

Forest Oaks II

Homeowners Association

Board of Directors Meeting March 13, 2025 Minutes

DATE and TIME

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, March 13, 2025, at 5:30 p.m. at the Clubhouse.

CALL to ORDER-PRESIDING OFFICER

President JoAnna Medlen called the meeting to order at 5:30 p.m. Judy Tabbert and the association attorney Mike Craig were present.

QUORUM

A quorum was established with the following directors present:

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

After establishing a quorum President JoAnna Medlen asked Vice President Nancy Miller to chair the meeting.

Nancy reminded all present of the rules of conduct during the meeting and that homeowners scheduled to address the Board had 5 minutes to speak. Nancy thanked all homeowners for coming out and attending the meeting.

Nancy asked for a motion to add exploring financial checks, background checks, and previous ownership check on persons choosing to buy a unit at Forest Oaks II to the agenda.

Motion by Tonna to add exploring financial checks, background checks, and previous ownership check on persons choosing to buy a unit at Forest Oaks II to the agenda, seconded by JoAnna, motion carried, unanimously approved.

Nancy asked for a motion to add Cost of Mailing communications to individual homeowners to the agenda.

Motion by Tonna to add Cost of Mailing communications to individual homeowners to the agenda, seconded by Karen, motion carried, unanimously approved.

MINUTES

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

PRESIDENT'S REPORT

JoAnna stated that it is still a problem that homeowners are not reading mail that is being sent out by the association and then they cannot understand why they are receiving a notice or fine. Then they are emailing or calling the bookkeeper about it and not in a nice way sometimes. She is not sending out anything that she has not been asked to send out. If you have a question, ask a Board member. Also, people continue to

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

park at the end of the sidewalks blocking the entrance to the sidewalks. This makes it difficult for everyone but particularly those folds with walkers. The lawn looks great, and Barry is doing a good job after it was neglected by the previous lawncare people for the last year or so.

COMMITTEE REPORTS

Nancy stated she had a great visit with new homeowner Sarah Singer. She also thanked Becky Avaritt in helping her welcome Janice Wilmore and Peggy Cobb. She asked if any of the new homeowners were present. None were present.

FINANCIALS

Judy Tabbert presented the December, January, and February financials. Judy reminded homeowners that the Board was making decisions based on balances in the column labeled "Excluding Accounts Receivable". Motion by Tonna to approve financials, seconded by Karen, motion carried, unanimously approved.

OLD BUSINESS

Nancy introduced Bryan Collins as a security vendor. She disclosed that this was Board member Tonna Collins stepson. Mr. Collins shared what his company did as a security vendor for HOAs and other complexes. Mr. Collins stated for free he would like to do a security check of the Forest Oaks II community and then provide the association with what he found for free. He is offering this to Forest Oaks II as he is still learning how to do security checks, and this would give him a community to practice on. He thanked the Board and homeowners for allowing him to speak to them. Motion by Karen to allow Bryan Collins at no cost to the association to do a security check at Forest Oaks II, seconded by Linda, motion carried, JoAnna, Linda, Karen, Nancy- Aye, Tonna abstained.

Nancy asked Judy for update on insurance. Judy reported that Mr. Rothberg would have no information on changes to insurance coverage and cost until end of May or so. He stated the underwriter would represent the HOA on the specific circumstance the association's attorney had inquired about as the HOAs Rules and Regulations were well written.

Individual homeowners insurer's sending renewals or changes to the homeowner's policy continues to be a problem.

Motion by Karen to approve the revisions to the Pet Policy, seconded by JoAnna, motion carried, unanimously approved.

Motion by Tonna to approve the revisions to the Access to Limited Common Elements, seconded by Karen, motion carried unanimously approved.

Motion by Tonna to approve the Access to Patio form, seconded by Linda, motion carried, unanimously approved.

Motion by Linda to defer implementation of smoke detectors until fall, seconded by JoAnna, motion carried, unanimously approved.

Attorney gave a brief update on 2 cases on which he is working. He wanted to emphasize that all homeowners are to abide by the Amended and Restated Master Deed, the association rules and regulations, and policies. He will share with the Board in Executive Session later in the meeting certain details of the two cases, but progress is being made.

