

Forest Oaks II

Homeowners Association

Annual Meeting December 07, 2023 Minutes

The Annual meeting for the membership/homeowners of the Forest Oaks II Homeowners Association was held on Thursday, December 07, 2023 at 6:30 p.m. at the Clubhouse.

Members Present

A quorum was established with 61%, with 40% being the required threshold to meet a quorum to conduct business of homeowners either present in person or by proxy.

The following Board members were present:

Nancy Miller – Vice President
Linda Johnston – Secretary/Treasurer
Jeff Rutledge – Director
Tonna Collins – Director

President JoAnna Medlen had requested Vice president Nancy Miller chair the meeting . Nancy called the meeting to order at 6:31 p.m. Nancy recognized the board members present and introduced guest Mike Craig and Judy Tabbert. Nancy shared with homeowners that JoAnna would be joining the meeting later but that she and homeowner Walter Phillips were attending a city council meeting regarding the new development next to Forest Oaks II.

Nancy asked homeowners not to speak until addressed and called on to speak. This will allow everyone to hear what is being said and she reminded homeowners to keep conversations down with their neighbors so everyone may hear what is being said.

Linda Johnston certified the roll and proxies. Linda provided Proof of Notice to the Board and homeowners. Notification of the 2023 Annual Meeting was provided by letter or email to all homeowners, posted to the association website, and posted on the door of the Clubhouse. Nancy thanked all the homeowners who had come out to attend the annual meeting.

Minutes

Linda asked Ms. Tabbert to read the December 01, 2022 minutes. Nancy called for a motion to approve the minutes as read. Motion to approve the minutes as read by Cindy Person, seconded by Pam Jackson, motion carried, unanimously approved.

President's Report

Nancy read JoAnna's report to the homeowners.

*See attached report

*See attached letter referenced in report

Committee Reports

Insurance:

Nancy shared that the Ghertner representative talked about how most condominium HOAs were under insured and undervalued and how they had spent 3 months working with HOAs on getting needed insurance coverage. Cost of materials, labor, and other associated cost had affected the value of property replacement and the severe weather events and wildfires have affected insurance cost. From what the Ghertner representative could see Forest Oaks II had already addressed and made the needed changes to insurance coverage for the association. She was glad that Forest Oaks II had been proactive and had already made the move to ensure that homeowners were not underinsured and undervalued. When the Ghertner representative asked

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who our insurance agent was, James A. Rothberg and Associates, we got a compliment that we were working with the best insurance company, and he would be the insurance broker they would recommend. The association is mandated by the state to carry hazard insurance, if the Common Elements is property equally owned by all homeowners, that covers the common and limited common areas. When addressing individual unit insurance provided by homeowner, the Board took into consideration the size of the unit and set insurance by the square footage of the unit. The Board felt this should address one of the concerns that Ms. Timbs expressed as to how the Board could ensure that each homeowner had adequate insurance coverage and was not left with a burned-out unit and not enough insurance to repair the unit, affecting the value of other homes in the association.

JoAnna reached out to the Ghertner representative and asked him if the association could get better insurance coverage rates if represented by a management company, His answer was No that insurance rates were based on the association valuation, size of deductible, and other factors unique to each HOA.

For those of you not at the last Board meeting the Board requested proposals from six (6) management companies in consideration of switching from being self-managed to a management company. Only one of the companies, at the request of the Board, sent a representative to speak with the Board. Many of the management companies proposal responses lacked transparency when providing hard numbers on cost or answering questions about procedures. After much consideration there were no clear advantages in switching to a management company. The Board voted not to go with a management company. Some of the companies the Board corresponded with indicated that many of HOAs were struggling financially but that the association information on the website indicated the HOA was well managed at this time, complimented the transparency of the website and the information provided, and the association's good financial state.

There have been questions about term limits on Board members. The Amended and Restated By-laws state how long each Board member is elected for and how long they may serve.

