

Forest Oaks II

Homeowners Association

Board of Directors Meeting June 20, 2024 Minutes

DATE and TIME

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, June 20, 2024, at 5:30 p.m. at the Clubhouse.

CALL to ORDER-PRESIDING OFFICER

President JoAnna Medlen called the meeting to order at 5:45 p.m. Mike Craig and Judy Tabbert were present. JoAnna stated she would remain the chair for the meeting and asked Nancy to conduct 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

Linda Johnston – Secretary/Treasurer

Karen Stutzman – Director

Tonna Collins – Director

Nancy asked for a motion to add insurance to the agenda under old business. Motion by Tonna to add insurance to the agenda, seconded by Linda, motion carried, unanimously approved.

Nancy asked for a motion to add security network to the agenda under new business. Motion by Karen to add security network to the agenda, seconded by Tonna, motion carried, unanimously approved.

Nancy asked for a motion to add creating a welcome committee to the agenda under new business. Motion by Tonna to add creating a welcome committee to the agenda, seconded by Karen, motion carried, unanimously approved.

Nancy asked for a motion to add lawncare contract to the agenda under new business. Motion by Karen to add creating a welcome committee to the agenda, seconded by Tonna, motion carried, unanimously approved.

MINUTES

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

PRESIDENT'S REPORT

JoAnna stated there had been problems with the painting project. A conference call was held with Renovia and would like to have told them to get it together or get off the property, but the project was under contract. It was decided during the conference call that homeowners were to contact the project supervisor Matt instead of JoAnna if there are any problems with the painting at their unit. Homeowners would be provided with Matt's contact information.

COMMITTEE REPORTS

PO Box 12321, Murfreesboro, TN 37129 www.forestoaks2.com

JoAnna Medlen President Nancy Miller Vice President Linda Johnston Secretary/Treasurer

Karen Stutzman Director Tonna Collins Director

Nancy reported that cleaning up after pets continues to be a problem. It is better than it was but asked homeowners if they see something then to turn in an incident report. The identity of who turns in the report is not given out.

FINANCIALS

Judy Tabbert shared that she did not have the official financials compiled through Quick Books as there were technical problems with Quick Books and the Board had been made aware of the technical difficulties. She did provide an over view of the April and May financials providing information from the bank statements and suggested a meeting be called for her to share the financials compiled from Quick Books as soon as she had access to them. Motion by Nancy to call a Special Called meeting to review the financials when Judy had the Quick Book financials, seconded by Tonna, motion carried, unanimously approved.

OLD BUSINESS

Tonna stated she agreed with Nancy the things were better with pets but not ready to drop from business. Motion by Tonna to revisit pets in October, seconded by Linda, motion carried, unanimously approved.

JoAnna stated that Huddleston Steele had been out and shot the property and identified problem areas, getting the city in on possibly providing some drains, and were in the process of putting together a report and how to fix the problem areas. Discussion followed on how the water problem must be addressed before paving again and what the possible cost for paving would be. Motion by Nancy to visit in August, seconded by Karen, motion carried, unanimously approved.

JoAnna asked Judy to report on where things were with renewal of the master policy and D&O insurance. Judy stated Mr. Rothberg had emailed that he will not receive the premiums for the new policy until the end of June or the first of July as the insurance company does send out until about 30 days prior to the renewal date. The renewal date for the master policy and D&O insurance is August 1, 2024.

Mr. Craig shared that he was working with the attorney for the Youree estate, and that Jeff Youree had been opened probate with Forest oaks II listed as a creditor.

NEW BUSINESS

Faylene Timbs, Unit 1117, addressed the board requesting the Board fix a water problem she stated was in her attic caused by a leak in the roof. Ms. Timbs summarized an email she stated she had sent to Judy. She stated the attic is wet after it rains, and that Dowell Roofing said it was the roof and Alsup Heating & Air Conditioning said it was not the AC but a leak. She requested the HOA fix the roof and reimburse her for the Dowell Roofing bill of \$140.00. Nancy asked her if she had any documentation she would like to submit to the Board. She provided a copy of her cancelled check for payment to Dowell Roofing.

Pat Krogstad, Unit 1141, requested the Board rescind a fine she stated she received for not turning in her paperwork. She stated she had left her pet registration, vehicle registration, and that her daughter was living here on JoAnna's porch. That she told JoAnna her daughter did drive a black car but now drove a white Nissan.

Linda presented an Architectural Modification Request from Unit 933 to put up ceiling fans in her patio area. Motion by Tonna to approve the request, seconded by Linda, motion carried with Karen abstaining. Motion by Nancy to deny the Architectural Modification Request for Unit 1131 to do repairs at the corner of the carport and the patio cover, as work on the carport cover should be done by the Board and work on the patio cover was lacking several items requested on the modification form, motion seconded by Linda ,

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JoAnna Medlen President **Nancy Miller** Vice President **Linda Johnston** Secretary/Treasurer
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motion carried, unanimously approved. Judy was directed to return the Architectural Modification Request to Diana stating it would need to be submitted for the patio cover and what information was missing.