NEW BUSINESS

Misti Teague addressed the Board concerning lack of communication on the Boards part. That the HOA was working against them and not for them. She had more rights as a renter than she does as a homeowner. When responding to a homeowner that an email should not be sent to all homeowners. She had an issue with all homeowners being able to read everything from you. This happened to her, and she knows it has happened to others. She had also been told her email address was wrong in the group email. This is something to think about. She has spoken with many homeowners and feels like some homeowners are breaking the rules but did not get consequences where other homeowners are fined. This has specifically happened to a lot of homeowners and not others. All homeowners should be treated the same. That when a homeowner has a question there should be someone to answer that question for the homeowner. This is something to think about.

Nancy let Ms. Teague know her time was up and thanked her for addressing the Board.

Motion by Tonna to approve the Architectural Modification Request for Unit 919 to install an electrical outlet in the shed and Unit 938 to replace the sky light panels in her patio cover, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to add additional language to the Insurance Rules and Regulations that it is the homeowner's responsibility to ensure their insurer sends the correct insurance notices to the association, seconded by JoAnna, motion carried, unanimously approved.

Motion by Tonna to table discussion on EV Rules and Regulations until the June meeting, seconded by Karen, unanimously approved.

Nancy asked Elizabeth to review the proposed assessment options for the Board. Elizabeth provided the Board a handout with 5 assessment options and what the funds would cover. Elizabeth reminded the Board that the assessment was necessary as the Painting Reserve was not funded in 2024 so that there would be no increase in the 2024 HOA dues leaving the painting fund with a negative balance and additional rotten wood and delaminated wood repairs were to be done. She stated that each option was rounded off to the nearest dollar. Elizabeth recommended Option 2 as Option 2 would cover the negative balance in the Painting Reserve and finish the known rotten wood and the extremely delaminated wood. Nancy opened discussion on the 5 option and Elizabeth's recommendation. Nancy called the end of discussion. Motion by Tonna to set the assessment at \$1,200 to fund the negative Paint Reserve account, finish the rotten wood and the delaminated wood identified as needing to be replaced, with homeowners to pay the full \$1,200 at one time or in equal installments, seconded by Karen, carried, unanimously approved. Motion by Linda to amend the motion to the \$1,200.00 is to be paid by May 1, 2025, and monthly payments of \$150.00 are to begin May 1, 2025 an to be paid over the next 8 months through December 1, 2025, se3conded by Tonna, motion carried, unanimously approved.

Motion by Tonna a form be developed for homeowners to elect which method of payment they choose and that the form must be returned by April 25, 2025 or there will be a \$100.00 fine assessed and any homeowner that fails to elect a payment choice forfeits their right to pay in 8 monthly payments and must pay the full \$1,200.00, any payment not received by the May 1, 2025 deadline will be turned over to the association attorney for collection, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna that the May 1, 2025 payments of \$1,200.00 may be paid by personal check, cashier's check, money order or online bill pay, homeowners electing to pay in 8 monthly payments must use ACH

payment and return by April 25, 2025 the ACH form to be provided by the association, seconded by JoAnna, motion carried, unanimously approve.

Motion by Tonna that all full payments of \$1,200.00 are to be mailed to the association PO Box and that all ACH form are sent in PDF format to the bookkeeper's email address or mailed to the association PO Box, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to add Working Capital, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna Judy to have homeowner packets printed, labels printed, and ready to mail by March 20, 2025, by USPS metered mail at office rate, seconded by JoAnna, motion carried, unanimously approved.

Motion by Tonna not to accept another methods of payments other than those listed in the approved Payment Instructions, seconded by Linda, motion carried, unanimously approved.

Motion by Tonna to approve the \$4,800.00 invoice for additional mulch from Procut, seconded by Karen, motion carried, unanimously approved.

Motion by Karen to have Ogles Electric dig up the underground wiring and replace it for the outside lighting, seconded by Tonna, motion carried, unanimously approved.

Motion by JoAnna to have M & B Associates replace identified delaminated wood, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to renew the \$2,500.00 a month spending amount for President JoAnna Medlen that does not require Board approval, the amount will renew each year unless a Board member calls for a vote to change the amount or to rescind the amount, seconded by Linda, motion carried, Tonna, Linda, Karen, Nancy Aye, JoAnna abstained.

Motion by Tonna to table discussion on charging regular postage to homeowners until the June meeting, seconded by Karen, motion carried, unanimously approved.

Motion to have the association attorney write up policy on background checks for potential buyers at Forest Oaks II, have something to send to the insurance underwriters and then for Board discussion at the June meeting, seconded Karen, motion carried, unanimously approved.

Move to Executive Session

Motion by Linda to turn 5 delinquent accounts over to the attorney for collection, seconded by JoAnna, motion carried, unanimously approved.