Work Request:

Tonna requested that if a homeowner sees something at their unit that the association needs to know about to please turn in a Work Request for repairs. If a homeowner sees something in the neighborhood that needs repair please turn a Work Request in to her. Not all needed repairs can be seen during the walk throughs or by Board members. The Board needs the help of homeowners as well.

No other Board member or committee commented.

Election of Officers

Two (2) directors' seats were on the ballot. Nancy asked David Womack to monitor the counting of votes and Lytle Tenpenny and Wilma Haynes to count the ballots. Wilma was unable to count votes, and Sherry Ducan was asked to fill Wilma's place. The monitor and ballot counters retired to the side room. Up on returning to the room David reported the results to Linda Johnston, the secretary. JoAnna Medlen and Karen Stutzman were elected with a majority of votes.

The next business of the Board was to appoint officers for the 2024 year. Motion by Linda for all officers and directors to continue in their current seats, President – JoAnna Medlen, Vice-President – Nancy Miller, Linda Johnston as Secretary/Treasurer, Tonna Collins as a Director, and for Karen Stutzman as a Director, seconded by Tonna, motion carried, unanimously approved.

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Nancy thanked Mr. Tenpenny for the work and time he had given the association during his time as a Board member. Nancy thanked Jeff Rutledge for stepping in and filling Mr. Tenpenny's remaining term.

Unfinished Business

No old business was brought forward at the meeting.

New Business

Nancy recognized that three homeowners had requested to address the Board: Carole Carroll, Virginia Flynn, and Mr. Williams. Ms. Carroll, Ms. Flynn, and Mr. Williams asked that resident Sherry Duncan read their prepared statements to the homeowners. Ms. Duncan read the homeowners statements. *See attached letters

Motion by Jeff to enter JoAnna's full report, Mr. Brooks' letter, and the homeowners letters read into the minutes, seconded by Tonna, motion carried, unanimously approved.

Nancy thanked Elizabeth for all she did to help the Board understand budget needs and her help in developing the budget.

Linda asked Elizabeth to present the approved 2024 budget and reserves. Elizabeth provided homeowners with an analysis of the association's budgetary needs for 2024, a breakdown of historical cost of services, a per unit cost of services, and dues paid by other comparable homeowner associations in Murfreesboro. The main thing affecting the 2024 budget was that the very favorable lawncare contract had ended November 1, 2023. Lawncare services increased from \$72,000.00 to \$130,000.00 under the new contract. The other item impacting the budget was insurance coverage. Insurance went up 60% instead of the 20% anticipated in August of 2023. We are hearing from the insurance agent that it is a tough market at this time. Our old insurance company dropped coverage in Tennessee and Tennessee has been added as a wind convection state. Increases in insurance coverage cost can be anticipated in 2024. Fortunately, JoAnna connected us with Renovia, and the Board approved a contract with them at a great price. With the funds currently in the painting reserve we should be able to do the painting and rotten wood repair for sheds and other areas of rotten wood. The 2024 budget is only balanced by not funding the paint reserves for 2024 and eliminating pest control for individual homeowners. A large increase in 2025 dues should be anticipated and a possible assessment in deferring a dues increase for 2024. Only one year can be taken off from funding the painting reserves. The 2024 budget will only hold if there is not a high insurance increase. There is still a possibility of an assessment in 2024.

JoAnna joined the meeting at 7:05 p.m.

The Board opened the floor to questions and comments regarding the 2024 budget .

Ms. Jackson asked if the same lawncare company was being used. JoAnna stated that the same lawncare service was being used. The current company had been awarded the contract as it had the lowest bid.

Nancy reminded homeowners not to speak until addressed and called on to speak. This allows everyone to hear what is being said and she reminded homeowners to keep conversations down with their neighbors.

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Mr. Morris said he appreciated everything the Board was doing. He had served on the Board and knew it was a difficult position. Saving for future cost was not always understood. The roads are going to need thousands of dollars put in to them and currently there is little funding for paving. He felt more money needed to go into the paving sinking fund (reserve). He spoke to the increasing cost of insurance coverage due to severe weather, especially the wind damage caused by storms. Whether the association is self-managed or managed by a management company these cost are still going to be there. If the association has not set aside enough funds to cover the cost, then they are going to be faced with a huge assessment.

