt and for Monica Jackson, the administrative assistant, to receive the notifications and prepare a spreadsheet of returned acknowledgement for the Board, seconded by Donna, motion carried, unanimously approved.

Motion by Lytle to accept the insurance policy and premium for the 2021-2022, seconded by Donna, motion carried, unanimously.

Motion by Lytle to approved Monica Jackson's contract for administrative assistant, seconded by Donna, motion carried, unanimously approved.

ADJOURNMENT

Motion by Donna to adjourn, seconded by Lytle, motion carried, unanimously approved.