Motion by Karen to move forward with foreclosure on Unit 1121, seconded Linda, motion carried, unanimously approved.

ADJOURNMENT

The next regularly scheduled meeting will be held on Thursday, April 17, 2025, at 5:30 p.m. at the Clubhouse. A motion by Karen to adjourn, seconded by Tonna, motion carried, unanimously approved.



President's Signature

4-17-25
Date



Secretary's Signature

4-17-25
Date

Forest Oaks II
Painting Reserve Analysis - Delaminated Wood Project Options/Assessment

3/11/2025

	Delaminated Wood Project Options				
	Option 1	Option 2	Option 3	Option 4	Option 5
	No Delaminated Wood Repair	Repair Only Extremely Damaged	Replace Only Shingle Molding	Replace Only Facia	Replace Shingle Molding & Facia
Painting Reserve Analysis					
Painting Reserve December 31, 2024	\$ (48,253.94)	\$ (48,253.94)	\$ (48,253.94)	\$ (48,253.94)	\$ (48,253.94)
<u>Painting and Rotten Wood Repair - Not Yet Paid</u>					
Renovia-final payment	(7,625.00)	(7,625.00)	(7,625.00)	(7,625.00)	(7,625.00)
Mike Baird - remaining rotten wood	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)
Balance after painting and rotten wood repair	(80,878.94)	(80,878.94)	(80,878.94)	(80,878.94)	(80,878.94)
<u>Delaminated wood repair</u>					
Mike Baird's quote	-	(10,000.00)	(29,600.00)	(51,500.00)	(71,900.00)
Additional rotten wood repair (estimated)	-	-	-	(20,000.00)	(20,000.00)
Subtotal delaminated wood repair	-	(10,000.00)	(29,600.00)	(71,500.00)	(91,900.00)
Painting Reserve after complete project (estimated)	\$ (80,878.94)	\$ (90,878.94)	\$ (110,478.94)	\$ (152,378.94)	\$ (172,778.94)
Board decision about funding shortfall					
<u>Estimated shortfall</u>					
Total	\$ 80,878.94	\$ 90,878.94	\$ 110,478.94	\$ 152,378.94	\$ 172,778.94
Per unit (before rounding)	\$ 691.27	\$ 776.74	\$ 944.26	\$ 1,302.38	\$ 1,476.74

Recommendation

At March 2025 Board meeting:

Action 1: decide whether to approve delaminated wood project

Action 2: approve assessment (choose a rounded number easily divided by 3)

Homeowner has two options for paying assessment:

Option 1: in full by May 31

Option 2: in 3 equal installments in May, August, and November 2025

Forest Oaks II

Analysis of 2024 Repairs Expense as of 12/31/24

2/10/2025

	Actual 2024	Budget 2024	Difference	Comments
Funded through Annual Operating Budget				
General maintenance				
Mike Baird (excluding sheds/carports/wood)	\$ 5,829.00			
Dowell Roofing	2,595.00			
Ogles Electric	4,862.39			
H & R Plumbing	400.00			
Huddleston Steele Engineering	5,400.00			Water mitigation study
MNM Services	540.00			Clubhouse cleaning
Keith Ensey	1,542.00			
Hoover Paint Store	249.57			
Clean & Shine Pressure Wash	1,125.00			
Murf. Locksmith	342.00			
Softwazer	6,900.00			Cameras and wifi extender
Miscellaneous	1,759.74			
Subtotal general maintenance	31,544.70	41,193.00	(9,648.30)	
Pool contract				
Hunt Pools	6,500.00	6,504.00	(4.00)	
Lawncare				
Mark McCormack	65,064.00			Terminated in June 2024
Procut	41,950.00			
Other lawncare companies	3,900.00			
Subtotal	110,914.00	132,000.00	(21,086.00)	
Landscaping (tree pruning)				
Hughes Tree Surgery	27,200.00	10,000.00	17,200.00	
Gutters				
		3,500.00	(3,500.00)	
Total	176,158.70	193,197.00	(17,038.30)	
Funded through Deductions from Painting Reserve				
Renovia	118,500.00			
Mike Baird				
Sheds/carports	6,292.00			
Rotten wood (2024 painting)	61,701.00			
Subtotal	67,993.00			
Total	186,493.00			
Reimbursed by Homeowners				
Jack Gallard	7,125.00			Fireplaces
Total all	\$ 369,776.70			