Motion by Karen to approve the request to Park in Guest Parking submitted by Unit 1009 and Unit 1142, seconded by Tonna, motion carried, Nancy abstaining.

JoAnna presented a request from Brandi Lightfoot requesting her great aunt and daughter be allowed to live at Unit 911. Question as to why this was the request was being made by the homeowner at this time was raised. The homeowner owned the property jointly with her grandmother and the great aunt had lived at the unit as well. The grandmother had died, and the homeowner is now the sole owner but does not reside at the property. Motion by Tonna to approve Brandi Lightfoot's request for her great aunt and her daughter, as long as they abided by the Forest Oaks II governing documents to reside at Unit 911 when the homeowner is not residing at the property, seconded by Linda, motion carried, unanimously approved.

Discussion on moving request to Park in Guest Parking and Landscape Modification Request from full Board approval to committee approval. Recommendation from Karen that one committee member be a Board member. She also questioned if the committees needed to be composed of 2 or 3 members. Nancy stated this would help homeowners on timing. That approval could be given fairly quickly once submitted instead of waiting on every other month Board meeting. Questions were floated about what if committee members did not agree or did not feel comfortable approving some request. Motion by Nancy to move request to Park in Guest Parking and Landscape Modification Request from full Board approval to committee approval, committee would be composed of 2 homeowners one of which would be a Board member, if cannot agree or feel cannot approve then to bring request to the full Board, seconded by Tonna, motion carried, unanimously approved.

Nancy introduced forming a Welcome Committee for new homeowners to provide quick reference information and a check list, instead of coming after new homeowners for an infraction. Motion by Linda to start a Welcome Committee of 3 homeowners, one of which will be a Board member, with the first meeting being held by August 1, 2024 and future meetings to be determined, seconded Tonna, motion carried, unanimously approved. Nancy volunteered to be the Board member on the Welcome Committee.

JoAnna shared there were 5 trees that needed to be cut for several reasons. Three were causing patio issues and the other 2 involved rotten trees. There are other trees with dead areas and widow makers. Mr. Hughes had given a quote for 3 trees at \$7,500.00 for cutting them down, grinding the stumps, and removing the debris. To take care of everything would be very costly. Mr. Craig spoke up and said the cost of tree and limb removal of problem trees now would be a lot cheaper than the possible cost of damage to a homeowner or a unit as the result of dead limbs or trees. Especially as the association is aware of the potential problem created by the trees. Motion by Tonna approve the removal of the 5 trees and have Mr. Hughes come out and identify other tree limbs and trees that are a potential problem and remove them, seconded by Karen, motion carried, unanimously approved.

JoAnna shared leaks were occurring around the boots. If the rotten boot can be caught early need to replace the boot only if not have to replace the boot and the wood around the boot. Mr. Dowell, who has replaced some of the boots as leaks became known, looked at the boots and said most of the boots were showing signs of rot. The cost to replace a boot is approximately \$80.00 per boot depending on the damage found around the boot. Motion by Linda to move forward with replacing the boots where necessary by Dowell Roofing, seconded by Tonna, motion carried, unanimously approved.

JoAnne shared that it was difficult for the cameras to load the footage recorded without rebooting as there was a lack of connectivity with the number of cameras the association had. Nancy stated she had experienced the footage taking so long to load and then reloading before getting to the end. The number of cameras throughout the property have increased as homeowners have expressed security and safety needs and for liability reasons in the pool area. James, who covers IT for the association, reviewed the set up and shared that additional AP units were needed to manage the wireless capability. The cost to install 7 ports and one new camera is \$6,600.00. Motion by Nancy to approve the installation of 7 ports and 1 camera by J.B. Softwarez at a cost of \$6,600.00, seconded by Karen, motion carried, unanimously approved.

Mr. Craig advised the Board that signage needed to be posted that video surveillance was occurring on the property. Motion by Tonna to place a notice of surveillance at each entrance and at the pool, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to table any action on the patios at Units 1110 and 1017, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna rescind her motion to table action on the patios at Units 1110 and 1017, seconded by Nancy, motion carried, unanimously approved.

Motion by Tonna to have the concrete program at MTSU, CIM, to provide guidance on what needs to be done on for the patios at Units 1110 and 1017 and provide a cost estimate, seconded by Nancy, motion carried, unanimously approved.

