

Forest Oaks II

Homeowners Association

Board of Directors Meeting February 15, 2024 Minutes

DATE and TIME

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, February 15, 2024, at 5:30 p.m. at the Clubhouse.

CALL to ORDER-PRESIDING OFFICER

President JoAnna Medlen called the meeting to order at 5:31 p.m. Judy Tabbert was present. Director Karen Stutzman notified the President that Linda Johnston, Secretary had requested she act as Secretary for the meeting as she was unable to attend. JoAnna asked Nancy to chair the meeting for her due to eye sight problems

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen - President
Nancy Miller – Vice-president
Karen Stutzman – Director (acting Secretary)
Tonna Collins – Director

Nancy asked a motion regarding tree removal be added to the agenda. Motion by Tonna to add tree removal to the agenda, seconded by Karen, motion carried, unanimously approved.

Nancy asked for a motion regarding additional lighting for security purposes to be added to the agenda. Motion by Tonna to add additional lighting for security to the agenda, seconded by Karen, motion carried, unanimously approved.

Nancy asked for a motion regarding a change to the 2024 budget to be added to the agenda. Motion by Karen to add changes to the 2024 budget to the agenda, seconded by Tonna, motion carried, unanimously approved.

MINUTES

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

PRESIDENT'S REPORT

The wiring for the exterior lights is starting to short out. When Ogles dug up the wiring to repair, they found that when the wire had not been laid with conduit nor was it exterior wiring. Unfortunately, when they dug up the wiring it hit the cable line and knocked out the cable briefly as the man from the state did not mark where the cable line was correctly. Interior wiring was used, and it is corroded and must be replaced. The left side down by the Clubhouse went out and now another section has gone out. So can expect to have other sections of lights to go out as water gets in and the wire corrode. The only way to fix is to dig up the wire and replace it with conduit and exterior wire. The pavement is also becoming an issue and we may not be able to just repair it like we have in the past and it may not be a pretty fix. A tree recently fell across the fence on the airport side, and it was cut down. A homeowner contacted me and stated a felony had been committed by cutting down the tree. Upon checking with Chad at the airport he side “no” it was not a felony

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JoAnna Medlen President Nancy Miller Vice President Linda Johnston Secretary/Treasurer
Karen Stutzman Director Tonna Collins Director

and that if the association would let him know when a tree from the airport property falls on HOA property, he will have it cut down and there would be no cost to the association.

COMMITTEE REPORTS

No report from committees.

FINANCIALS

Judy Tabbert presented the December and January financials. Elizabeth addressed the negative Profit and Loss and reviewed the Reserves. Motion by Nancy to approve financials, seconded by Karen, motion carried, unanimously approved.

OLD BUSINESS

There were no request to address the Board

Nancy opened discussion on changes to the Pet Rules and Regulations and doing something about dog poop. Four possible solutions to dog poop were raised as the current rules and regulations require pet owners to pick up after their pets and states how to dispose of the pet waste. The options were requiring DNA testing on all pets, increasing the violation fee, placing more cameras in the community, and asking the homeowners take more responsibility for cleaning up after their pets and homeowners reporting violations of the pet policy. As 3 of the 4 options increased the cost to individual homeowners and the association the last option of homeowners responsibility went to a motion. Motion by JoAnna to take no action other than requesting additional responsibility from homeowners complying with the Pet Rules and Regulations and homeowners reporting violations of the pet policy beginning now and continuing to the June meeting to see if there is an improvement in proper removal of pet waste, seconded by Tonna, motion carried, unanimously approved.

No Request to Park in Guest parking were submitted to the Board.

No Landscape Modifications were submitted to the Board.

JoAnna stated the next two items on the agenda were the result of the insurance underwriters inquiry into how the association addressed certain pet issues and how the association addressed wood burning fireplaces. The associations agent had indicated having a policy on the two could lower the insurances premium.

Changes were proposed to the Pet Rules and Regulations the insurance underwriters were questioning by adding #1, #4, #5, and #13 of the draft Pet Rules and Regulations to the current Pet Rules and Regulations. Motion by Karen to add #1, #4, #5, and #13 of the draft Pet Rules and Regulations to the approved Pet Rules and Regulations, seconded by Tonna, motion carried, unanimously approved.

Nancy brought forward the question of how to respond to the insurance underwriters regarding the wood burning fireplaces at Forest Oaks II and the issue had been tabled from the last meeting. Motion by JoAnna to table until the next meeting so that additional information could be gathered, seconded by Tonna, motion carried, unanimously approved.

Motion by Karen to table acting on smoke detectors until the next meeting so that additional information could be gathered, seconded by Tonna, motion carried, unanimously approved.

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**JoAnna Medlen President Nancy Miller Vice President Linda Johnston Secretary/Treasurer
Karen Stutzman Director Tonna Collins Director**

Nancy requested an insurance update from Judy Tabbert. Mr. Rothberg indicated he expected Seneca to stay in the Tennessee market for 2025 and for rates to increase somewhere around 15% but not more than 20% but he would know until May 2024.

There was nothing to report from the association attorney as all delinquent accounts had been collected and closed.

NEW BUSINESS

Motion by Tonna to approve the Architectural Modification for Unit 948 to install security cameras and for the homeowner to repair the unit if the cameras were mounted on the unit when no longer in use or upon the sale of the unit, motion seconded by Karen, motion carried, unanimously approved.

JoAnna shared there was a tree at the middle units and a tree at the woods that the roots were raising up the sidewalk. Motion by JoAnna to have someone look at the 2 trees and advise on whether to cut or other modifications to stop the roots from causing damage to the sidewalks, seconded by Karen, motion carried, unanimously approved.