Ms. Lamien requested the results of the survey sent out to homeowners about not increasing the dues and increasing the dues. Nancy stated that 45 of the 117 surveys sent out had been returned. Of the 45 surveys returned 24 were in favor of not increasing the dues by \$50.00, eliminating pest control for homeowners, and not funding the painting reserves for a year and 21 were in favor of increasing dues by \$50.00, keeping homeowner pest control, and funding the painting reserves.

Mr. Tenpenny stated he was sorry that the people who complained the most did not attend the meeting.

Nancy asked if they were any more questions or comments. Nancy closed the floor to questions and comments.

Linda stated there would be no increase in the HOA dues for 2024. HOA dues will remain at \$250.00 per month.

Adjourn

The next regularly scheduled Annual Homeowners meeting will be held on Thursday, December 12, 2024, 6:30 p.m. at the Clubhouse. A motion by Lytle Tenpenny to adjourn, seconded by, Bud Morris motion carried, unanimously approved.

X 

President's Signature

12-12-24

Date



Secretary's Signature

12-12-24

Date

It has now been 6 years since began self-management with the focus being maintenance and well-being of the community. At last year's annual meeting did a 5-year review of the maintenance, improvements, and reserve funds. So tonight, will highlight reserve funds, maintenance, and improvements for 2023. Also, will address feedback from some homeowners tonight. As always, the Board encourages homeowners to address the Board. As with most Boards there is a procedure by which to do so. Homeowners must complete a request to address the Board and submit the request to a Board member. Information about addressing the Board is on the association website.

1. 2023 dues were \$250.00, and the beginning reserve balance was \$439,896.00 and the reserve balance as of November 30, 2023, was \$524,377.78. The largest financial increase for the association was lawn care services. Lawncare services jumped from \$6,000.00 per month to \$10,844.00 per month. The cost of repair supplies and building materials for maintenance projects increased significantly.
2. All sheds have been repaired except for minor damage. It cost between \$3,000 and \$4,000.00 to repair some sheds that Timmons had done repairs on and in the process ran the gutters to the inside of the sheds, resulting in severe damage and rot. Not only did the sheds have to be repaired but the guttering had to be replaced so that it no longer drained to the interior of the sheds. In 2017 when Forest Oaks II became self-managed the Board recognized that maintenance of the property had been neglected and deferred under the previous management companies. Sheds were one of the major areas and beginning in 2019, once the associations finances had been shored up, the Board began the process of identifying and repairing the sheds.
3. Many Units with board and batten had rotted to the point, as was done with Unit 924 in 2016, the board and batten had to be removed and replaced with Hardie board. Several units had tongue and groove on the units that were showing signs of rot and had to be replaced. It was important to get as much of the rotten wood replaced as possible before Renovia started painting in 2024.
4. The Board negotiated an exceptionally good contract with Renovia to paint all units, the Clubhouse, the pool house and including the smoke stacks in 2024. Due to the diligence on the Board's part to maintain adequate reserves for painting the association has the money to paint all units and the smoke stacks. Repairs for any rotten wood that has not already been identified and repaired will need to be addressed and that cost is to be undetermined once painting begins. At the August meeting the contact was approved for 2024 and those funds are to come from the Painting Reserves on hand through December 31, 2023. Painting reserves for the next projected painting should begin January 1, 2024,

and those monies would not be part of the approved funds for the 2024 painting.

