

# Forest Oaks II

## *Homeowners Association*

### Board of Directors Meeting August 17, 2023 Minutes

#### **DATE and TIME**

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, August 17, 2023, 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. Mike Craig and Judy Tabbert were present.

#### **QUORUM**

A quorum was established with the following directors present:

JoAnna Medlen – President  
Nancy Miller – Vice-president  
Linda Johnston – Secretary/Treasurer  
Tonna Collins – Director

JoAnna asked Vice president Nancy Miller to chair the meeting.

#### **MINUTES**

Motion by Linda to accept the minutes, seconded by Tonna, motion carried, unanimously approved.

#### **PRESIDENT**

Thank you to all for attending the meeting. Nancy read the president's report. JoAnna asked the report to become part of the meeting record. Motion by JoAnna for report to be part of meeting record, seconded by Nancy, motion carried, unanimously approved.

#### **COMMITTEE REPORTS**

Nancy reminded homeowners, that when leaving anything for her to please place it in the box she has put up and not to leave it anywhere on her patio or her carport area.

#### **FINANCIALS**

Judy Tabbert presented the June and July financials explaining that the June profit was larger than usual as no insurance premium was paid and with vacations taking place less maintenance was done. The July profit was more in line with what would like to see for reserves each month.. No insurance premium was paid in July. Motion by Tonna to approve financials, seconded by Linda, motion carried, unanimously approved.

#### **OLD BUSINESS**

Nancy asked Judy to update the Board on the management company proposal. Judy reported the proposals was sent to 6 companies: PMI Whiskey Trail, Community Management Associates, Timmons Management, Red Realty Management, and Ghertner Property Managers. Property management companies interested in managing Forest Oaks II HOA are to respond by September 15, 2023. Motion by Tonna to hold a study session prior to the October meeting to review submitted proposals, seconded by Linda, motion carried, unanimously approved.

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JoAnna Medlen President Nancy Miller Vice President Linda Johnston Secretary/Treasurer  
Lytle Tenpenny Director Tonna Collins Director

Mr. Craig reported that collection of past due amount with Unit 1026 was resolved.

## **NEW BUSINESS**

Nancy read Lytle Tenpenny's resignation. Motion by Tonna to accept Mr. Tenpenny's resignation, seconded by Linda, motion carried, unanimously approved.

Nancy read the Forest Oaks II By-laws regarding filling an officer vacancy mid-term. Nancy called for nomination from Board members. JoAnna nominated Jeff Rutledge. Nancy called for any additional nominations. No additional nominations were put forth. Nancy called for a motion to appoint. Motion by JoAnna to appoint Jeff Rutledge as director to fill the vacate office, motion by Tonna, motion carried, unanimously approved.

Motion by Tonna to approve Architectural Modification Requests for Unit 938 paint back door white, Unit 1119 to replace patio gate according to patio Fence Rules and regulations, Unit 1026 to fix patio fence according to Patio Fence Rules and Regulations, seconded by JoAnna, motion carried, unanimously approved.

Unit 1118 requested to replace unit windows with bronze window frames. Review of Exterior Décor Rules and Regulations does not permit black or bronze window frames. Black and bronze window frames in place were grandfathered in. Motion by Tonna to approve replacement windows in colors approved in the Exterior Rules and Regulations and deny request for bronze window frames, seconded by Nancy, motion carried, unanimously approved.

There was no request to park an additional vehicle in guest parking and landscape modification request.

Motion by JoAnna to table any action of the pet policy, smoke detectors, and wood burning fireplaces, seconded by Tonna, motion carried, unanimously approved.

Motion by Tonna for Hughes Tree Surgery to remove the five trees, grind the stumps, and remove the debris for \$5,000.00 at unit 1143 and 1144, seconded by JoAnna, motion carried, unanimously approved.

Motion by JoAnna to table discussion of removal of dead shrubs from the front and landscaping front area until the next meeting, seconded by Linda, motion carried, unanimously approved.

Nancy asked the Board to move to Executive Session. Motion by JoAnna to move to executive session, seconded by Tonna, motion carried, unanimously approved.

Board returned from executive session.

Motion by Jeff to send a letter to Unit 926 notifying the homeowner, if the homeowner is unable to conduct the maintenance and care of Unit 926, then the association is to be provided with information of whom is to make decisions for the homeowner via Power of Attorney within 10 days of receipt of letter or the Board will turn the matter over to the association attorney, seconded by Tonna, motion carried, unanimously approved.

Motion by Nancy to send a letter to Unit 1118 requesting the owner(s) provide the association with documentation of whom owns and make decisions for the care and maintenance of Unit 1118 within 10

days of receipt of letter or the Board will turn the matter over to the association attorney, seconded by Tonna, motion carried, unanimously approved.


Nancy recognized Faylene Timbs to address the Board regarding insurance. Ms. Timbs declined the request to address the Board.

Motion by Nancy to implement the Assessment Collection Policy and send the 45-day notice past due to Unit 1026, Unit 909, and Unit 946, seconded by Tonna, motion carried, unanimously approved.

Motion by Tonna that if the 45-day past due notice is not acted on then Mr. Craig is to take all means and steps necessary to collect the delinquent account, seconded by Nancy, motion carried, unanimously approved.

### ADJOURNMENT

The next regularly scheduled meeting will be held on Thursday, October 19, 2023, at 5:30 p.m. at the Clubhouse. A motion by Tonna to adjourn, seconded by Linda, motion carried, unanimously approved.

  
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President's Signature

10-24-23  
Date

  
\_\_\_\_\_  
Secretary's Signature

10-26-2023  
Date

*Forest Oaks II*  
*Homeowners' Association*  
P. O. Box 12321, Murfreesboro, TN 31729  
[www.forestoaks2.com](http://www.forestoaks2.com)

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**SPECIAL CALLED BOARD of DIRECTORS MEETING**

Minutes

October 10, 2023

**DATE and TIME**

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on October 10, 2023, at 9:30:00 a.m.

**CALL to ORDER – PRESIDING OFFICIER**

JoAnna Medlen called the meeting to order at 9:47 a.m. with Judy Tabbert in attendance.

**QUORUM**

A quorum was established with the following directors present:

JoAnna Medlen – President

Nancy Miller – Vice-president

Linda Johnston – Secretary/Treasurer

**ITEMS for SPECIAL CALLED MEETING**

Change date of October Board of Directors Meeting

JoAnna stated that some Board members had notified her they would be out of town for the regular scheduled meeting of October 17. As there was important business to be conducted by the Board it might be best to delay the meeting by a week to October 26. Motion by Nancy to move the regular scheduled Board meeting to October 26, 2023, seconded by Linda, motion carried, unanimously approved.

Preparation for Annual Homeowners Meeting

Since the October meeting was pushed back a week JoAnna asked for a motion to approve procedures of sending out nominations for two offices and then sending out the meeting notices, ballots, and proxies. Motion by Linda to send nominations as soon as Judy could prepare and they could be printed, returned date of November 2, 2023, and meeting notices, ballots, and proxies to be sent out by November 9, 2023, with a return date of November 29, 2023, seconded by Nancy, motion carried, unanimously approved.

Motion by JoAnna to hand deliver nominations and to mail notices, ballots, and proxies, seconded by Nancy, motion carried, unanimously approved.

**ADJOURNMENT**

Motion by Nancy to adjourn, seconded by Linda, motion carried, unanimously approved.