Motion by JoAnna to approve the cost to repair the exterior wiring for the lights on B side and the lamp post, seconded by Tonna, motion carried, unanimously approved.

Motion by JoAnna to approve the cost to repair the ceiling in the Clubhouse, seconded by Karen, motion carried, unanimously approved.

Nancy asked Elizabeth to address the Board regarding budget amendment. Last fall there was \$18,756.00 in the painting reserve for repairing rotten wood. There needs to be \$18,760.00 moved from the Painting Reserve to the Unappropriated Fund. Motion by Karen to approve the transfer of \$18,760.00 from Painting Reserves to Unappropriated Funds effective February 29, 2024, seconded by Tonna, motion carried, unanimously approved.

Nancy reviewed proposed changes to the Personal Landscape Rules and Regulations. Motion by Tonna to approve the changes to the Personal Landscape Rules and regulations, seconded by Karen, motion carried, unanimously approved.

Linda Johnston joined the meeting at 6:59 p.m.

Motion by JoAnna for Judy to put out a request for estimates for pavement repair to present at the April meeting pending receiving paving information from Mr. Brooks, seconded by Tonna, motion carried, aye JoAnna, aye, Karen, aye Tonna, Aye Nancy, Abstain Linda, motion carried.

JoAnna shared it had been brought to her attention that some areas of the community had little or no lighting and were concerned for security reasons. Motion by JoAnna to add lighting to specific areas of the community for security reasons, seconded by Karen, motion carried, unanimously approved.

Motion by JoAnna to send letter to the Estate of Neoma Youree as to who is responsible for the estates finances and the property, seconded by Karen, motion carried, unanimously approved.

Nancy opened discussion on increasing the late fee which currently is \$10.00. Proposals were made to increase the fee to \$50, \$20.00, \$25.00 and \$30.00. Motion by Tonna to increase the late fee to \$30.00 per

month for late dues, fees, fines, or other assessments effective March 1, 2024, seconded by Karen, motion carried, unanimously approved.

Motion by JoAnna to turn request for information on Youree Estate to the attorney if the Board does not receive requested information, seconded by Tonna, motion carried, unanimously approved.

ADJOURNMENT

The next regularly scheduled meeting will be held on Thursday, April 18, 2024, at 5:30 p.m. at the Clubhouse. A motion by Tonna to adjourn, seconded by Karen, motion carried, unanimously approved.



President's Signature

4/18/24
Date



Secretary's Signature

4/18/24
Date

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Forest Oaks II
Homeowners' Association
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SPECIAL CALLED BOARD of DIRECTORS MEETING

April 5, 2024 Minutes

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Friday, April 5, 2024, at 10:00 a.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna Medlen called the meeting to order at 10:25 a.m. and Judy Tabbert was in attendance.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President

Nancy Miller – Vice president

Linda Johnston – Secretary/Treasurer

Karen Stutzman – Director

Tonna Collins- Director

ITEMS for SPECIAL CALLED MEETING

Pressure washing and painting in patio area

JoAnna shared with the Board was the question of whether homeowners could refuse the scheduled maintenance of pressure washing and painting in the patio area or unit. Discussion was opened. The Board had given homeowners enough advanced notice that the areas were due for scheduled maintenance. JoAnna asked Judy to reference the Amended and Restated Master Deed and the Amended and Restated By-laws for the Board. Ther Amended and Restated Master Deed defines the Common Elements and the Limited Common Elements, and the Amended and Restated By-laws states the power and authority of the Board and states the duties of the Association.

The question was asked if association could get back a percentage from the paint contractor on the cost of the job if the contractor did not pressure wash/paint an area and the homeowner said they would do it. No, the contract full amount would have to be paid.

How would it be managed Board decided a homeowner could choose to pressure wash and paint the patio area and not let the contractor do the work? Homeowner would have to submit an Architectural Modification Request, provide insurance, use the same paint and color as paint contractor, and complete the work in the time limit provided by the Broad up on approval and then follow up to see the work was done satisfactorily. It is difficult to determine everything that could be involved but it could be very time-consuming.

What would be the process if homeowner did not follow through with the pressure washing and painting or sold the unit before pressure washing/painting, if given the option? That would depend. It would mean letters, fines, or even getting the attorney involved.

Motion by Nancy that homeowners allow the contractor access to the patio area to perform the scheduled maintenance of pressure washing and painting, any homeowner refuses access to the patio area or refuses to

allow the contractor to carry out the scheduled maintenance of pressure washing and painting on any or all parts of a unit the homeowner will be fined \$1,500.00 and will be held responsible for all cost associated with the scheduled pressure washing and painting scheduled maintenance, the pressure washing and painting maintenance will be completed within 6 months of notification by the Board, in accordance with the guidelines set forth by the Board and as stated in the Architectural Modification Request, if the homeowner sells the unit within the 6 month period an estimated cost to perform the pressure washing and painting will be added to the homeowners account for closing purposes, whereas the homeowner does not comply with pressure washing and painting the unit the homeowner will be fined \$1,000.00 per month until in compliance, at the end of the 6 month point if not in compliance the Board will have the scheduled maintenance of pressure washing and painting done and will charge the cost to the homeowners account, seconded by Tonna, motion carried, unanimously approved.

Motion by Nancy that JoAnna ask the association attorney for guidance in the matter and documents to address the matter, seconded by Tonna, motion carried, unanimously approved.

ADJOURNMENT

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