5. As always there are unexpected projects throughout the year that must be addressed. The large pines at Units 1141 and 1143 were beginning to cause foundation damage. Those trees plus other trees and debris left by storms was addressed. Last winter there was an unusual freeze that destroyed more than 60% of the shrubbery in some areas and less was lost in other areas of the community. There was the unexpected cost to dig up the dead shrubs and to remove them from the property. The replacement of lost shrubs and trees is still to be addressed.
6. The Board always checks with the city and the airport authority to see if any projects will be done by the city at no cost to the association. The city nor the airport authority provides services that had been offered to residents in the past, such as cleaning out the drainage ditch, trimming the limbs of trees on city property but hangs over adjoining property, and any water mitigation from the airport area. The city did concede that if notified they would remove any large trees that fell onto FO II property, but not limbs and such as the result of storms. The airport authority also gave the association permission to dispose of biodegradable plant material such as leaves, sticks and other lawn debris. This does not include any building materials, non-biodegradable material, large limbs, and large trees. This may help with reducing the cost of disposing of biodegradable plant material.
7. The association installed the first security cameras in 2022 but it became evident that some areas of the community could not be viewed by the cameras in place and homeowners in those areas requested for safety and security the cameras were moved. An additional camera also had to be installed at the pool area. Once the cameras are installed the association must also pay for the support and maintenance of the cameras. It has been suggested that to cut the cost of the security cameras and the cost of the security cameras should be eliminated. We as a Board feel that the security cameras and the cost of security is not something that should be eliminated.
8. The repair of damaged gutters, cleaning gutters and cleaning carport covers is a never-ending project and takes place throughout the year
9. Lawncare and landscaping are 2 big costs that are affecting the dues. For the association to continue to receive all the services requested of the lawncare service it is costly. For those that attended the meeting when selecting a lawncare service, you will remember that not all lawncare services would provide everything or if they did it would be at an additional charge. The only way to reduce lawncare service cost is to decrease the services currently being provided. Landscaping affects the value of the homes at Forest Oaks II. It has been suggested that the landscaping at the Clubhouse and the landscaping in front of the units

and throughout the property be discontinued to save cost. What this property looks like on the outside affects property values. Whether a property is care for is first determined by what is seen on the outside. If the property grounds look uncared for then the assumption may be that the property as a whole is not cared for. The landscaping at Forest Oaks II has not been redone since the units were built. Like the sheds, the landscaping will need to be addressed a little at a time starting with the front and then addressing the areas in the most need. Would like to remind homeowners that they may request to do landscaping at the front of their units. Some homeowners have taken advantage of this in the past. Just fill out a Landscape Modification Request, on the website, and turn the request into the Board for approval.

The Board has not prioritized items that could be costly but were only cosmetic. Such as having the cracks in the pavement sealed instead or repaving all the roadways. The sealed cracks may not be pretty, but the sealant keeps out moisture. Each year, depending on the winter weather, the Board must assess the damage to the pavement and decide what, if any, repairs need to be made. (Mr. Brooks letter regarding sealing pavement)

The Board, with the assistance of homeowners, strives to address maintenance issues that could cost damage to units, grounds management, and paving projects that could affect the value of homes in the association in a timely and cost-effective manner.

Homeowners are encouraged to read the Amended and Restated Master Deed and By-laws as some of the comments received by the Board are items covered in the governing documents and the Board does not have the authority to change the governing documents, The Board only has the authority to set rules and regulations, policy, and procedures.

Greg Brooks letter

Ms. Jo Ann,

Regarding your asphalt drives and parking areas. I have looked closely at different problem areas trying to find a way to alleviate areas of ponding water. Some time in the past areas have been resurfaced with another layer of asphalt and in doing so, lots of pavement is now higher than the concrete it joins up to. Obviously, that is a problem. In order for the parking lot and drives to be repaved, large areas of pavement would need to be removed either by milling them out or digging them up. Either process would add considerable cost to a resurface job. Asphalt sealer in a scenario like yours is mostly cosmetic, in my opinion. It looks nice for a short time and then it begins to get wear patterns because there is a definite traffic pattern. I also do not believe it extends the life in parking lots like this. I know there are lots of cracks, some random, some concentrated. Filling as many of those as possible will extend the life of what you have. Water intrusion into these cracks is asphalt's worst enemy. It goes through and makes the base underneath wet and soft. It also allows water to freeze and expand making the crack bigger each time it happens. All methods of crack filling are not created equal. It has to be a "hot fill" to work. The material is melted in a "pot" (for lack of a better discription) and then poured into the crack. If you decide to have this done insist on this method.