Discussion on whether there was a roof leak at Unit 1117 to be repaired and if to refund the bill from Dowell Roofing to inspect the roof requested by the homeowner and paid by the homeowner. The Board presented two statements from Dowell Roofing stating that the water in the attic at Unit 1117 was not from a roof leak but from the HVAC system in the attic. Pictures of the attic area were provided by Dowell Roofing. Dowell Roofing had looked at the roof and attic after the heavy rains of May 9, 2024 and found no evidence of a roof leak. Nancy stated it was problematic that no written documentation of a roof leak was provided by the homeowner for the Board to take into consideration. Motion by Tonna to deny Unit 1117 owner's request to do roof repairs and to reimburse the homeowner for the Dowell Roofing bill, seconded by Nancy, motion carried, unanimously approved.

The Board took the request from Unit 1142 under consideration to rescind the fine. Linda asked Judy if fine was for not turning in paperwork. Letter to homeowner was pulled up and fine was for guest at pool without homeowner present second notice. Also, shared with the Board was the Homeowner Information sheet on file at time of fine. Motion by Linda to deny rescinding the \$100.00 pool fine, seconded by Karen, motion carried, unanimously approved.

Motion by Nancy to send a friendly letter to Unit 1142 informing the homeowner to submit a request to Park in Guest Parking for the white Nissan and upon approval to submit a new Vehicle Registration with the white Nissan listed on the Vehicle Registration, seconded by Tonna, motion carried, unanimously approved.

Motion by Linda to notify the homeowner at Unit 1142 that the great Dane is to be removed from the property as it was not grandfathered in when the new pet rules were adopted as the pet owner was not listed as a resident at Forest Oaks II when the Pet Rules and Regulations were adopted and the dog exceeds the weight limit stated in the pet Rules and Regulations, seconded by Karen, motion carried with Nancy voting nay.

JoAnna excused the Board to an Executive Session.

Board returned from Executive Session.

Motion by Tonna to Unit 1121 a letter stating that like everyone else proof of insurance coverage is to be provided to the HOA within 10 days' notice of the date of the letter, if proof of insurance is not provided within the 10 day notice then like everyone else the homeowner will be fined and the Board will seek insurance coverage for Unit 1121 and bill the cost of the insurance coverage to the homeowner's account, seconded by Linda, motion carried, unanimously approved.

Motion by Tonna to have Mr. Craig file a lien on Unit 1026, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to rescind the pet feces fine assessed Unit 913 due to the ambiguity of the situation, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to send a friendly letter to Unit 1142 to be mindful of noise levels and the close proximity of homeowners at Forest Oaks II and to include any governing documents referencing noise and nuisance, seconded by Karen, motion carried, unanimously approved.

JoAnna shared that the association had a "no cause" contract with All Seasons Landscape Management. Board members were already aware that the contracted lawncare services were not being provided as stated in the contract. JoAnna asked for a motion to send All Seasons Landscape Management a 30 day notice effective June 30, 2024 the services of All Seasons Landscape Management were no longer needed. Motion by Nancy to send All Seasons Landscape Management a 30 day notice effective June 30, 2024 the services of All Seasons Landscape Management were no longer needed, seconded by Linda, motion carried, unanimously approved.

Motion by Linda to hire Procut to mow and weed eat and provide other lawncare services as needed for the month of July, seconded by Tonna, motion carried, unanimously approved.

Motion by Linda to put out a new bid request for lawncare services, seconded by Tonna, motion carried, unanimously approved.

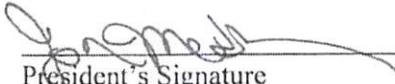
JoAnna presented a proposed policy to give the Board, or their agents, access to Limited Common Elements. Discussion ensued on how to provide access, particularly the patio areas which are a limited common element, to Limited Common Elements. The question was posed if there had been a problem before the painting started. Yes, there is and continues to a problem with homeowners leaving pet feces in the patio area creating a stinky and unsanitary environment for neighbors, fire pits and other open flame items on patios that could cause the association to lose insurance coverage, and parking motorcycles on patios were some examples given. The number of locked patio areas were increasing particularly after a homeowner was notified of a violation. The draft Access to Limited Common Elements policy was modified. Motion by Tonna to approve the temporary Board Policy of Access to Limited Common Elements, with the policy to go into effect July 1, 2024, notification will be hand delivered to homeowner with them to sign and acknowledge receipt of the policy, seconded by Karen, motion carried, unanimously approved.

Forest Oaks II

Homeowners Association

ADJOURNMENT

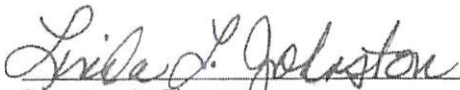
The next regularly scheduled meeting will be held on Thursday, August 15, 2024, at 5:30 p.m. at the Clubhouse. A motion by Tonna to adjourn, seconded by Nancy, motion carried, unanimously approved.



