

# Forest Oaks II

## *Homeowners Association*

### Board of Directors Meeting February 17, 2022 Minutes

#### **DATE and TIME**

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, February 17, 2021, at 5:35 p.m. at the Clubhouse.

#### **CALL to ORDER-PRESIDING OFFICER**

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

#### **QUORUM**

A quorum was established with the following directors present:

JoAnna Medlen – President

Linda – Johnston – Secretary/Treasurer

Lytle Tenpenny – Director

Tonna Collins - Director

Motion by Linda to add grilling policy and paving estimates to agenda, seconded by Tonna, motion carried, unanimously approved.

#### **MINUTES**

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

#### **PRESIDENT**

The underground lines for the outside lights have never been maintained or replace and now water has affected them so they the wiring must be replaced. Lights fixtures the association had already purchased are being replaced. JoAnna asked Judy to speak about how fees and fines were used. Ms. Tabbert replied that all fees and fines go into the general fund and are used to maintain the association. JoAnna thanked Donna Acheson for her service to the Board of Directors and the Association. Tonna Collins was welcomed as a new director.

#### **COMMITTEE REPORTS**

Lytle reported the ongoing maintenance of the out buildings, but it is difficult to get wood or hardy board. That asphalt work still needed to be done in another area of the community and he would talk about more in new business.

#### **FINANCIALS**

Motion by Lytle to approve financials, seconded by Tonna, motion carried, unanimously approved.

#### **OLD BUSINESS**

JoAnna asked Judy to present list of homeowners who received notification of fence repair or replacement in July but had not meet the November 30, 2021 to do so. Discussion on failure to repair or replace patio fences. Motion by Tonna to fine homeowners, who failed to meet the 11/30/2021 deadline to repair or replace patio fences \$100.00 and give until 8/30/2022 to comply or HOA will repair or replace and charge the homeowner the cost, seconded Lytle, motion carried, unanimously approved.

Discussion on grilling at association based on letter from insurance underwriters. Motion by Tonna to send homeowners a grilling packet with cover letter, a copy of the underwriter's letter, grilling notification, including statement that homeowners will be responsible for any damage to the limited commons or common area and will bear the cost to repair damage to original state as the result of grilling, will lose all grilling privileges caused by grilling, and Outside Décor Rules and Regulations showing changes to grilling violations, seconded by Lytle, motion carried, yea, JoAnna, Lytle, Tonna and Nay, Linda. Motion by Tonna for Clark Legal, PLLC to prepare a grilling packet to be hand deliver to all homeowners by March 3, 2022, seconded by Lytle, motion carried, unanimously approved.

## **NEW BUSINESS**

Motion by Lytle to approve Architectural Modification Request for Tommy Bray-fence, seconded by Tonna, motion carried, unanimously approved.

Motion by Linda to deny Natalie Baker-fence pending proof of insurance by vendor and Bridgett Powell-fence , pending proof of insurance by vendor and request to resubmit Architectural Modification Request to replace not repair fence, seconded by Lytle, motion carried, unanimously approved.

There was no request to Park in Guest parking, Landscape Modification Request, or Work Request for the Board's consideration.

Motion by Lytle to renew the president spending up to \$2,500.00 per month for 2 years, seconded by Tonna, motion carried, unanimously approved.

Motion by Lytle for Clark Legal, PLLC to draw up a pool bid request for services, seconded by Tonna, motion carried, unanimously approved.

Motion by Lytle to request Procut give an estimate to finish restoring beds, remove dead shrubs, haul off debris, and cost to provide tree and plant replacing tree that had to be removed due to damage, seconded by Tonna, motion carried, unanimously approved.

Motion by Tonna to change Patio Fence Rules and Regulations to allow fences to open inward or outward, seconded by Linda, motion carried, unanimously approved.

Discussion on having vendors to handle repairs that do not require Board approval or that homeowners may contact if they wish the association to pay for the repairs. Motion by Linda to approve vendor of Board's choice to complete small repairs or gutter maintenance, seconded by Tonna, motion carried, unanimously approved. Motion by Lytle to approve Dowell Roofing for day-to-day roof repairs, seconded by Linda, motion carried, unanimously approved. Motion by Lytle to approved H&R Plumbing for day-to-day plumbing or drain repair and maintenance, seconded by Tonna, motion carried, unanimously approved.

Motion by Lytle for Mike Baird to rent a lift, when needed, to access second story repairs or gutter maintenance areas, seconded by Tonna, motion carried unanimously approved.

Motion by Lytle to get input from Mr. Brooks prior to asking for bids to deal with water mitigation between Unit and Unit 1130, seconded by Tonna, motion carried, unanimously approved.

Motion by Lytle to get an estimate on paving from Unit 926 to down past Ms. Youree's unit, seconded by Tonna, motion carried, unanimously approved.

Motion by Lytle for Clark Legal, PLLC to prepare draft Unlawful Acts and Proof of Insurance Coverage Rules and Regulations for the April 21, 2022 Director's meeting, seconded by Tonna, motion carried, unanimously approved.

Discussion on trenching around beds and trees. No action taken on trenching.

Motion by Linda for administrative assistant to prepare requested notifications to be hand delivered to homeowners, seconded by Tonna, motion carried, unanimously approved.

**ADJOURNMENT**

The next regularly scheduled meeting will be held on Thursday, April 21, 2022, at 5:30 p.m. at the clubhouse. A motion by Tonna to adjourn, seconded by Linda, motion carried, unanimously approved.

Joanna Collins  
President's Signature - Acting President

5-5-2022  
Date

Linda L. Johnston  
Secretary's Signature

5-5-2022  
Date

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# Forest Oaks II

## *Homeowners Association*

### Board of Directors Special Called Meeting December 30, 2021 Minutes

#### **DATE and TIME**

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on, December 30, 2021, at 11:00 a.m. at the Clubhouse.

#### **CALL to ORDER-PRESIDING OFFICER**

JoAnna Medlen called the meeting to order at 11:00 a.m.

#### **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

#### **Items(s) to be addressed**

**Motion by Donna to approve Modification Request left off the December agenda; Valarie Nesbit - replace fence, seconded by Lytle, motion carried, unanimously approved.**

#### **ADJOURNMENT**

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