Respectfully,

Greg Brooks

Homeowner Letters

**Board of Directors
Forest Oaks II HOA
Post Office Box 12321
Murfreesboro TN 37129**

I am writing to commend the Board on the excellent job they have done in overseeing our property, and managing the legal and fiscal responsibilities attendant to the care and maintenance of a large property containing 117 residences.

During the 22 years I have lived here, we have had various boards as well as management companies. In my opinion, none have done as thorough a job of maintaining the property, managing the expense of maintaining the property, and setting appropriate standards to protect the integrity and quality of the property. The Board serves with no compensation. They provide entirely voluntary service involving many hours of work. They are often exposed to unreasonable criticism over petty complaints.

Over the years various groups of people have wished to change the management or change the personnel or services. Such issues are resolved in reasonable ways that are satisfactory to most residents. This Board has done an excellent job of keeping the expenses manageable while improving the property and working well with owners.

Our landscaping is excellent, the appearance of the buildings and the maintenance of them has been entirely satisfactory, and the rules (which I sometimes find annoying) keep our property from looking unkempt or worse.

Joanna Medlin is to be especially commended for her oversight of the physical care of the property and her attention to the welfare of the

residents. Many of us are older. Many live alone. Imagine a property management company being notified by the local postman that an elderly resident had not picked up her mail for several days nor notified him that she was out of town. He noted that her car was parked in her carport. Try to imagine the same company sending someone to check on the resident--a welfare check. That would be more care than I think most companies would sign up to provide. But Joanna, a former police officer, has repeatedly offered various assistance to residents.

I am proud of our Board for their work in keeping our property values up and being far more cost effective and hard working than most maintenance companies and/or private arrangements which are frequently very limited in services (some only providing lawn mowing).

The maintenance fees have risen slowly and are still a bargain given inflation and increasing need for maintenance as the property ages. (Not to mention dealing with hail, tornado, and wind damage as well as normal deterioration. Oops, I did mention it!) Their work with insurance companies, maintenance crews, landscapers, plumbers and so on has been commendable and continues to keep the property up.

Sincerely,

A handwritten signature in black ink that reads "Carole Makeig Carroll". The signature is written in a cursive, flowing style.

Carole Makeig Carroll

#1116

615-631-2101

When my husband, Arnold, died in 2012, I found myself alone in a good neighborhood with my home paid for. Actually, I was too much alone — my neighbors were intent on their own lives. After three years of being alone, I decided my home was too big for one person, and it was time to move.

I found Forest Oaks to be a friendly, neighborly place to live out the rest of my life. But, as happens with time, things changed and it seems some folks are growing discontented.

Where else will you find a manager who cares about the properties and their owners, who will spend many hours a day taking care of the needs of the community like this? asking for NO salary for her time?

Do seek more improvements in the complex since we voted to self-govern than I saw in my early years here.

I just don't understand. ---
Ginny Flynn

Dear Forest Oaks II Board of Directors:

This is the time of the year set aside to give thanks for the positive things in our life. One thing I give thanks for is your unselfishness to give time and effort to managing our condo complex so it is a place in which we can be proud.

The grounds have never looked better and the response is quick when there is a need. We are fortunate to have someone like Mike Baird.

I am also thankful that several years ago the board had the foresight to fire the property management company to self manage. We have lived at Forest Oaks II twice under two different property managers and being self managed is much better.

It does not take a rocket scientist to realize that residents in the complex have more pride in Forest Oaks II than a property management company whose only interest is the money they can make. Keep up the good work.

A handwritten signature in black ink, appearing to read "George Williams", with a stylized flourish at the end.

George Williams 1034