President's Signature

8/15/24

Date



Secretary's Signature

8/15/24

Date

Forest Oaks II
Homeowners' Association
P. O. Box 12321, Murfreesboro, TN 31729
www.forestoaks2.com

SPECIAL CALLED BOARD of DIRECTORS MEETING

July 15, 2024 Minutes

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Monday, July 15, 2024, at 1:00 p.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna Medlen called the meeting to order at 1:05 p.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

Financials

Insurance

Lawncare Bid

Reserve Study

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

JoAnna asked Judy to review the insurance proposal sent by Mr. Rothberg. Scenca provided 2 proposals. Proposal #1 was a 10% increase over the cost of last year at \$80,823.00 for a master policy with a 2% per building wind/hail deductible, a \$10,000.00 deductible for all other perils, and includes D&O coverage. Proposal #2 was a 11% increase over the cost last year at \$81,823.00 for a master policy with a 2% per building wind/hail deductible, a \$10,000.00 deductible for all other perils, an umbrella policy, and includes D&O coverage. Mr. Rothberg has not received the wind/hail buy down policy. Motion by Karen to approve insurance proposal #2 and to consider wind/hail buy down separately when received, seconded by Linda, motion carried, unanimously approved.

Judy presented the lawncare bid request for approval. Motion by Tonna to approve the lawncare proposal, send out by August 18, 2024 with a return date of Thursday, August 1, 2024 with JoAnna as the contact, bid to be awarded at the August Board meeting, seconded by Nancy, motion carried, unanimously approved.

JoAnna asked Judy to present the new Tennessee law on HOAs doing a reserve study. The state passed Senate Bill 863 to amend TN Code Annotated, section 66-27-203 in March 2023 and was signed into law on March 24, 2024. The law became effective January 1, 2024 and the reserve study is to be conducted on or before January 1, 2025. TN Code Annotated, section 66 has called for a reserve study since 2008, but the old law did not specify who was qualified to conduct the study, so each year Elizabeth projected maintenance projects, when the projects would need to be done, and the cost to complete the maintenance project. The new law requires the reserve study be done by a licensed architect, licensed engineer, or a reserve specialist who is credentialed through CAI or a similarly recognized organization. The study is to be composed of a physical analysis that involves an onsite inspection of the property's components and includes an estimate of their expected useful life and a financial analysis that determines how much money must be collected each year to cover the cost of repairing or replacing those components adequately, taking into consideration how much is already have in the reserve fund. Most of the CAI certified reserve specialist in TN are employed by Ghertner or Timmons. One well rated company operating in Tennessee and Kentucky is the Reserve Study Group. RSG proposal to do the reserve study at Forest Oaks II is \$3,225.00. Discussion over reserve study centered on it was state law and it needed to be done before the 2025 budget was approved if possible so the budget will reflect the associations needs to meet the law. The board did not think RSG needed to start over on the water mitigation study Huddleston Steele was already doing. Motion by Nancy to accept the RSG proposal at \$3,225.00 and ask that RSG contact Huddleston Steele regarding water mitigation study they were doing, seconded by Karen, motion carried, unanimously approved.

ADJOURNMENT

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

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SPECIAL CALLED BOARD of DIRECTORS MEETING

July 22, 2024 Minutes

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Monday, July 22, 2024, at 10:00 p.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna Medlen called the meeting to order at 10:01 p.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

Wind/Hail Deductible Buy Down

JoAnna shared that Mr. Rothberg had sent the wind/hail deductible buy down policy. The policy would allow the association to buy down 1% of the 2% wind/hail deductible per building. The cost of the wind/hail coverage is \$22,427.94. JoAnna asked Judy to review the 3 options the board had to consider. Option 1 was the Board take no action and go with the current 2% deductible in the master policy. Option 1 could result in homeowners being hit with a big assessment to cover the deductible. Option 2 was buying the 1% buy down policy. The cost of the additional coverage would be shared by all homeowners plus any assessment that would be the result of a wind/hail event. Option 3 would be for homeowners to buy \$10,000.00 of cost assessment coverage on their unit. State Farm and Farm Bureau had shared that \$10,000.00 of cost assessment coverage would run \$11.00 to \$18.00 per year. After much discussion on each option Nancy made a motion to go with Option # 3 and to revise the Insurance Rules and Regulations to include the \$10,000.00 cost assessment coverage, seconded by Tonna, motion carried, unanimously approved.

Motion by Karen to mail all homeowners a letter explaining the changes to the Insurance Rules and Regulations, a copy of the revised Insurance Rules and Regulations, to include the Fireplace notice as it involved insurance in the mailing, Fireplace Notice, Fireplace and Smoke Detectors Rules and Regulations, and Fireplace services form, seconded by Linda, motion carried, unanimously approved

Motion by Nancy for proof of the new insurance coverage to be provided by September 1, 2024 and the fireplace services form to be returned by August 26, 2024, seconded by Linda, motion carried, unanimously approved.

ADJOURNMENT

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